

**WILLIAM B. TRAVIS HIGH SCHOOL
ATHLETIC BOOSTER CLUB
BY-LAWS**

Article I – Name

Section 1. This organization shall be known as the Travis High School Athletic Booster Club (hereinafter referred to as “THSABC” or the “Booster Club”).

Article II – Purpose and Policy

Section 1. This organization has been formed and shall exist for the sole purpose of assisting and supporting school activities by promoting a high degree of voluntary community and parental participation, good fellowship, and encouraging sponsorship and support of all student athletic activities of Travis High School (hereinafter referred to as “THS”).

Section 2. The THSABC shall be a non-profit organization and shall also be non-shareholding, non-commercial and non-bargaining.

Section 3. The activities of the Booster Club shall not conflict with the policies of the school officials of Travis High School, Fort Bend Independent School District, (hereinafter referred to as “FBISD”), or the University Interscholastic League, (hereinafter referred to as “UIL”).

Article III – Memberships and Dues

Section 1. The membership of the THSABC shall be limited to non-student adults.

Section 2. The Principal of Travis High School or his/her designate shall be an Ex-officio member of the Booster Club and the Board of Directors. The Ex-officio shall be non-dues paying and shall not have voting rights.

Section 3. The Board of Directors shall establish membership dues. Membership will become automatic upon payment of dues and will end on June 30 of the academic year.

Section 4. Members are expected to follow rules and regulations of the FBISD, UIL, Booster Club, and their respective officers and officials. Future members are expected to exhibit behavior and decorum normally associated with good sportsmanship.

Section 5. The Booster Club may revoke any member's membership, except the Ex-officio membership, in the Booster Club by a two-thirds vote of the Booster Club membership present at the meeting when the vote is taken. The vote shall be held only after the member in question has received two weeks written notice of the intention and reason to revoke membership, and after said member is allowed to address the Booster Club for a reasonable time. The President, or in his/her absence, the Executive Vice President, shall be the sole judge of reasonable time, but such time not to be less than 20 minutes. The vote must be at a regular meeting or at a special meeting, which was announced at a Regular Meeting.

Article IV – Board of Directors

Section 1. The Board of Directors shall consist of the following:

Executive Board: President
 Executive Vice President
 Secretary
 Treasurer

Duties: Shall meet after the Annual Meeting and prepare the budget for the new year.
 The Board of Directors shall approve the budget.

Directors: Membership
Programs Sports Coordinators
 Merchandise
 Fundraisers
 Hospitality
 Banquet
 Public Relations/Website
 Scholarships
 Concessions
 Ex-officio

Duties: Shall approve the annual budget.
 Shall conduct all day-to-day business of the club.
 Shall approve all expenditures contemplated in the budget.
 Shall adhere to the By-Laws.

Section 2. All members of the Board of Directors shall be known as "Officers." Each Officer present at the meeting of the General or Director's meetings shall have one (1) vote.

Section 3. Members of the Board of Directors missing two (2) consecutive regular meetings without notification, prior to the meeting, to the President or Executive Vice President, will be considered as submitting a formal resignation.

Section 4. A member of the Board of Directors may resign at any time upon written notice of resignation to the Board of Directors. The resignation will become effective immediately. Acceptance of the resignation shall not be necessary to make it effective.

Article V - Officers

Section 1. The President shall preside at the Annual Meeting of the Booster Club, all regular meetings of the Booster Club, and all meetings of the Board of Directors; shall have general supervision over the affairs of the club, shall countersign, all checks; shall prepare a report to the overview of operation of the Booster Club which will be delivered to the officers/members at the last General meeting or function prior to leaving office. The President shall appoint any special committees to report to the Board of Directors including the annual nominating committee for new officers.

Section 2. The Executive Vice President shall substitute in all matters for the President in his/her absence or disability; shall be in charge of fundraising; shall be responsible for obtaining at least two (2) quotes for services and materials when needed; shall purchase those items approved by the Board/Members; shall be responsible for other duties as determined and authorized by the Board of Directors; shall be authorized to countersign all checks.

Section 3. The Secretary shall give notice as required by these By-Laws of the annual, regular, Board of Directors, and special meetings; shall attend and keep minutes of the same; shall have charge of all corporate records and papers; shall perform other duties as are incident of the position, as directed by the Board of Directors.

Section 4. The Treasurer shall have custody of all money and securities of the Booster Club; shall prepare all checks for signature; shall keep regular books of the accounts and shall submit them, together with all vouchers, receipts, and records and other papers, to the Board of Directors, as often as they require. The Treasurer shall not accept any funds unless they are in the forms of a check or cash that has been counted by both the individual delivering the funds and the Treasurer. The Treasurer is required to file necessary forms and reports to the State of Texas Tax Department and the IRS annually. The Treasurer shall prepare the financial books for the audit and shall assist in preparing an annual budget to be approved by the Board.

Section 5. The Directors of Membership, Programs, Hospitality, Banquet, Sports Coordinators, Merchandise, Public Relations/Website, Scholarships, Fundraisers and Concessions shall be responsible for other duties as are incident to the position as determined and authorized by the Board of Directors.

