

By-Laws of the Hebron High School Football Booster Club

Article I Name

The name of this organization is the Hebron High School Football Booster Club, and is associated with Hebron High School in Carrollton, TX

Article II Articles of Organization

The articles of organization include (a) the by-laws of such organization and (b) the certificate of incorporation of the Hebron Football Booster Club.

Article III Purposes

Section 1. The Purpose of the Hebron Booster Club:

- a. To raise money and support for the Hebron Football Program.
- b. To create team spirit by demonstrating that the people in the community support the school and its football program.
- c. To keep the educational goals of competition at the forefront of all policies.
- d. To encourage good sportsmanship towards officials, the opposing team, all fans, and visitors.
- e. To provide the following scholarships within our program:
 - EIGHT \$1000 scholarships to senior football players
 - ONE \$500 scholarship to a sports trainer
 - ONE \$500 scholarship to a video crew member

Article IV Basic Policies

The following are basic policies of the Hebron Football Booster Club:

Section 1. The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.

Section 3. The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This organization shall not use any EIN tax number other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.

Section 5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, 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 Article III hereof.

Section 6. This organization shall prohibit voting by proxy.

- a. This organization shall allow email voting when deemed necessary by the President, when a vote is needed before the next scheduled meeting.

Section 7. No part of the membership roster of this organization shall be sold to any entity or exchanged for services or products without the approval of the majority of the general membership.

Section 8. Upon dissolution of this organization;

- a. After paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be to yield up and surrender any and all its assets and property to LISD or to another local booster club.
- b. Shall cease and desist from the further use of any name that implies or denotes association with the Lewisville ISD school; and
- c. Carry out promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 9. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to the inspection by its members.

Section 10. Only members who have paid dues for the current membership year may participate in the business of the organization.

Article V Membership and Dues

Section 1. Membership in this organization shall be made available without regard to race, color, creed or national origin, nor in conflict with the provisions of UIL.

Section 2. A person's paid membership dues allow membership in the organization from April 1 through the last day of March. Membership is non-refundable.

Section 3. Upon payment of annual dues, a person shall have membership in the organization for one year.

Section 4. This organization shall sustain a yearly membership total at least 100 (one hundred) members to remain an active booster club on the Hebron High School Campus.

Section 5. Membership fee shall be determined by the Officers.

Section 6. Rights and responsibilities of membership:

- a. The right to vote in the election of officers.
- b. The right to amend and approve the minutes of general meetings.
- c. The right to volunteer for committee work.
- d. The right to attend meetings and functions.
- e. The responsibility to uphold and support the principles and purposes for the Booster Club.
- f. The responsibility to promote a positive image of the Hebron Football Program and the Booster Club in our community. Violation of this may result in disciplinary actions.

Article VI Officers and Their Elections

Section 1. Each officer must be a member of this organization.

Section 2. No officer shall be married to another officer. No officers may be a sibling of another officer. No officers shall be a signer for any checks that are payable to any of his family members.

Section 3. Officers and their Election:

- a. The officers of this organization shall consist of a president, 3 vice presidents, a secretary, a treasurer and a treasurer elect.
 - i. The President shall appoint a Parliamentarian
- b. An individual must be a member prior to taking office

- c. Officers shall assume their official duties by March 1 and shall serve a term of 2 years or until successors are elected.
- d. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. Officer Nominations

- a. A nominating committee will be elected by the executive board prior to the election of officers.
- b. The nominating committee shall consist of 3 or 5 members and one alternate. The committee shall elect its own chairperson.
- c. The nominating committee shall nominate an eligible person for each position to be filled and report those nominees at the annual general meeting. Additional nominations can be made from the floor at this time.
- d. The nominating committee report must be publicized at least 7 days prior to the meeting.
- e. Only those who have signified consent to serve shall be nominated.
- f. No member shall be in a position to automatically serve.
- g. The sponsor shall not be a member of the nominating committee, or appoint any member of the nominating committee.
- h. The President shall not be a member of the nominating committee, or appoint any member of the nominating committee.

Section 5. Vacancies

- a. In case a vacancy occurs in the office of president, the first vice president will take over as president.
- b. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.

