

**BY-LAWS OF  
THE JAMES E. TAYLOR HIGH SCHOOL  
ATHLETIC BOOSTER CLUB  
Katy, Texas**

**ARTICLE I: Name and Purpose**

**Section 1. Name**

The name of the organization shall be The James E. Taylor Athletic Booster Club commonly known as THSABC.

**Section 2. Purpose**

The purpose of THSABC is to:

- A. Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants.
- B. Provide support and assistance to all athletic programs.
- C. Encourage and support students to reach their full athletic potential.
- D. Provide a scholarship program whereas funds are generated in an effort to provide scholarships for outstanding seniors who have represented the athletic program ideals.
- E. Promote school spirit and sportsmanship. Encourage attendance at all THS athletic events.
- F. Aid and support the school staff in areas of sports promotion, publicity, and program development. Aid the staff in organizing special events and projects.

**ARTICLE II: Memberships and Dues**

**Section 1. Membership**

- A. Membership in THSABC shall be open to the following:
  - 1. Parents of James E. Taylor High Schools students;
  - 2. Parents of junior high students who will attend James E. Taylor High School;
  - 3. Any other interested patron or business who subscribes to the Purpose as stated in Article I of these bylaws.
- B. Membership is necessary to cast a vote at a general meeting or to hold office. Non membership does not preclude participation in any of the activities sponsored by this organization.
- C. Membership is by family or business. When voting occurs, family members who are responsible for the custodial and financial support of the household (parent, stepparent, legal guardian, etc.) are eligible to cast a vote. A company representative of a business is also eligible to cast on behalf of that company/business.
- D. Memberships may be received at any time during the year through March 31<sup>st</sup>. Membership will not be prorated.

**Section 2. Dues**

- A. The Executive Board as defined by Article III will set annual membership dues.

- B. Honorary memberships shall be nominated and voted on by the Executive Board.  
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## **ARTICLE III: Board of Directors**

### **Section 1. Executive Officers**

The Executive officers of the THSABC shall consist of a President, Vice President Volunteers, Vice President of Membership & Technology, Vice President of Programs, Vice President of Fundraising, Vice President of Concessions, Vice President of Spirit Wear, Secretary and Treasurer. The James E. Taylor Principal, Athletic Coordinator and Assistant Athletic Coordinator serve as ex-officio members of the board.

### **Section 2. Team Representatives**

- A. A Parent shall be appointed by the Athletic Director or head coach to represent each sport on the Board of Directors.
- B. The team representative will serve as a liaison between the Board and their respective sports.

### **Section 3. Committee Chairmen**

- A. Committee Chairs shall be created and dissolved by the President and the Executive Board as required to ensuring effective operation of the club.
- B. The President shall appoint committee chairmen with the approval of the Executive Board.
- C. All Committees are responsible to the Membership and report directly to the President and the Executive Board.
- D. Examples of such Committees are (but not limited to):

Audit	Communications
Banquets	Nominations
Bylaws	Scholarship
Concessions	Special Project

## **Article IV: Election of Officers**

### **Section 1. Nominating Committee**

- A. The general membership shall elect a nominating committee, consisting of no less than 5 current Club members. The Nominating Committee shall have each grade level represented. The Committee shall elect its own chairman immediately following their election.
- B. The Nominating Committee shall follow the Club Nominating Committee guidelines.
- C. The Nominating Committee shall nominate one eligible person for each officer position for the following year.
- D. Members of the Nominating Committee may be nominated for an elected position. That particular nominee must remove him/herself from committee discussions of that position.
- E. The Nominating Chairman shall post the slate of officers through normal publicity channels at least 7 days prior to the election.

- F. The Committee shall present the slate of officers at the April general membership meeting. At that time additional nominations may be made from the floor. Officers shall then be elected by a majority of members present.

## **Section 2. Executive Officers**

- A. All executive officers shall be elected to a one-year term of office by a majority vote of the membership in attendance.
- B. Officers shall serve for a period of one year to coincide with the fiscal year.
- C. No business of the organization may occur after the end of the fiscal year unless Executive Officers have been elected.
- D. All nominated persons for club positions must be members of the Club prior to the day of the election.
- E. Nominees for President of the association must have served on The James E Taylor Athletic Booster Club Board of Directors for at least one year prior to taking office or be approved by the sitting Executive Board.

