

Bylaws of Clear Falls High School

Aquatics Booster Club

Document Change Log

Change Log for Bylaws of Clear Falls High School Aquatics Booster Club			
Revision Date	Reason for Change	Section Affected	Brief Description Of Change
Apr. 5, 2010	Baseline	All	Initial Release
Jul. 10, 2010		Article VI, Section2	
Mar. 30, 2010		Article IV, Section 2	Elected Officers
Jan. 15, 2014		Article VI, Section 2	2 Signatures for >\$1,000 bank account debit
Feb. 25, 2016	Update Document	All	<ol style="list-style-type: none"> 1. II, Sec1, Spell out responsibilities of the club. 2. IV, Sec1, Include legal responsibilities of the club. 3. IV, Sec2, Clarify and delineate the responsibilities of the officers. 4. V, Sec1, Permit one cancelled meeting per year; First meeting of year in September; Executive meeting takes place before monthly meeting; Document expenditures; 5. VI, Sec1, Moved banking related sentence to Banking section. 6. VI, Sec3, Changed section title; Changed amount for 2 signatures to >500; Added caveats for spending to ensure compliance with UIL and IRS. 7. VI, Sec5, Changed sentence to clarify it is a financial review.

Article I – Name

Section 1 – Name:

- a. This organization shall be known hereafter as the Clear Falls High School Aquatics Booster Club or the ("Club").

Article II – Purpose and Policy

Section 1 – Purposes:

- a. The purpose of the Club is to support, encourage and promote the Aquatics program at Clear Falls High School for the benefit of the students, the school and the community.

The Club exists to:

- a. Finance legitimate activities of the Clear Falls High School Aquatics program;
- b. Sponsor fund raising activities in support of the Clear Falls High School Aquatics program;
- c. Assist the Aquatics coach(es) with home swim, dive and water polo activities;
- d. Promote school spirit.

Section 2 – Policy:

- a. The Club shall not interfere with the Aquatics Coach(es) or staff.

Article III – Membership and Dues

Section 1 – Membership:

- a. Any person of legal age (18 years or older) may become a member of the Club upon payment of dues.
- b. The annual dues shall be set by the Executive Committee on or before the first regular meeting of the Club for individual, family and alumni memberships.

Article IV – Government

Section 1 – General Provisions:

- a. The Club shall abide by all applicable state and federal laws, and follow the guidance provided by the annual CCISD Booster Club Operating Manual.
- b. The elected officers of the Club shall consist of a president, two vice presidents, a secretary, a treasurer. These individuals shall constitute the Executive Committee and shall be elected and serve for a one year term of office to coincide with the Club's fiscal year. They shall have general supervision of the Club between its business meetings, make recommendations to the Club and perform other duties as specified in these bylaws.
- c. Elections will be held each spring. The nominating committee (See Article IV, Section 3a.) will present a slate of officers to the Club membership. Nominations from the floor are permitted. The election shall be by membership majority vote and shall be by written ballot if more than one person is running for a position.
- d. Any person elected to the office of President, Treasurer, and Secretary should not serve for more than two consecutive terms in that office.
- e. Only a member who has paid dues for the current year shall be entitled to vote at any meeting of the members except at the first meeting of the fall.
- f. The President of the Club shall preside at all meetings of the members. If he/she is not present, a Vice-President or other officer of the Booster Club shall preside.
- g. Any elected official missing three consecutive scheduled meetings, without presenting acceptable reasons to the Executive Committee, will be judged as unable to serve. Following a majority vote of the remaining Executive Committee, and after being duly informed by an Executive Committee member, his or her position shall be declared vacated. The Executive Committee shall nominate and select a replacement from the membership to serve for the remainder of the year.
- h. In the event any elected member is required to move from the area and/or resign from office, his or her place shall be filled in the same manner as stated in Article IV, Section 1.c.

Section 2 – Duties of Elected Officers:

- a. President: The President is responsible for the overall functioning of the Club. The president shall:
 - Preside at all Club meetings;
 - Be the liaison of information between the club, coaches and school officials;
 - Resolve membership issues;
 - Correspond with parents of individuals on the aquatics team;
 - Support the Vice Presidents in their annual tasks;
 - Meet regularly with the treasurer to review the Clubs' financial position;
 - Ensure the Club retains a tax-exempt status;
 - Schedule annual audits of financial records or request an audit if needed during the year;
 - Ensure the Club meets CCISD requirements as specified in the annual CCISD Booster Club Operating Manual.
- b. Vice President of Swimming: The VP of Swimming is responsible for all swim and dive activities and decisions, and acts as the president's representative in his/her absence during swim season. The VP of Swimming shall:
 - Ensure the coaches annual swim team requirements are identified, discussed and dispostioned in a timely manner;
 - Recruit volunteers for home swim events;
 - Manage the setup and breakdown of home swim events;
 - Be responsible for fundraising and sales during swim season.
- c. Vice President of Water Polo: The VP of Water Polo is responsible for all water polo activities and decisions, and acts as the president's representative in his/her absence during water polo season. The VP of Water Polo shall:
 - Ensure the coaches annual water polo requirements are identified, discussed and dispostioned in a timely manner;
 - Recruit volunteers for home water polo events;
 - Manage the setup and breakdown of home water polo events;
 - Be responsible for fundraising and sales during water polo season.
- d. Secretary: The Secretary is responsible for keeping accurate records of the organization's meetings (i.e., minutes) and reporting such meeting minutes regularly to the Booster Club members. The Secretary shall:
 - Maintain the record of the minutes, approved bylaws and any standing committee rules, current membership and committee listings;
 - Ensure bylaws are reviewed annually, and updated if necessary;

