

# **BYLAWS**

For all of the

**SANGER ATHLETIC BOOSTER CLUBS**

Operating in the Sanger Independent School District

Sanger, Texas

Date of Adoption: June 11, 2008

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## *ARTICLE I: Names*

These bylaws apply to the following organizations, individually and collectively:

1. Sanger High School Baseball Booster Club
2. Sanger High School Basketball Booster Club
3. Sanger High School Cross Country Booster Club
4. Sanger High School Football Booster Club
5. Sanger High School Golf Booster Club
6. Sanger High School Power Lifting Booster Club
7. Sanger High School Softball Booster Club
8. Sanger High School Tennis Booster Club
9. Sanger High School Track Booster Club
10. Sanger High School Volleyball Booster Club

## *ARTICLE II: Parliamentary Procedure*

[Roberts Rules of Order Revised](#)<sup>1</sup> shall govern each club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## *ARTICLE III: Purpose*

The purpose is to stimulate and sustain interest among students, parents, and community in school athletics at all school levels in the public schools of Sanger by cooperating with the school administration and the Athletic Director (AD). Sanger Athletic Booster Clubs is defined as all programs under the supervision of the Athletic Director. The Sanger Athletic Booster Clubs will follow all UIL Booster Club guidelines. No member may use his or her membership to influence coaches.

## *ARTICLE IV: Membership*

Anyone interested in the welfare of an athletic program may become a member. The Sanger Athletic Booster Club membership fee is \$5.00 per individual per club. Membership is required to hold an office, and awards voting privileges.

## *ARTICLE V: Officers*

Section 1: The officers of each Booster Club shall be president, treasurer, and secretary. Each Booster Club will have these 3 elected offices and may choose to include 1 or more vice-presidents.

Section 2: The above officers shall be elected for a term of one year and shall serve until their successors are elected and installed. Elections shall take place in May of each year. Term of office will begin on June 1<sup>st</sup> of each year.

Section 3: Nomination for officers shall be made and voted upon at the May meeting.

Section 4: A vacancy occurring during the year in an office shall be filled by appointment from the remaining officers.

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<sup>1</sup> <http://www.robertsrules.org/rro--00.htm>  
Sanger Athletic Booster Clubs

## *ARTICLE VI: Duties of Officers*

Section 1: The president shall preside at all the meetings of the organization, shall appoint special committee chair members, and shall perform all other duties usually pertaining to the office. If no vice-presidents are elected, the president shall act as chairman of the concessions, which consist of supplies, workers, and cleanup.

Section 2: The Secretary shall keep a correct record of all club and executive committee meetings; shall perform reporting duties and other such duties as may be delegated.

Section 3: The Treasurer shall receive all money of the club; shall keep an accurate record of receipts and expenditures; shall give the club periodic financial statements itemizing all receipts and expenditures; shall pay out of the club funds by the direction of the Executive Committee, by the club in a general meeting or with the approval of all elected officers of that club; shall issue receipts for all money received by the Club; shall, with the chairmen of each money raising project, count money and deposit money received. The treasurer will allocate funds according to Article XII Booster Club expenditures.

## *ARTICLE VII: Meetings*

Regular meetings of each individual club shall be held at the discretion of the President, Executive Committees, or Board of Directors as needed.

## *ARTICLE VIII: Executive Committee*

The Executive Committee shall consist of the officers of that club, chairmen of standing committees, the Head Coach of that sport, and the AD. Its duties shall be to transact business between the club meetings and such other business as may be referred to it by that club. Meeting of this committee shall be held at the call of the President or upon request of a majority of the Executive Committee. A majority of this committee shall constitute a quorum. A report of the Executive Committee meeting shall be made at the next regular meeting of that club.

## *Article IX: Board of Directors*

Section 1: The board of directors shall consist of the President of each club and the AD. The AD shall preside over all meetings of the board of directors.

Section 2: The purpose of the board is to review and amend the bylaws of the Sanger Athletic Booster Clubs.

Section 3: Meetings of the board of directors will be held annually, or may be called by the AD at any time.

Section 4: In the event of a called meeting, the AD is responsible for providing an agenda prior to the meeting.

## *ARTICLE X: Amendments*

These bylaws may be amended by the board of directors by a two-thirds vote of the board members present. If the proposed amendment passes by a two-thirds vote, it must then be approved by the AD before the bylaws are in fact amended. Once approved by the AD, the amendment may/or may not need to be approved by the Superintendent and/or the School Board.

