

Fulshear High School Athletic Booster Club By-Laws

1. Name of the Organization: The name of the organization shall be the Fulshear High School Athletic Booster Club, Inc.
2. Address: P.O. Box 1133, Fulshear, TX 77441
3. Purpose of the Organization: The purposes of the organization shall be to support and enrich the participation of the school and its student athletes in extracurricular athletic competition at all times and under all circumstances by providing supportive services, fundraising activities, and spirit activities consistent with the rules of the University Interscholastic League, the Lamar Consolidated Independent School District, the laws of the State of Texas, and any other applicable laws, rules or regulations.
4. Membership: Open to anyone in the community interested in becoming involved in the support of the Fulshear High School athletic programs and who pays dues in accordance with the standing rules of the Fulshear High School Athletic Booster Club.
5. Meetings:
 - a. The dates and times for regular monthly meetings shall be established at the first meeting of the fiscal year. (July)
 - b. Parents will be contacted in an appropriate manner. A notice of the meetings will also be sent to the high school principal and to the superintendent
 - c. Quorum: A quorum is required to conduct the business of the organization. A quorum shall be 5 members. If fewer than 5 members show at a meeting, then the quorum requirement shall be suspended for the next regular meeting.
 - d. Special Meetings: The President or any member of the governing board may call a special meeting, provided that at least three days' notice is given to the membership.
6. Governance:
 - a. Officers of the Organization
 - i. President: The President shall be the chief executive officer of the organization and shall preside over all meetings of the organization. He/she shall serve as the liaison between the school administration, athletic director, and the organization, and shall hold such other duties as are given to him/her either under the standing rules of the organization or by vote or assent of the organization.
 - ii. Vice President: The Vice President shall perform all the duties in his/her absence or at his/her request. The Vice President shall serve as the coordinator for spirit wear and chair committees as needed. Manage budgeting items for Athlete Meal Accounts.
 - iii. Treasurer: The primary duties of the treasurer of the organization are to receive monies given to or earned by the organization, pay the obligations of the organization, and to maintain the financial records of the organization. He/she shall fulfill such other duties as are given to him/her either under the standing rules of the organization or by vote or assent of the organization.
 - iv. Secretary: The primary duty of the secretary of the organization is to take the minutes of each meeting of the organization and present them for approval at the next meeting. Create sign up documents for volunteer opportunities. Maintain social media accounts. He/she shall fulfill such other duties as are given to him/her either under the standing rules of the organization or by vote or assent of the organization.

- v. Sponsorships Chair: The primary duties of the scholarship chair is to maintain scholarship application forms, applications submitted, and submitting to the approving individuals. He/she will also solicit companies for donations/sponsorships. Manage budgeting items related to the general fund account. He/she shall fulfil such other duties as are given to him/her either under the standing rules of the organization or by vote or assent of the organization.
 - vi. Scholarships Chair: The primary duties of the scholarship chair is to maintain scholarship application forms, applications submitted, and submitting to the approving individuals. He/she shall fulfil such other duties as are given to him/her either under the standing rules of the organization or by vote or assent of the organization.
- b. Sport Representative
 - i. Each sport will elect one person to serve as their sport representative. The representative will serve as the liaison between the coach of that sport and the organization. He/she shall fulfill such other duties as are given to him/her either under the standing rules of the organization or by vote or assent of the organization. Sport Representatives are elected by the parents of their respective sport at a time deemed appropriate by the coach.
 - c. Coaches:
 - i. The coaches of each sport shall serve the organization in an advisory capacity.
 - d. Nominations and Elections:
 - i. Elections shall occur at the first meeting in May of each year.
 - ii. Any paying member is eligible to hold office. Nominations: Nominations will be taken from the floor on the date of the election.
 - iii. Only members who have paid their dues for the current fiscal year may vote in an election.
 - e. Term of Office:
 - i. The term of office shall be for two fiscal years.
 - f. Filling of Vacancies
 - i. In the event that the President is unable to fulfill the duties of the office, the officers of the organization shall meet and select a President pro term from among the existing officers of the organization.
 - ii. Filling of Vacancies in All Other Offices: Vacancies in all offices other than that of President shall be filled by nomination from the floor at the regular meeting of the organization and vote by secret ballot.

7. Finances

- a. The booster club shall follow the “Booster Club Policies and Procedures” published at the beginning of each academic year.
- b. The bank signature card will be signed by the President and Treasurer.
- c. No officer shall approve or sign a check that is being issued to himself/herself.
- d. Receipts for all expenditures will be filed in the treasurer's records and brought to executive meetings.
- e. No blank checks will be issued without a receipt/voucher specifying anticipated expenses. The Treasurer MUST be provided with a receipt within 48 hours.

- f. Concession stand expenses will be reimbursed with proper receipts as evidence of expenditure.

- g. Two members should count the money from each concession moneybox and from each fundraiser. This money will be deposited and coordinating deposit forms will be provided to the Treasurer.
 - h. A Treasurer's report will be presented at each meeting.
 - i. A yearly audit of the bank statements and books will be performed by the Executive Council (officers).
8. Minutes
- a. The Secretary shall keep minutes from each meeting.
9. Changes to Bylaws
- a. A committee appointed by the President and including the Parliamentarian of the organization must present proposed changes to the governing board with supporting reasons for such changes. The governing board can agree by a simple majority to put such proposed changes to a vote of the membership.
 - b. An agenda must be sent to the members at regularly scheduled meeting to announce that a bylaw change is being proposed. The bylaw change will be read and discussed at a regular scheduled meeting, but not voted upon. The bylaw change shall then be read, discussed and put to a vote of the membership. The bylaw change must pass by a two-thirds majority vote of the paid members present and voting at the meeting.