- Record all business transacted at each Club meeting as well as meetings of any executive board meetings;
- Maintain records of attendance of each member;
- Present minutes of the previous meeting for approval;
- Maintain all non-financial documents for the Club;
- Manage Club communication with external entities.

e. Treasurer: The Treasurer is the authorized custodian of the Club's funds, and is ultimately responsible for assuring that all financial records are maintained accurately for the Club. The Treasurer shall:

- Ensure the bank signature card is updated annually;
- Issue a receipt for all monies received and deposited in a timely manner (preferably within 7 days of receipt);
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within 30 days of the previous month end;
- Provide copies of the financial report to the general membership if requested;
- File current financial reports at the end of each semester (December and June) with the campus principal, campus bookkeeper, and the District Internal Auditor if requested;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements within 30 days and resolve any discrepancies with the bank immediately;
- File annual sales tax reports as required by the State of Texas Comptroller's office;
- File annual IRS federal tax Form 990, 990-N (e-postcard) or 990-EZ each November;
- Submit records to audit committee appointed by the organization at the end of each fiscal year.

Section 3 – Nominating Committee:

a. A Nominating Committee shall be formed by the President by the February or March meeting composed of an odd number of members (at least 3) and shall meet in March or April to nominate a slate of officers to be presented to the Booster Club membership at the April or May meeting.

Article V – Meetings

Section 1 – Regular Meetings:

- a. Regular meetings of members shall be held on a monthly basis beginning in September and continuing through May.
- b. The Board of Directors and the coach can elect to cancel one meeting each school year. Cancellations must be agreed upon by the Board and the coach.
- c. The first meeting of the year shall be held in September, and called by the President after consulting with the coach. The dates for the remaining monthly meetings shall be set at the first meeting in the fall.
- d. Meetings shall be held at a location and time to be determined by the President and the coach.

Section 2 – Executive Committee Meetings:

- a. Executive Committee meetings shall take place on a monthly basis. Typically, the executive committee will meet right before the regular monthly meeting to ensure a quorum.
- b. Emergency executive meetings can be called out of cycle by the President.
- c. Any financial activities that occur during Executive Committee meetings require a quorum and written documentation of the approved expenditures.

Article VI – Finances

Section 1 – Banking:

- a. Finances belonging to the Club shall be deposited into a checking account established at a local bank.
- b. The Club Treasurer, President, and Secretary will be listed on the Bank signature card.

Section 2 – Signature Requirements: Amended

- a. Debits (cash withdrawals or checks) of greater than \$500 from the Club bank account will require two signatures from elected officers listed on the Bank signature card.

Section 3 – Expenditures and Approval:

- a. Expenditures shall be identified in the approved budget of the Club.
- b. The budget may be amended at any meeting with approval by a quorum of the Board.
- c. Club expenditures must benefit the swim, drive or water polo teams or a combination thereof.
- d. Per UIL rules, Club funds shall not be used for the benefit of a single athlete.

Section 4 – Accounting Year:

- a. The Booster Club's fiscal year is June 1 through May 31 of the following year.

Section 5 – Financial Reviews:

- a. The financial records of the Club must be reviewed annually and the review report filed with the District in a timely manner.
- b. The financial review is to be performed at the end of the Club's fiscal year by a committee appointed by the President and consisting of at least two people. Members with signature authority on the financial account shall not serve on the review committee.

Section 6 – Dissolution:

- a. In the event that the Club is dissolved, any remaining funds will be donated to the CFHS Aquatics Activity Fund.

Article VII – Parliamentary Authority

Section 1 – Rules of the Club:

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Club to the extent to which they are applicable and not inconsistent with these bylaws and any special rules of order the Club may adopt.

Article VIII – Amendments

The bylaws of the Booster Club may be amended at any time at any regular meeting by a two-thirds vote of the membership present or a quorum.

These by laws were submitted and approved at the general membership meeting dated April 5, 2010.