Section 6. Reason to Remove: By two-thirds (2/3) vote of the executive board officer, chairman, or member shall be removed from office/membership for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

**Article VII
Duties of Officers**

Section 1. The President Shall:

- a. Coordinate the work of the officers and committees of the organization.
- b. Confirm that a quorum is present before conducting any business at any meeting of the organization.
- c. Preside at all meetings of the organization.
- d. Appoint a parliamentarian.
- e. Appoint chairmen of special committees subject to approval of the executive board.
- f. Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks).
- g. Call a meeting of newly elected officers within twenty-one (21) days after the March election meeting for the purpose of approving appointments of standing committee chairmen and other business as becomes necessary.
- h. Be a member ex-officio of all committees except the nominating and audit committee.
- i. Submit a copy of its bylaws and standing rules to the Hebron High School Principal.
- j. Submit to LISD accounting office and principal forms required by Lewisville ISD.
- k. Oversee assigned standing and ad hoc committees.

Section 2. The Vice President Shall:

- a. First Vice Pres. – Business Sponsorships
 - i. act as an aide to the president
 - ii. oversee assigned standing and ad hoc committees
- b. Second Vice Pres. – Programs/Game Day
 - i. act as an aide to the president and
 - ii. preside in the absence of the president
 - iii. oversee assigned standing and ad hoc committees

- c. Third Vice Pres. – Communications
 - i. act as an aide to the president and
 - ii. oversee assigned standing and ad hoc committees

Section 3. The Secretary shall:

- a. record the minutes of all meetings of the organization
- b. maintain a compilation of the organization's minutes
- c. be responsible for all organization and school communications
- d. have a current copy of the bylaws
- e. maintain a current membership list
- f. oversee assigned and standing ad hoc committees

Section 4. The Treasurer shall:

- a. have custody of all funds of the organization;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for five years;
- c. make disbursements in accordance with the budget adopted by the organization
- d. sign on bank accounts (two of three authorized signatures required on all checks)
- e. present a financial report, both written and verbal, at every meeting of the organization and as requested by the executive board of the organization
- f. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, section 4 of these bylaws, and
- g. submit books to the audit committee as requested
- h. oversee assigned standing and ad hoc committees.

Section 5. The Treasurer-elect shall

- a. work under the direction of the Treasurer to be the 2nd checkpoint of all money going through the Booster Club
- b. to learn the treasurer process to take over the position following the treasurer's term if elected by the general membership.

Section 6. The Parliamentarian shall:

- a. maintain a record of the bylaws and standing rules
- b. be available to the President at all board and general meetings, and advise the executive board of bylaws and/or parliamentary procedure upon request
- c. oversee the nomination of the audit and nominating committees.

Section 7. All Officers Shall:

- a. attend all meetings of the organization
- b. perform the duties outlined in these bylaws and those assigned periodically
- c. recommend all standing committee chairs or co-chairs
- d. deliver to their successor or the president all official materials within twenty-one (21) days following the date at which their successor assumes their duties.

Article VIII Duties of Sponsor

The sponsor of the organization shall not be a member or have voting privileges on the executive board. Booster club membership is separate from sponsorship. The sponsor of the organization shall not be a member nor have voting privileges on the executive board but may attend board meetings.

Article IX Meetings

Section 1. This organization shall hold a minimum of 6 meetings a year.

- a. Regular meeting dates will be established by the executive board at the first meeting of the fiscal

year. Time and dates will be announced to the membership at its first meeting of the fiscal year. Five days' notice shall be given if change of date is needed.

- b. The annual meeting held in February shall be for the purpose of receiving year end reports of officers and to accept nominations of the officers.
- c. The regular meeting held in March shall be the turnover meeting.
- d. A majority of the total number of members of the executive board shall constitute a quorum at general and executive meetings.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board, at least three days' notice having been given.

Article X Executive Board

Section 1. The executive board shall consist of the officers of the organization and the chairpersons of the standing committees.

Section 2. A member shall not serve as an officer or chairman with the organization's executive board while serving as a paid employee of or having purchasing contracts with the organization.

Section 3. The duties of the executive board shall be to:

- a. transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. present a report at the regular meetings of the organization
- c. fill vacancies of officers and chairpersons
- d. submit a budget for the upcoming fiscal year to the organization for adoption
- e. ensure that the organization, through its practices and policies, does not violate such rules and regulations that govern UIL

Section 5. Meetings

- a. Regular meetings of the executive board shall be held as needed prior to each organization meeting, the time to be fixed by the board at its first meeting of the fiscal year.
- b. A majority of the executive board members shall constitute a quorum at all meetings

Article XI Standing and Ad hoc Committees

Section 1. Only members of the organization shall be eligible to serve as chair/co-chair or members of committees

Section 2. The officers may create such standing and ad hoc committees as it may deem necessary to carry on the work of the organization. The term of each chairperson is noted as follows or until selection of a successor:

Section 3. Current Standing Committees include but are not limited to:

- a. Liaisons -- 1 year
- b. Social Media -- 1 year
- c. Web Master -- 2 year
- d. Future Hawk Coordinator -- 1 year
- e. Special Events -- 2 year
- f. Volunteer -- 1 year
- g. Membership -- 1 year
- h. Senior Parent Committee -- 1 year

**Article XII
Finances of Organization**

Section 1. The fiscal year will run from March 1 - February 28.