## **Section 3. Vacancies**

- A. A vacancy occurring in any elected office shall be filled for the unexpired term by a person nominated by the Executive Officers and elected by a majority vote of the general membership.
- B. The President may appoint an interim nominee, with the approval of the Executive Officers, to fulfill that position until a general membership meeting may be held.
- C. The Vice President of Volunteers will fill the Presidency should a vacancy occur.

## **Section 4. Reason to Remove**

An officer may be removed from office by two-thirds (2/3) vote of the Executive Officers, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.

## **Article V: Officer Duties**

- A. The President shall
  1. Be a participating member of the Executive Board;
  2. Preside at all meetings;
  3. Appoint committee chairpersons with the concurrence of the Executive Board;
  4. Act as primary liaison between Athletic director and the THSABC;
  5. Coordinate the work of the officers and committees to stay in focus with the Purpose of this organization;
  6. Direct goals and budget performance;
  7. Be authorized to sign on bank accounts and have electronic access to said accounts;
  8. Serve as primary spokesperson for the THSABC, except as otherwise specified;
  9. Shall serve as member on all committee but will only Chair the Executive Board.
- B. The Vice President of Volunteers
  1. Be a participating member of the Executive Board;
  2. Work directly with Team Representatives in keeping all sports informed;
  3. Work with Athletic Coordinator or coaches directly to fill position of Team Representative;

4. Attend all THSABC General Meetings and Board Meetings.
- C. The Vice President of Membership shall:
1. Be a participating member of the Executive Board;
  2. Recruit new members and renew existing memberships;
  3. Maintain current and accurate records of club members, their contact information and information about the athlete's sport(s) and gender;
  4. Maintain accurate records of all official membership club business;
  5. Attend all THSABC General Meetings and Board Meetings.
- D. The Vice President of Programs shall:
1. Be a participating member of the Executive Board;
  2. Shall be in charge of maintaining and seeking of new advertisers;
  3. Shall work with print company;
  4. Shall work with Companies and individuals to acquire the necessary information to print;
  5. Shall work with KISD Athletics to maintain grandfather list and any new information;
  6. Shall attend KISD Athletic meetings
  7. Attend all THSABC General Meetings and Board Meetings
- E. The Vice President of Fundraising shall:
1. Be a participating member of the Executive Board;
  2. Shall organize fundraising events throughout the year;
  3. Shall complete paperwork and maintain compliance with KISD;
  4. Attend all THSABC General and Board Meetings.
- F. The Vice President of Concessions shall:
1. Be a participating member of the Executive Board;
  2. Oversee the management of THS concession stands;
  3. Oversee scheduling, inventory, collections, and all other items pertaining to concessions;
  4. Attend all Club General Meetings and Board Meetings;
  5. Shall perform such other duties as assigned by the President or Executive Board.
- G. The Vice President of Spirit Wear
1. Be a participating member of the Executive Board;
  2. Oversee the management of THSABC Spirit Wear collections and merchandise;
  3. Oversee scheduling, inventory, collections, and all other items pertaining to Spirit Wear sales;
  4. Attend all Club General Meetings and Board Meetings;
  5. Shall perform such other duties as assigned by the President or Executive Board.
- H. The Secretary shall
1. Be a participating member of the Executive Board.
  2. Record the minutes of all General and Board meetings of the THSABC;
  3. Present minutes from previous meetings at every General and Board meeting;
  4. Keep a current copy of the THSABC bylaws and a complete set of all records and minutes;
  5. Perform necessary THSABC correspondence;

6. Keep a written record of attendance at Board Meetings and General Meetings and confirm quorum requirements have been met;
7. Have online access to a current Robert's Rules of Order and UIL Booster Club guidelines;
8. Attend all THSABC General Meetings and Board Meetings.

