**By-Laws of the**

**Hebron High School Basketball Booster Club**

**Article I
Name**

The name of this organization is the Hebron High School Men’s Basketball 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.

**Article III
Purposes**

Section 1. The Purpose of the Hebron Booster Club:

1. To raise money and support for the Hebron Basketball Program.
2. To create team spirit by demonstrating that the people in the community support the school and its basketball program.
3. To keep the educational goals of competition at the forefront of all policies.
4. To encourage good sportsmanship towards officials, the opposing team, all fans, and visitors.

**Article IV**

**Basic Policies**

The following are basic policies of the Hebron Basketball 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. This organization shall secure a sales tax permit from the Texas Comptroller’s Office and shall display the permit in accordance with applicable law.

Section 6. 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 7. This organization shall prohibit voting by proxy.

1. This organization shall allow email voting when deemed necessary by the President.

Section 8. No part of the membership roster of this organization shall be sold to any entity of exchanged for services or products without the approval of the majority of the general membership.

Section 9. Upon dissolution of this organization;

1. After paying or adequately providing for the debts and the 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.
2. Shall cease and desist from the further use of any name that implies or denotes association with the Lewisville ISD school.
3. 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 10. 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 11. 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 November 1 through the last day of October. 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 50 (fifty) 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:

1. The right to amend and approve minutes of general meetings.
2. The right to volunteer for committee work.
3. The right to attend meetings and functions.
4. The responsibility to uphold and support the principles and purposes for the Booster Club.
5. The responsibility to promote a positive image of the Hebron Basketball Program and the Booster Club in our community. Violation of this may result in removal from the committee.

**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, a vice president, a secretary, a

treasurer and a treasurer elect.

1. An individual must be a member prior to taking office.
2. Officers shall assume their official duties by April 1 and shall serve a term of 1 year or until the successors are elected.
3. 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 5. Vacancies

1. In case a vacancy occurs in the office of president, the first vice president will take over as president.
2. 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 an 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:

1. Coordinate the work of the officers and committees of the organization.
2. Confirm that a quorum is present before conducting any business at any meeting of the organization.
3. Preside at all meetings of the organization.
4. Appoint chairmen of special committees’ subject to approval of the executive board.
5. Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks over the amount of $5000.00).
6. Call a meeting of newly elected officers with in (15) days after election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary.
7. Be a member ex-officio of all committees except the nominating and audit committee.
8. Submit a copy of its bylaws and standing rules to the Hebron High School Principal.
9. Submit to LISD accounting office and principal forms required by Lewisville ISD.
10. Oversee assigned standing and ad hoc committees.

Section 2. The Vice President Shall:

1. Act as an aide to the President.
2. Preside in the absence of the President.
3. Oversee assigned standing and ad hoc committees.

Section 3. The Secretary shall:

1. Record the minutes of all meetings of the association.
2. Maintain a compilation of the organization’s minutes.
3. Be responsible for all organization and school communications.
4. Have a current copy of the bylaws.
5. Maintain a current membership list.
6. Oversee assigned and standing ad hoc committees.

Section 4. The Treasurer shall:

1. Have custody of all funds of the organization.
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for five years.
3. Make disbursements in accordance with the budget adopted by the organization.
4. Sign on bank accounts (two of three authorized signatures required on all checks over $5000.00).
5. Present a financial report, both written and verbal, at *every* meeting of the organization and as requested by the executive board of the organization.
6. 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.
7. Submit books to the audit committee as requested.

Section 5. The Treasurer-elect (to be filled on the second term of the Treasurer):

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

Section 6. All Officers Shall:

1. Attend all meetings of the organization.
2. Perform the duties outlined in these bylaws and those assigned periodically.
3. Recommend all standing committee chairs or co-chairs.
4. Deliver to their successor or the president all official materials within fifteen (15) days following the date at which their successor assumes their duties.

**Article VIII
Meetings**

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

1. 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.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board.

**Article IX**

**Executive Board**

Section 1. The executive board shall consist of the officers of the organization.

Section 2. The sponsor/Coach of the organization shall not be a member nor have voting privileges on the executive board but shall attend board meetings.

Section 3. A member shall not serve as an officer or chairman with the organization's executive board while serving as a paid employee of the board, or having purchasing contracts with the organization.

Section 4. The duties of the executive board shall be to:

1. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
2. Present a report at the regular meetings of the organization.
3. Appoint an audit committee consisting of not less than three members, who are not authorized signers, at least 30 days before the annual meeting, to audit the treasurer's accounts.
4. Fill vacancies of officers and chairmen
5. Submit a budget for the upcoming fiscal year to the organization for adoption.
6. Ensure that the organization, through its practices and policies, does not violate such rules and regulations that govern UIL.

Section 5. Meetings

1. Regular meetings of the executive board shall be held prior to each organization meeting, the time to be fixed by the board at its first meeting of the fiscal year.
2. A majority of the executive board members shall constitute a quorum at all meetings.
3. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

**Article X**

**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 chairman shall be one year or until selection of a successor.

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

1. Communications, including all forms of Social Media
2. Special Events
3. Volunteer/ Sign-Up Genius
4. Concessions
5. Spirit Wear

**Article XI**

**Finances of Organization**

Section 1. The fiscal year will run from January 1 to December 31.

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 December 31 and reconciliation by the executive board will be done no later than May 15.

Section 6. Cash Handling Procedures

1. 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.
2. 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 voucher should be placed in the lock box located in the coach’s office. Treasurer must be notified when this step is completed.
3. Any member requesting reimbursement for expenses must submit all corresponding receipts. It is important for all members dealing with money to be informed about budget and cash handling procedures.

**Article XII
Amendments**

Section 1.

1. These bylaws may be amended at any meeting of the organization, provided a quorum is present by 2/3 rd 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.
2. 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.

standing rules) as amended or revised and dated shall be sent to the campus principal.

**Article XIII**

**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 basketball 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.

1. Hebron basketball player and staff has a surgery, illness; will receive a greeting card from the HHBBC
2. HHS staff and LISD administration have surgery, illness, injury; will receive a greeting card from HHBBC
3. Hebron basketball staff that have a birth or adoption; $50 gift card
4. Hebron basketball player and staff that have a death in their family (parents or siblings) $75 flowers/gift
5. Death of HHS staff or LISD administration; $75 flowers/gift
6. Donations asked for by HHS or LISD; The HHBBC 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.
7. Financial need for basketball families: there are circumstances when a basketball family may require financial assistance. Due to 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.
8. All exceptions to the above guidelines are to be voted on by the HHBBC executive board.

**Article XIV**

**Prudent Reserve**

A prudent reserve of club funds of at least $2,000 shall be kept at all times and only accessed by a vote of the general membership.

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

Updated and Approved by Executive Officers on \_\_\_\_\_\_ of , 20\_\_\_\_.

Signed by President:

Vice President:

Treasurer:

Treasurer-Elect:

Secretary: