



# **Splendoria Athletic Booster Club**

## **Constitution & By-laws**

### **2020-2021**

#### **Splendoria Athletic Booster Club 2020-2021**

#### **Constitution**

##### **Article I: Name and Location**

###### **Section 1 Name:**

The name of this organization shall be Splendoria Athletic Booster Club, herein referred to as the Athletic Booster Club or SABC.

###### **Section 2: Location**

The Athletic Booster Club shall be located at Splendoria ISD.

##### **Article II: Purpose and Policies**

- A. To promote existing and future athletic programs in the Splendor ISD.
- B. To encourage the broadest participation in both boys and girls athletic programs.
- C. To develop an understanding and appreciation of the purpose and benefits of the athletic program.
- D. To develop between coaches, administrators and the general public such united efforts will secure for all youths the highest advantages in a physical, mental, social and spiritual atmosphere.
- E. To raise funds for the Splendor ISD athletic programs.
- F. To develop the club's purposes through committees and projects.
- G. To avoid any actions which would appear to interfere with the administration of the school or control its policies.

## **Article III: Membership**

### **Section 1. Eligibility for Membership**

- A. Membership shall be open to any person who is at least 19 years old and subscribes to the purpose and policies of the Splendor Athletic Booster Club.

### **Section 2: Membership Levels**

- A. Active member
  - a. An "active member" is one who is a current SABC member, who participates in a minimum of 7 (seven) meetings per school year and volunteers to work a minimum of 16 (sixteen) hours at various SABC events during that school year.
  - b. All SABC members of good standing shall have unrestricted Booster Club privileges to make motions and/or vote.
  - c. All members of good standing shall be eligible to run for a board position for the upcoming year.
- B. Board Member
  - a. An elected position which includes the President, Vice-president, Concessionair and Co-Concessionair, Recording Secretary, Treasurer, Volunteer Coordinator and Merchandising Coordinator.
  - b. All SABC Board members of good standing shall have unrestricted Booster Club privileges to make motions and/or vote.

### **Section 3: Honorary Membership**

Honorary membership of this club shall consist of the Superintendent, Principal of

Splendor High School, Assistant Principals of the Splendor High School, coaches of the Splendor ISD, Principal of Splendor Junior High and individuals as the membership may desire to elect. All honorary memberships of this club shall consist of the Splendor members and will be invited to become advisors of the Board of Directors and will have NO vote.

## **Article IV: Officers**

### **Section 1: Elected Officers**

Elected officers of this Booster Club shall be a President, a Vice President, a Concessionair, a Co-Concessionair, a merchandiser, a Secretary, a Treasurer, and a Volunteer Coordinator.

### **Section 2: Terms of Office**

- A. The term of office for all elected officers shall be two years from time of installation on July 1 of the elected year to the last day in June of the second year.
- B. No officer shall be eligible to serve more than 4 (four) consecutive terms in the same office unless their nomination goes uncontested.

## **Article V: Composition of Governing Body**

### **Section 1: Board of Directors**

Board of Directors will consist of the officers holding elected positions in the Booster Club, the Athletic Director or Designee.

### **Section 2: Basic Duties**

- A. The Board of Directors basic duties will be to:
  - a. Coordinate and supervise all activities of the Booster Club
  - b. Collect and disburse the Booster Club monies
- B. Each Board member will have one vote with the exception of:
  - a. Presiding Officer, who will only vote to break a tie,
  - b. Athletic Director, or designee, who will serve in an advisory capacity,
  - c. Honorary members who will serve in an advisory capacity.

## **ARTICLE VI: AMENDMENT TO CONSTITUTION & BY-LAWS**

## **SECTION 1: POWER OF GENERAL MEMBERSHIP**

- A. A member desiring to propose any amendment to the Constitution and By-Laws shall present the same in writing with his/her signature to the Board of Directors. B. The Board of Directors will present the amendment to the membership with its recommendation.
- C. The amendment to the Constitution will be read at the business meeting prior to the date the vote is taken.
- D. The amendment to the Constitution must be approved by 2/3 of the Active members present.
- E. An amendment to the Constitution will become effective immediately upon approval of the Active membership.

## **SECTION 2: NEW CONSTITUTION AND BY-LAWS**

- A. If at any time a new constitution and by-laws is deemed necessary such document must be subject to the same review and approval procedures as stated in ARTICLE VI, SECTION 1.
- B. On that date, this Constitution will automatically be rescinded.

