

**BYLAWS OF THE
NEW BRAUNFELS HIGH SCHOOL ALL SPORTS BOOSTER CLUB, INC.**

I. Organization.

The New Braunfels High School All Sports Booster Club, Incorporated (the “Booster Club”) exists as a Texas non-profit corporation organized and operating under the Texas Nonprofit Corporation Law and Section 501(c)(3) of the Internal Revenue Code.

II. Objective.

The objective of the Booster Club is to help enrich participation in extracurricular athletic programs at New Braunfels High School beyond what is minimally necessary for each program to exist.

III. Membership.

- a. Members. An infinite non-voting class of donor class membership shall consist of individuals and businesses who agree to pay the annual dues as set by the Booster Club and that may be amended from time to time.
- b. Board of Directors. A finite voting class of membership shall consist of individuals who agree to pay the annual dues as set by the Booster Club and who hold a position on the Executive Board or Committee Chairperson.

IV. Executive Board. The Executive Board and shall consist of the following positions and duties:

- a. President. At the annual meeting, the Board of Directors shall nominate and elect a President. The President shall serve a one-year term. The President may be re-elected to serve successive one-year terms, not to exceed four successive terms.

The President shall:

1. Read and understand the UIL Constitution and Contest Rules, UIL Booster Club Guidelines (Updated 2016), and these Bylaws;
2. Provide a copy of the Bylaws and Booster Club Guidelines to the Board of Directors upon their appointment or election;
3. Preside at all meetings and be a direct liaison with the Superintendent or his or her designee;
4. Supervise each of the Committees;

5. Ensure all UIL Constitution Rules are complied with in reference to any Booster Club action, event or activity;
6. Ensure the Superintendent or his or her designee has notice of all Booster Club, actions, events, activities and meetings;
7. Ensure the Superintendent or his or her designee has approved of all Booster Club, actions, events, activities, meetings and financial distributions;
8. Maintain custody of all corporate documents and meeting minutes of the Booster Club;
9. Co-sign all check or financial instruments used to disburse Booster Club funds; and
10. Ensure Booster Club is in proper compliance with Texas and Federal Non-Profit Law. The President may seek the assistance from accounting and legal professionals, as needed, as approved by the Board of Directors.

- b. Vice-President. At the annual meeting, the Board of Directors shall nominate and elect a Vice-President. The Vice-President shall serve a one-year term. The Vice-President may be re-elected to serve successive one-year terms, not to exceed four successive terms.

The Vice-President shall:

1. Read and understand the UIL Constitution and Contest Rules, UIL Booster Club Guidelines (Updated 2016), and these Bylaws; and
2. Assist the President in all duties in addition to his or her Go Blue Gala Committee responsibilities defined below.
3. Oversee the Go Blue Gala Committee and the Go Blue Gala.

- c. Treasurer. At the annual meeting, the Board of Directors shall nominate and elect a Treasurer. The Treasurer shall serve a one-year term. The Treasurer may be re-elected to serve successive one-year terms, not to exceed four successive terms.

The Treasurer shall:

1. Read and understand the UIL Constitution and Contest Rules, UIL Booster Club Guidelines (Updated 2016), and these Bylaws;
2. Maintain a current accounting of the Booster Club's finances;

3. Maintain a bank checking account of the Booster Club's finances in the name of NEW BRAUNFELS HIGH SCHOOL ALL SPORTS BOOSTER CLUB, INC.
 4. Report at each meeting the accounting of the Booster Club's financial status;
 5. Receive and give receipts for amounts due and payable to the Booster Club from any source;
 6. Deposit all amount into the Booster Club account; and
 7. Write and sign checks and financial instruments on behalf of the Booster Club as directed, in addition to the President's signature.
- d. Secretary. At the annual meeting, the Board of Directors shall nominate and elect a Secretary. The Secretary shall serve a one-year term. The Secretary may be re-elected to serve successive one-year terms, not to exceed four successive terms.