Section 2. An audit committee consisting of not less than three members, who are not authorized signers, shall be nominated by the executive board at least 30 days before the last meeting of the fiscal year.

Section 3. The audit committee report shall be adopted by the organization.

Section 4. The budget for the next fiscal year will be reviewed and submitted by the executive board to be voted upon by the general membership.

Section 5. The financial books for the organization will close on Feb 28th and turned over by March 30th to the audit committee for reconciliation by April 15th.

Section 6. Cash Handling Procedures

- a. Any money/checks to be turned in to the treasurer must be accompanied by a deposit voucher, verified, and signed by two booster club members.
- b. Persons responsible for money during events (such as spirit wear sales, membership or concessions) must also take a picture of the deposit voucher and text/send it to the following booster members: president, both VPs, treasurer, secretary and Coach.
- c. If unable to turn over monetary deposit and voucher to the treasurer in a timely fashion (by the end of the day of the event), then money and vouchers should be placed in the lock box located in the coach's office. Treasurer must be notified when this step is completed.
- d. Any member requesting reimbursement for expenses must submit a check request form along with all corresponding receipts. If the expense exceeds the budget line item from which the reimbursement is drawn, the request will be reviewed by the executive board before approval is granted. It is important for all members dealing with money to be informed about budget and cash handling procedures.

**Article XIII
Parliamentary Authority**

The rules contained in the current edition of "The Everything Robert's Rules" Book shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

**Article XIV
Amendments**

Section 1.

- a. These bylaws may be amended at any meeting of the organization, provided a quorum is present by 2/3rd vote of the members present and voting. Notice of the proposed amendment shall be given at the previous meeting or fifteen days prior to the meeting at which the amendment is voted upon. Each amendment to the bylaws shall be provided the membership through regular communication channels at least 15 days prior to the meeting at which the amendment is voted upon or at the previous meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by the majority vote at a meeting of the organization, or by a majority vote of the executive board. The requirement for adoption of revised set of bylaws shall be the same as in the case of an amendment.
- c. After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of the bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.

**Article XV
Charity/Gifting Guidelines**

The booster club throughout the year sends gifts to individuals due to illness, surgery, births and or deaths. They are also asked to make charitable donations to help football families that are in financial need. To remain consistent in our gift giving and charitable contributions, the below guidelines have been established. These guidelines are solely

dependent upon the booster club officers being notified by the coaches and/or the families when a gift giving and/or charitable circumstance arises.

- a. Hebron football player and staff has a surgery, illness; will receive a greeting card from the HHFBC
- b. HHS staff and LISD administration have surgery, illness, injury; will receive a greeting card from HHFBC
- c. Hebron football staff that have a birth or adoption; \$50 gift card
- d. Hebron football player and staff that have a death in their family (parents or siblings) \$75 flowers/gift
- e. Death of HHS staff or LISD administration; \$75 flowers/gift
- f. Death of any of the participants in the Friday Night Groups; \$50 flower/gift
- g. Donations asked for by HHS or LISD; The HHFBC is periodically asked to provide donation to different events such as LEF and other LISD events. These requests for donation will be voted on by the executive board.
- h. Financial need for football families: there are circumstances when a football family may require financial assistance. Due to the personal nature of these situations, the matter will be kept in strict confidence, but the executive board will need to vote for approval of expenditure.
- i. All exceptions to the above guidelines are to be voted on by the HHFBC executive board.

**Article XVI
Prudent Reserve**

A prudent reserve of club funds of at least \$10,000 shall be kept at all times and only accessed by a vote of the general membership.

These by-laws shall supercede all previous by-laws of this organization.

Updated and Approved by Executive Officers on 10 of April, 2023.

Signed by

President	<u>[Signature]</u>
Vice President	<u>[Signature]</u>
Vice President	<u>[Signature]</u>
Vice President	<u>[Signature]</u>
Treasurer	<u>[Signature]</u>
Treasurer-Elect	_____
Secretary	<u>[Signature]</u>
Parliamentarian	<u>[Signature]</u>