## **ARTICLE VII: DISSOLUTION AND DISPOSITION**

- A. Upon dissolution of the Booster Club, all liabilities must be satisfied. B. All assets shall be converted to cash and disbursed pursuant to the "objectives" of this organization.
- C. No officer and/or member are to benefit monetarily.
- D. Assets abandoned on or after dissolution will be acquired by the Athletic Director of Splendora ISD for disposal.

# **SPLENDORA ATHLETIC BOOSTER CLUB BY-LAWS**

## **ARTICLE 1: DUTIES OF OFFICERS**

All SABC Officers are required to participate in the operation of SABC functions. This includes, but is not limited to, Scholarship Fundraiser Event, Sports Banquet, Spirit Item sales, and Concession Stand duties at scheduled athletic events.

## **SECTION 1: PRESIDENT**

- A. The President shall perform duties as are usually attached to the Office of President.
- B. Appoint chairpersons of standing and special committees and Assist chairperson as necessary.
- C. Oversee activities of the organization based on plans and programs of the Athletic Booster Club.
- D. The President shall be the reporting member to the SISD Board of Directors upon request.
- E. Be responsible for the overall management to include:
  - a. Accountability of assets,
  - b. Authority to sign on all banking transactions not to exceed \$1,500. Above this amount, both the signature of the President and Treasurer are required. Any purchase above \$1,500 requires board approval.
  - c. Satisfaction of liabilities,
  - d. Disposing of residual assets on dissolution,
  - e. Ensuring responsible financial management as the By-Laws and the SABC specify,
  - f. Scholarship Fundraiser Duties

## **SECTION 2: VICE-PRESIDENT**

- A. The Vice-President shall assist the President.
- B. In the President's absence, the Vice-President shall perform the duties of the President.
- C. The Vice-President shall succeed to the office of President in the event of a vacancy.
- D. Oversees merchandise position if not filled.

## **SECTION III: CONCESSIONAIR &/Or CO-CONCESSIONAIR**

- A. The Concessionair &/Or Co-Concessionair shall coordinate all concession stand(s) activities: inventory & supplies.
- B. Act as the liaison between the SABC and other support organizations.

## **SECTION IV: THE RECORDING SECRETARY**

- A. The Recording Secretary shall record the minutes of all meetings. This person shall present the minutes from regular meetings for the approval by the members. A copy of the minutes will be made available to the membership and to the High School bookkeeper.
- B. Confirm the meeting location and notify the SABC Members by email and social media.
- C. Will provide a meeting agenda to the Board of Directors prior to meeting.

## **SECTION V: THE TREASURER**

- A. The Treasurer shall collect and keep an accurate account of all monies, notes, and similar property belonging to the Athletic Booster Club. Records shall include all receipts and disbursements for the Athletic Booster Club.
- B. This person shall deposit sums received by the Athletic Booster Club in the name of the group in such depositories as shall be approved by the Board of Directors.
- C. The Treasurer will act as custodian of the Athletic Booster Clubs assets.
- D. Both the signature of the President and Treasurer are required on all banking transactions. Any purchase above \$1,500 requires board approval.
- E. The Treasurer will ensure that a financial report is presented at each regular meeting. A copy of this report will be made available to the membership and to the High School bookkeeper..
- F. Submit books to the SABC Board as requested.
- G. Submit taxes to the Internal Revenue Service on behalf of the SABC.

## **SECTION VI: THE VOLUNTEER COORDINATOR**

- A. The Volunteer Coordinator shall oversee the Volunteer Schedule.
- B. Track Volunteer Hours onto the Master Membership list
- C. Collect and assemble a list of all SABC members and notify said members by email of upcoming meetings and Booster Club events and news.

## **SECTION VII: MERCHANDISE COORDINATOR**

- A. The merchandise coordinator oversees the SABC Spirit Sales duties including any online invoicing and payments.
- B. Shall oversee advertising Spirit Sales on social media.

## **ARTICLE II: ELECTION OF OFFICERS SECTION 1: SLATE OF OFFICERS**

- A. A slate of officers will be submitted by the Board of Directors at the March Business Meeting.
- B. Nominations from the floor will be accepted at the March and April Business Meetings.
- C. Nominee must be present or a letter of intent must have been submitted to the Board President one week prior to this meeting.
- D. Nominee must be an Active member of good standing,

## **SECTION 2: ELIGIBILITY FOR VOTING**

- A. Any Active member of the SABC is eligible to vote.
- B. In all voting procedures, there shall be only one vote per member.