G. The Treasurer shall

1. Be a participating member of the Executive Board;
2. Have custody of all funds of the association;
3. Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements;
4. Establish policies and procedures to ensure safe, efficient, and accurate management of cash receipts and disbursements;
5. Make disbursements as authorized by the President, Executive Board, or THSABC in accordance with the budget;
6. Be authorized to sign on bank accounts, and have electronic access to said accounts;
7. Present current financial statements at all general meetings, Executive Board meetings, and at other times when requested by the THSABC;
8. Construct a full report of the year's activities at the end of the fiscal year;
9. Be responsible for the maintenance of such books of account and records, including financial statements, budgets, bank statements, receipts, invoices, cancelled checks, and tax returns for 7 years;
10. Submit books to the Audit Committee as requested.
11. Work with the Executive Board in establishing an annual budget to be presented at the last general membership meeting of the year;
12. Ensure Texas sales taxes are collected and submitted to the state comptroller by the state mandated deadline;
13. Ensure that Federal Form 990 is filed by the IRS filing deadline;
14. Provide an itemized list of purchases made by the THSABC for the items donated to any THS Athletic program be provided at General Meetings with copies available;
15. Attend all THSABC General Meetings and Board Meetings.

H. All other Team Representatives and Chairpersons

1. Maintain good records of their activities to pass on to the next Representative or Chairperson;
2. Attend all THSABC General Meetings and Board Meetings.

**ARTICLE VI: Basic Policies:**

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities 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 purpose of the organization.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an

insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- D. 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 make payments and distributions in furtherance of the purposes set forth in Article I.
- E. Notwithstanding any other provisions of these bylaws, the THSABC shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.
- F. The organization shall maintain insurance, including but not limited to general liability, umbrella and crime/theft policies covering the board members and assets of the THSABC.
- G. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations which have established their tax-exempt status under Section 501(C)(3) of the Internal Revenue Code.
- H. The organization shall conduct its meetings in compliance with Robert's Rules of Order.
- I. The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL).
- J. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern THSABC in all cases where they are applicable and in which they are not in conflict with these bylaws or UIL rules.

## **ARTICLE VII: Meetings**

### **Section 1. General Meetings**

- A. A minimum of 2 General Meetings of the THSABC shall be held each semester during the academic year at James E. Taylor High School.
- B. The President will set the date and time of the meetings.
- C. Additional General Meetings may be called as necessary by the President to officially conduct THSABC business.
- D. Regular business will be conducted at these meeting and minutes will be taken.
- E. Meetings will be announced by one or more of the following methods: website, email, THS E-news, social media, or text.
- F. All General Meetings of the THSABC shall be public meetings
- G. A quorum of ten (10) members must be established for the purpose of voting on motions or elections in General Meetings. A vote of the majority present at a meeting shall be sufficient to approve any action.

### **Section 2. Executive Board Meetings**

- A. Meetings of the THSABC shall be held prior to the General Meeting during the school year at James E. Taylor High School. The President or majority of the Executive board may determine an Executive Board meeting be rescheduled or cancelled.

- B. An Executive Board meeting may also be called by the President or Executive Board majority when new business not requiring a General Membership vote needs to be discussed.
- C. A quorum for the purpose of voting on motions shall consist of five (5) or more Executive Board Members. Once Quorum is established majority vote rules.
- D. Electronic voting using email or internet is expressly allowed and votes cast via electronic means may be used to establish quorum.

## **ARTICLE VIII: RELATIONSHIP TO SCHOOL**

### **James E Taylor Athletic Coordinator, Assistant Athletic Coordinator and Principal**

- A. All activities and programs of THSABC, insofar as they bear on students of the school, shall be under the supervision of the school personnel listed above. The THSABC should maintained counsel on matter of UIL and KISD compliance through these individuals.
- B. Shall be ex-officio non-voting members of the Executive Board.
- C. Shall be provided with a copy of the By Laws.
- D. Shall be made aware of THSABC meeting dates.
- E. Shall serve as representatives of KISD Athletic Director and KISD Superintendent respectively. KISD Athletic Director or Superintendent has veto power over General Business motions and Fundraising.
- F. Shall not have authority to open account in THSABC name unless Executive Board majority is in agreement.
- G. Shall not have access to bank accounts or credit cards unless the Financial Approval Process has been executed and approved by Executive Board Majority.

### **Coaches**

- A. The THSABC shall not attempt to direct a coach in any of his or her duties.
- B. Requests from coaches must first be determined to meet with guidelines from both the UIL and Katy ISD.

## **Article IX: Scholarships**

- A. Funds shall be designated by the Executive Board each year for the scholarship fund.
- B. Applications will be available on the THSABC website; the date the application will be made available and due shall be determined by the President.
- C. A selection committee shall be composed of the President, or Executive Board Member, a James E. Taylor coach/staff representative, and a general member of THSABC; at a minimum (all must be unaffiliated with the candidates).
- D. The Executive Board will determine the amount of scholarships awarded each year.
- E. The Jeff Davis Scholarship in the minimum amount of \$1000 shall be awarded yearly and determined by the committee as well.
- F. The committee shall use a scoring rubric which is based on a combination of athletic involvement, athletic diversity, scholastic achievements, and parental involvement. The committee shall not consider a candidate's sex, race, color, religion, or ethnic origins during the evaluation.
- G. Scholarship winner(s) shall be announced at Senior Awards night.
- H. Treasure will provide instructions to recipients as to how to receive scholarships.
- I. Payments for scholarships shall be made directly to the recipient's institution.

## **Article X: Financial Policies**

### **Section 1. Fiscal Year**

The fiscal year of the Club shall begin June 1st and end May 31st.

### **Section 2. Annual Audit**

- A. An audit committee shall be appointed by the Executive Board at least 30 days before the end of the fiscal year.
- B. The committee shall consist of not less than three (3) members who are not authorized signors on the bank accounts.
- C. The audit committee shall perform an audit of the accounts and records within 90 days of the end of the fiscal year.
- D. The checkbooks and records may not be turned over to a new treasurer prior to the annual audit.
- E. The audit committee shall present an audit report to the general membership at the first general meeting of the new fiscal year. The THSABC shall adopt the audit committee's report.

### **Section 3. Budget**

- A. No business of the Club may be conducted until a budget has been adopted by the general membership.
- B. The Executive Board shall appoint a budget committee no later than April 30. The committee shall include the President, Vice President, the Treasurer, and any other Board member.
- C. The budget committee shall present a budget for the next fiscal year to the general membership before the end of the current fiscal year.
- D. The proposed budget shall include a reasonable amount of cash carried forward, such that the incoming Board may carry out its' duties early in its tenure. It is suggested that the amount be no less than \$10,000.
- E. The proposed budget shall be posted through normal communication channels no less than seven (7) days prior to the voting meeting.
- F. The general membership shall adopt the budget by a majority of members present.
- G. Amendments to the budget must be approved by the general membership.

### **Section 4. Check Signing and Debit/Credit Cards**

- A. Up to three (3) Executive Officers may be authorized signors on the Club's checking account.
- B. Signors shall initially include the Treasurer and the President. Other signors may be determined by the Treasurer, with the approval of the Executive Board.
- C. All checks require two (2) signatures.
- D. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of authorized users, and review and oversight provisions.
- E. No personal charging on the card by the authorized users shall be allowed.



## **Section 5. Fundraising**

Primary fundraising for the Club shall come from membership dues. Other sources may include, but are not limited to, concession sales, spirit wear sales, advertising and program sales, golf tournaments, other special events, and donations. Approval for fundraisers must be received.

## **Section 6. Managed Accounts**

- A. THSABC may maintain and distribute funds raised by individual sports.
- B. Managed funds will be collected and disbursed in accordance with the THSABC financial procedures.
- C. Upon dissolution of the THSABC, managed funds will be disbursed to the James E. Taylor High School sports' activity accounts.

## **Article XI: Amendments to Bylaws**

The procedure for amending these bylaws will be as follows:

- A. These bylaws may be amended at any general meeting, providing a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendments shall be given through normal communication channels seven (7) days prior to meeting the amendments shall be voted on;
- B. Proposed changes shall be approved for presentation to the general membership by the Executive Board;
- C. The Changes become effective immediately, unless otherwise indicated;
- D. The committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws. The committee may only be appointed by a majority vote of the general membership or a two-thirds (2/3) vote of the Board of Directors. The requirement for adoption of a revised set of by-laws shall be the same as in the case of amendments.