Article VI – Election and Terms

Section 1. Officers of the Booster Club shall be elected by the members of the Booster Club to the positions on the Board of Directors at the annual meeting.

Section 2. In order to be eligible for the Board of Directors, an individual must be a member of the Booster Club in good standing.

Section 3. Officers shall hold office until the next annual meeting of the Booster Club or until their successor is elected. Members of the Executive Board may serve for consecutive terms on the Board but may not serve for more than two (2) years as an officer in the same capacity or for four (4) years in total.

Section 4. Vacancies on the Board of Directors shall be filled by election, by a majority vote of the Booster Club membership in attendance at a regular meeting or a special club meeting.

Article VII – Meetings

Section 1. Regular Meetings of the Booster Club shall be held the 1st Monday of each month. If that particular Monday falls on a holiday then it would be scheduled on the closest Monday to that date depending on availability of the building.

Section 2. The Annual Meeting of the Booster Club shall be held the 1st Monday of May. The Board of Directors shall determine the location and time. Notice of the meeting shall be published prior to the meeting.

Section 3. The new Executive Board shall meet after the annual meeting and before the first Board Meeting of the Directors to prepare the budget.

Section 4. Meetings of the Booster Club shall be called by the President or by four (4) or more Officers of the Booster Club. Notice of any meeting of the Booster Club may be given either by verbal or written notification to each member or by published notification. Notice shall state the date, place, and time and shall not be given less than ten (10) or more than sixty (60) days prior to the date of the meeting.

Section 5. Special meetings of Officers may be called by the President or by four (4) members of the Board of Directors. A minimum of two (2) days notice shall be given to all Officers. Notice may be verbal or written and need not be published.

Section 6. All meetings of the Booster Club and the Board of Directors (not to include the Executive Board) are to be open meetings.

Section 7. Robert's Rules of Order (revised) shall be the recognized rules of order at all Booster Club meetings.

Article VIII – Voting

Section 1. Each member present, except Ex-officio, shall have one vote at the regular meeting. Each officer shall have one vote at a Director’s meeting.

Section 2. There will be NO VOTING BY PROXY.

Section 3. Elections at the Annual Meeting shall be by ballot with two (2) voting officials appointed by the President to tally all votes. However, when there is only one (1) name placed in nomination for each position, the elections will be conducted by voice vote.

Section 4. Ten percent (10%) of the Sports Coordinators must be present in order to constitute a quorum.

Article IX – Finance

Section 1. Funds raised by the Booster Club shall be deposited in such bank or banks as the Board of Directors shall designate and shall be withdrawn only upon the check or order of the Treasurer, countersigned by the President or Executive Vice President.

Section 2. In the case of prolonged absence or disability of the Treasurer, the Board of Directors may appoint a Treasurer Pro-tem.

Section 3. All non-budgeted disbursements from the general fund require majority approval of the Board of Directors. All non-budgeted disbursements from the general fund greater than two thousand dollars (\$2,000.00) require a quorum.

Section 4. All disbursements from individual sports accounts, must be approved by the Head Coach and Sports Coordinator of the sport via signature on check request, and funds must be available in the account prior to disbursement.

Section 5. Year-to-date receipts and disbursements information will be presented at each regular meeting for discussion.

Section 6. An audit of the books and records of the Booster Club will be conducted and completed by July 31 each year. The audit committee shall consist of at least two (2) current Booster Club members selected by the Executive Board. The audit committee must be satisfied that the Treasurer’s annual report is correct. They shall sign a statement of that fact at the end of the report.

Section 7. In the event of dissolution of the Booster Club, all outstanding bills shall be paid and all remaining property and assets of the Booster Club shall be distributed to William B. Travis High School or, if such disposition is not possible, to another qualified exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as

Amended, and which is selected by the Board. In no event shall the remaining property and assets of the Booster Club be distributed to any member or other individual entity.

Section 8. Sports shall receive a pro-rata portion of the year end distribution of the General Fund by meeting the following criteria:

- Membership Points equal at least 30% of the Sports Roster
- Sports Coordinator designated by September 15th.
- Sports Coordinator participation and attendance at monthly meetings, with no more than 2 absences from such meetings
- Sports participation in Booster Bash/Main Fundraiser by providing 1 sponsorship at any level
- Sports participation in Booster Bash by selling 1 ticket per 10 athletes of sport
- Sport must hold a minimum of 1 fundraiser to directly benefit the sport

Section 9. Income Tax Documents shall be filed each year with the assistance of one of the District's choice(s) Certified Public Account.

Article X – Conflict of Interest

Section 1. At no time shall this Booster Club conduct business of any kind with a business owned or operated by an officer of this club unless included in a competitive bid process.

Article XI – Amendments

Section 1. These By-Laws may be amended from time to time as follows:

- (a) Amendments must be presented in writing and must have the unanimous, signed approval of the Executive Board, and
- (b) The proposed amendment(s) or change(s) must be presented at the previous regular meeting of the Booster Club, and
- (c) The amendment(s) must be passed by a two-thirds majority of the Board of Directors, and
- (d) The By-Laws, as may be amended from time to time, shall be presented at a regular meeting for approval by a majority of Booster Club members present at such meeting.