## **SECTION 3: VOTING AND ELECTIONS**

- A. Voting for elections will take place at the April meeting.
- B. Voting can be ballot or acclamation.
- C. Ballots may be prepared by the Secretary.
- D. Ballots will be counted by the Board of Directors.
- E. A candidate will be elected if he/she receives a quorum of votes.
- F. In case of a tie vote, a new vote will be taken for that office.
- G. Only members attending the April meeting may vote.
- H. Votes by proxy will not be allowed.
- I. The elected officer will take office July 1st of the elected year.

## **SECTION 4: ELIGIBILITY OF CANDIDATE FOR OFFICE**

- A. Must be an active Member of the Splendora Athletic Booster Club in the year of the election.

## **ARTICLE III: QUORUMS**

### **SECTION 1: BUSINESS MEETING**

For any business or special meeting of the Athletic Booster Club, a Quorum shall consist of those members present.

### **SECTION 2: BOARD OF DIRECTORS MEETING**

A quorum for a meeting of the Board of Directors shall be two-thirds(2/3) of the board members.

## **ARTICLE IV: FINANCE**

### **SECTION 1: REVENUES AND DONATIONS**

#### A. Revenues

- a. The revenues of the Athletic Booster Club shall be derived from monies from revenue producing activities.
- b. All pertinent Texas tax laws shall be observed.

#### B. Donations

- a. Gifts will be readily accepted.

#### C. Fundraisers

- a. Primary funding for the Splendora Athletic Booster Club shall come from concessions, spirit items, and promotions.
- b. All fundraising activities must be approved by the Splendora High School Principal before they begin.

### **SECTION 2: EXPENDITURES**

- A. The SABC Board shall be empowered to expend up to one hundred dollars (\$100.00) monthly as Athletic Booster Club emergencies arise.
- B. Departing gifts will not exceed UIL allowed expenditures.

## **ARTICLE V: AUDIT OF FUNDS**

- A. An annual audit of the SABC funds shall be performed.
- B. In addition, there will be an interim audit performed if there is a change in the Treasurer.

## **ARTICLE VI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (revised) shall govern the Athletic Booster Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

## **ARTICLE VII: BY-LAWS COMMITTEE**

### **SECTION 1: THE COMMITTEE**

- A. The By-laws Committee will consist of active Board members. The By-laws committee will review the by-laws every 2 years and submit recommended



changes to the membership for approval at the meeting following the amendment. A copy of the proposed by-laws shall be made available to each member.

## **ARTICLE VIII: SABC SCHOLARSHIP ELIGIBILITY**

THE SABC will award 8 (eight) total scholarships to any male or female senior in athletics who has been accepted to a college or other higher learning institution who also meets the following requirements:

A student applying for the scholarship will be required to volunteer at SABC events for a minimum of 16 hours by April 1st of that child's graduating class year. A student or student representative may work towards those hours.

The scholarship application will also include a 300 word essay.  
Scholarship recipients:

Checks will be delivered to the scholarship winner once proof of payment/enrollment of college or other higher learning institution has been received by the SABC Treasurer.

If approved proof is not received or there are no eligible recipients, the scholarship money will be put back into the SABC funds.

Any male or female college/secondary education bound senior athlete may apply for any of the listed scholarships.

- \$500 Dale Martin Memorial Scholarship will be awarded to one male athlete and/or one female athlete.
- \$500 Deny Duhon Memorial Scholarship will be awarded to one male athlete and/or one female athlete.
- \$500 Pete Boucher Memorial Scholarship will be awarded to one male athlete and/or one female athlete.
- \$500 Athletic Booster Club Scholarship will be awarded to one male and/or one female athlete.

1. Completed scholarship applications must be emailed to D'Anne Smith and Coach Schulz before the deadline. It must contain the requested 300-word essay.

2. A committee of at least 5 individuals will review and vote for each winner. The committee may be made up of a combination of a counselor, a coach, a teacher, a campus administrator, or a booster club member. A family member of Deny

Duhon, Pete Boucher, and Dale Martin may also be allowed to vote after reviewing the applicants.

3. Each committee member will award the applicant a point value, a value of 1-10 with 10 being the highest. The point values will be totaled and the scholarships awarded accordingly. In the event of a tie, the scholarship will be divided equally.

4. Each recipient will receive a plaque with their name and the appropriate scholarship title along with a check from the Splendora Athletic Booster Club.