## *ARTICLE XI: Fundraising*

Section1: All fundraising activities must be approved by the AD.

Section 2: The club must first discuss if a particular fundraising activity is something that the club can manage and that the net result will be worth the effort required. All details should be discussed, questions answered, and problems worked out before a fundraiser is considered by a Booster Club. If it is agreed to be a fundraiser worth pursuing, the club should bring forth the proposed fundraiser to the head coach of that club and convince him/her that the club should pursue that activity. The head coach will then bring the proposal to the attention of the AD. The AD will consider many things about the fundraiser including; impact on the community; the general nature of the activity and how it represents the school district and athletic department; whether that activity could possibly hurt another club's fundraising programs. If everything seems good, the AD will approve and add the fundraiser to the SABC Approved Fundraising List.

Section3: The AD is responsible for maintenance and distribution of a SABC Approved Fundraising List.

Section 4: A fundraiser request will not be considered if:

1. The fundraiser in any way reflects poorly upon the SISD Athletic Department
2. The fundraiser is not consistent with district policies or state UIL rules.
3. The fundraiser makes requests for donations from individuals or businesses within the SISD.
4. The fundraiser might negatively impact a fundraising activity already being used by another club.

Section 5: If a club cannot meet the demands of running (or simply chooses not to provide) a concession stand for some or all of their home games; that club must give other Athletic clubs the chance to work that concession stand. If all clubs have been given the chance and refuse that chance, then other SISD school clubs or groups should be contacted. The next groups to contact would be other organizations at one of the other campuses in the SISD. Only if no group within the SISD is willing to work the concessions for a booster club, can a group outside the school district be allowed to work a concession stand.

If a booster club does not intend to do one of its approved fundraisers, that club can allow another booster club to do that fundraiser. If no other booster club wants to do that fundraiser, the booster club can allow another SISD group to do that fundraiser. No groups from outside the SISD will be allowed to do booster club fundraisers.

*ARTICLE XII: Booster Club Expenditures*

Booster Club officers will work with the head coach of that club when deciding what to purchase with club revenues. Club expenditures should be initiated by the coach making a request (best if done in writing) to the membership at a regular meeting. The President will present the request, have the coach elaborate if necessary, allow the club to discuss and ask the coach questions, then vote on the expenditure. It is the job of the President, Treasurer, and Head Coach to make sure that the finances of each club stays healthy and that funds are available for each purchase. Funds must be in the account at the time an order is made when using booster club funds. Employees of the SISD who are coaching should not have control of or have signature authority over booster club funds including petty cash or miscellaneous discretionary funds. When items to purchase are decided upon for that sport, a check should be made payable to Sanger High School for the amount needed to cover the transaction and given to the AD with a request for the check to be deposited in that sport's school budget account to cover the amount of the purchase. It is the responsibility of the head coach to use proper SISD ordering procedures and to make sure that the check is given to the AD to be deposited into the proper SISD account before the order is placed. No expenditures for a sport can be made without the consent of the head coach of that club and must be approved by the AD.

*ARTICLE XIII: Business Transactions*

Section 1: All financial transactions shall be handled through a checking account at an FDIC approved financial institution within the SISD.

Section 2: All incoming checks must be made payable to one of the booster clubs listed in Article I.

Section 3: All invoices received by a Sanger Athletic Booster Club must be reviewed and paid within 30 days.

Section 4: Checks written on behalf of any SABC shall require signatures of two of the following officers: President, Vice-President, Secretary, and/or Treasurer. Members of the same household are not allowed to sign the same check.

Section 5: No officer may sign a check when they are the payee.

*ARTICLE XIV: Booster Club Dissolution*

If an Athletic Booster Club dissolves, the assets belonging to that booster club will be divided equally among the remaining Athletic Booster Clubs to be administered by the AD. If all of the Athletic Booster Clubs were to dissolve, the remaining assets will be donated to other organizations within the Sanger I.S.D. to be administered by the Athletic Director and Superintendent.

*ARTICLE XV: Exclusively for exempt organizations*

1. All of the Sanger Athletic Booster Clubs are organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the various Sanger Athletic Booster Clubs shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, this organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Denton County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.