

Spring Lions Football Booster Constitution and Bylaws

Article I Name of Organization

The name of the organization shall be **Spring Lions Football Booster** at the Spring High School, Spring, Tx.

Article II Purpose and Dissolution

Section 1. The purpose of the **Spring Lions Football Booster (SLFB)** shall be to provide encouragement and support to the Spring High School Football Athletics program; to help maintain, improve or expand Football Athletics program or facilities, and to promote positive interaction between the Spring Lions Football Booster, school officials, coaching staff, student body, and the community. This organization will also encourage and promote school spirit and sponsor fundraising activities to provide additional funds for the Spring High School Football Athletics program.

Section 2. The SLFB shall abide by and be held to regulations administered by the Spring Independent School District Booster Club Manual; the Spring Independent School District's policies and procedures; the UIL Guidelines; the Office of the Comptroller of Texas; the Texas Secretary of State and the Internal Revenue Service's guidelines.

Section 3. Upon dissolution of the SLFB 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 in line with the provisions of Section (c)(3) of the Internal Revenue Code.

Article III Membership

Section 1. Membership in the SLFB is open to all parents/guardians of a student attending Spring High School and who will uphold the policies of this organization and agree to its Bylaws. Community members, extended family, businesses, and parents of students attending feeder schools (elementary and middle schools) for Spring High School who support the SLFB may also become members.

Section 2. 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. Dues TBD by the SLFB Executive Board.

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

Section 4. Membership shall terminate at the end of the fiscal year, unless the member renews by paying the following year's dues. A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the school year when:

- It is determined by a 2/3 vote of the Executive Board that a member no longer subscribes to the policies and requirements of the SLFB; is actively working against members and officers of the SLFB; and is actively working against approved plans and activities of the SLFB.

Article IV

Executive Board/Officers

Section 1. Any member in good standing is eligible to serve as an Executive Board Member of the SLFB.

Section 2. The Executive Board (Officers) shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. No officer or general 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 upon proper receipt and/or documentation.

Section 4. The Executive Board shall be composed of no fewer than three (3) and no more than ten (10) officers; including one President, 1-3 Vice Presidents, one Treasurer, one Secretary. Additional officers may be added as deemed necessary.

Article V

Officer Nominations and Elections

Section 1. The nominating committee shall be appointed by the President and will consist of a Chairperson and at least two active members, excluding officers, of the SLFB. 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 vote and elect the officers. No voting by proxy will be allowed. Officers must be parents of an active athlete in the Spring High School Football Program and in good standing as described in Article III, Sections 1-2.

Section 2. Officers shall be elected at the last general business meeting at the end of the season and will take office within 15 days of the election. Each elected officer shall serve a term of two (2) consecutive years unless:

- An officer resigns
- An officer will have a graduating child during the term in office

Section 3. An Officer has the right to resign (written or verbally) after an election period. Once an officer resigns, their office/position stands as a vacancy. Vacancy of an office of the unexpired term shall be filled and appointment by a majority vote of the remaining officers. An officer shall resign his/her office upon their student's resignation or separation from enrollment in the Football program effective no later than the first day of the following month or the end of the membership year, whichever is first.

Article VI

Duties of Officers

The officers and their respective duties are as follows but not limited to:

President:

- Shall direct and supervise all activities of the **SLFB**
- Preside over all meetings of the organization (Executive Board meetings and general board meetings)
- Call special meetings as required
- 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 Spring ISD Internal Auditor as a liaison to the club
- Perform any other specific duties as outlined in the bylaws of the organization
- Shall be permitted to sign the SLFB checks

Vice President(s):

- 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 bylaws of the organization

Secretary:

- Maintain the records of meetings
- 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
- Make minutes available to the Officers and general membership after each meeting by the next scheduled meeting
- Other specific duties as outlined in the bylaws of the organization.

Treasurer:

- Serve as the primary budget and finance committee member
- Issue a receipt for all monies received and deposit said amounts on a weekly basis
- Present a current financial report to the Officers and general membership within thirty days of the previous month end;
(Note: If the organization 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
- Shall have custody of all monies in the SLFB's general operating fund and will be permitted sign the SLFB checks

Article VII

Meetings

Section 1. Regular monthly meetings of Executive Board shall be held prior to the monthly general meetings as called by the President. General Board meetings shall be held at a minimum of three times per year but typically on a monthly basis during the school year and summer.

Section 2. 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.

Article VII

General Provisions

Section 1. The fiscal year of this organization shall begin July 1st and ends June 30th.

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

Section 3. 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. 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. 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 VIII

Amendments

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.