

****You may amend these bylaws to suit your club's individual needs****

Bylaws
of
[Insert Booster Club Name]

Article One

Name and Location

Section 1. The name of the organization shall be **[Insert Booster Club Name]** or **"Club."** The address of the Booster Club is: **[Insert Booster Club Address Here]**.

Section 2. All club meetings may be held at such places within the boundaries of the Fort Bend Independent School District (FBISD) or chosen by club officers.

Article Two

Purpose and Structure

Section 1. Purpose. This Club is organized exclusively for charitable purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purpose of the Club includes raising funds and purchasing goods or services to be used exclusively by students and faculty at **[Insert School Name]** or providing volunteers for program activities.

This Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Fort Bend Independent School District nor to control its policies.

No part of the net earnings of the Club shall inure to the benefit of any director of the Club, officer of the Club, or any private individual (except those in financial hardship as defined in these bylaws). No director, officer or any private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the Club. The Club shall not attempt to influence legislation, participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The Club shall conduct activities allowed under Section 501(c)(3) of the Internal Revenue Code and Regulations as they now exist or as they may be amended.

The Club shall abide by and be held to regulations administered by the Fort Bend Independent School District Booster Club Manual, the Fort Bend Independent School District's policies and procedures, the University Interscholastic League Guidelines, the Office of the Comptroller of Texas, the Texas Secretary of State and the Internal Revenue Service's guidelines.

Upon dissolution of the Club or the winding up of its affairs, the assets of the club shall be distributed exclusively to the program activity fund at the designated campus; which would be in line with the provisions of Section (c)(3) of the Internal Revenue Code.

Article Three

Membership

Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children who take part in the program supported by the **[Insert Booster Club Name]**, and who will uphold the policies of this organization and agree to its Bylaws. A maximum of one member shall be granted to each family unit, meaning a family unit is defined as one vote per household.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to all rights and privileges of membership.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with other members accepted at any time.

Section 4. Dues. Annual dues shall be assessed in such amounts as decided by a 2/3 majority [or majority – it's your choice] of the members present at the organizational meeting for the upcoming year. Dues shall be payable at the beginning of each fiscal year or as families join the program.

Article Four

Officers

Section 1. Qualification. Any member in good standing is eligible to serve as an Officer of the club.

Section 2. Powers. The Club Officers shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Officer or member shall receive compensation for any service he or she may render to the organization. Officers or members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected at the last general business meeting at the end of each season and will take office within 15 days of the election. The nominating committee will take nominations from the general members and will also take open nominations from the floor at the time of the meeting. A simple majority of the members present will elect the Officers. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining Officers. The officers and their respective duties are as follows but not limited to:

a. **The President shall:**

- Regularly meet with the designated district representative about booster activities;
- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Regularly meet with the treasurer to review the organization's financial position;

- Schedule an annual audit of records;
 - Be available to the CCISD Internal Auditor as a liaison to the club;
 - Perform any other specific duties as outlined in the bylaws of the organization.
- b. The Vice President shall:**
- Preside at meetings in the absence or inability of the president to serve;
 - Perform administrative functions delegated by the president;
 - Perform other specific duties as outlined in the CCISD Booster Club Manual.
- c. The Secretary shall:**
- Maintain the records of meetings, approved bylaws and any standing committee rules, current membership and committee listing;
 - Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
 - Maintain records of attendance of each member;
 - Conduct and report on all correspondence on behalf of the organization;
 - Other specific duties as outlined in the bylaws of the organization.
- d. The Treasurer shall:**
- Serve as the primary budget and finance committee member;
 - Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed **\$ 250.00**);
 - Present a current financial report to the Officers and general membership within thirty days of the previous month end;
 - If the club does not meet monthly, an email may be sent to the members with a recap of monthly financials.
 - Maintain an accurate and detailed account of all monies received and disbursed;
 - Reconcile all bank statements as received and resolve any discrepancies with the bank within 30 days of month end;
 - File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
 - File annual tax reports with the IRS 4 ½ months after club year-end (Paper Form 990 if gross receipts are >\$200,000, Paper Form 990-EZ if gross receipts are >\$50,000 but less than \$200,000 or Form 990-N (online form only) if gross receipts are <\$50,000).
 - Submit records to audit committee appointed by the organization upon request or at the end of the year;
 - Submit an annual audit to the FBISD Internal Auditor by September 1 of each year;
 - Submit annual certificate of insurance to the FBISD Internal Auditor each year by September 1;
 - Other specific duties as outlined in the bylaws of the organization.

Section 5. Term. Each elected officer shall serve a term of one (1) year or until a

successor has been duly elected or appointed. (Your club may wish to handle a vacated position in another way. If so, please define here).

Section 6. Meetings. The Board of Directors shall provide for by resolution the time and place for the holding of at least one annual meeting of the Board, and of the additional regular meetings of the Board, without other notice than such resolution.

Section 7. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously to it by oral or written notice delivered personally or sent by mail or facsimile to each Director at his or her business address. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

Section 8. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 9. Voting. Each qualified family unit, as described in Article 3, Section 2 of these Bylaws, shall have the right to cast one vote at any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization unless provisions of these Bylaws require a greater vote.

Section 10. Proxy. No voting by proxy will be allowed.

Article Five

General Provisions

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a bank account, and an accounting of such funds shall be presented at all meetings.

Section 3. Annual Statement. The directors shall present at each annual meeting, or when called by a vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 4. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist.

Section 5. Scholarship Awards. Scholarships may be awarded to seniors who qualify based on need or merit. The Scholarship Committee establishes the deadline for the submission of scholarship applications.

Article Six

Standing Committees

Section 1. Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of officers. The committee shall be made up of the President, the head coach and one at-large person appointed by the President.

Section 2. Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. The Vice President shall chair the committee and name its members as needed.

Section 3. Fundraising Committee. Responsible for developing and managing fundraising projects. The President will chair the committee and name its members as needed.

Section 4. Membership Committee. Distribute membership information and coordinate membership drive. The Vice President shall chair the committee and name its members as needed.

Section 5. Scholarship Committee. Responsible for coordinating the scholarship application and selection process. The Treasurer shall chair the committee. Parents of seniors may not serve on the Scholarship Committee, and if the Treasurer is a senior parent, then a vote shall be taken on a predecessor for the Scholarship Committee.

Article Seven

Amendments

Section 1. Amendments to Bylaws. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Directors, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors present at the previous regular meeting, or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

Add other specifics for bylaws here

Contact Information of Officers for the (20 ____ - 20____) school year:

Office	Name	Email	Phone
President			
Vice President			
Treasurer			
Secretary			

SIGNATURE OF OFFICERS

Two officers of the organization are required to sign bylaws or amendments each year.

Signature of Officer 1

Date

Printed Name of Officer 1

Signature of Officer 2

Date

Printed Name of Officer 2