The Secretary shall:

1. Provide notice of all meetings by email;
 2. Take type or hand-written minutes at each meeting;
 3. Maintain up-to-date Roster of each Board of Director and contact information, including mailing address, email and phone number;
 4. Archive all meeting minutes and provide a copy after each meeting to the President; and
 5. Provide prior meeting minutes at each meeting for review and approval.
- e. Parliamentarian. At the annual meeting, the Board of Directors shall nominate and elect, a Parliamentarian. The Parliamentarian shall serve a one-year term. The Parliamentarian may be re-elected to serve successive one-year terms, not to exceed four successive terms.

The Parliamentarian shall:

1. Be versed in the Bylaws of the Booster Club; and
2. Ensure the Bylaws are being followed and direct the Board of Directors, accordingly.

- V. **Committees.** The following committees and Committee Chairpersons shall be appointed by the President, except as otherwise stated in these Bylaws and may consist of spouses acting and voting jointly.

- a. Go Blue Gala Committee. The Committee Chairperson is responsible for organizing and operating the annual Go Blue Gala, including scheduling, budget and planning of the event, coordination of live and silent auction, the establishment of a ticket and table sales schedule, publicity, the scheduling of volunteers, accounting for receipts and reporting to the Treasurer. The Vice-President and spouse will oversee all aspects of this Committee and the Go Blue Gala.
- b. Meet the Unicorn Committee. The Committee Chairperson is responsible for organizing and operating the annual Meet the Unicorns Event. These responsibilities include scheduling, budget and planning of the event, coordination with NBHS High staff, publicity, the scheduling of volunteers, accounting for receipts and reporting to the Treasurer.
- c. Membership Committee. The Committee Chairperson is responsible for organizing and administering an annual membership drive, including evaluating membership levels and presenting plans for membership growth, creation and distribution of membership forms, collection of membership forms and payment, coordinating with treasurers and NBHS athletic secretary as needed to coordinate ticket sales, publicity and promotion, the scheduling of volunteers at back-to-school events and specific sport parent meetings, accounting for receipts and reporting to the Treasurer. Furthermore, the Committee Chairperson shall maintain current and past four-year-record of memberships and provide a copy to the President.
- d. Merchandise Committee. The Committee Chairperson is responsible for administering merchandise sales, including the provision and storage of all products for sale, the establishment of a sales schedule, the scheduling of volunteers, accounting for receipts and reporting to the Treasurer. They will also be responsible for coordinating the signs and decal sales with the vendor, which may include the ordering and delivery of all products for sale, the establishment of a sales schedule, promotion and publicity, the scheduling of volunteers, accounting for receipts and reporting to the Treasurer.
- e. Team Rep Committee. The Committee Chairperson is responsible for communication and coordination with all parent sport representatives and coaches of NBHS sports in support of all club committees and activities.

- f. Concessions Committee. The Committee Chairperson is responsible for coordinating concession sales and volunteers, as approved by the Superintendent or his or her designee, including the provision of all products for sale, the scheduling of volunteers and accounting of receipts and reporting to the Treasurer.
- g. Communications/Social Media Committee. The Committee Chairperson is responsible for providing updated information on Booster activities through social media channels, other forms of electronic communication, and website maintenance.
- h. Horseshoes Committee. The Committee Chairperson is responsible for coordinating the painting of the horseshoes with Team Rep Chair and NBHS staff for all varsity sports by ensuring the provision of all paint, the scheduling of volunteers, and accounting of receipts and reporting to the Treasurer.
- i. Scholarship Committee. The Committee Chairperson is responsible for overseeing all aspects of the scholarship process, including (1) reporting to NBHS the requirements for applying for and being awarded scholarships, (2) picking up completed applications, (3) organizing scholarship readers to evaluate the applications, (4) reporting the results to the Board, the Athletic Department, and NBHS, (5) coordinating scholarships to the winners, and (6) along with the Treasurer, coordinating the distribution of scholarship funds to the recipients.
- j. Development Committee – The Committee Chairperson will work with board members to best assess how to liaise with community members to donate money and goods to the booster board. They will develop a plan to target specific entities for specific needs and/or events and will contact those entities.
- k. Graphic Design/Program Committee – The Committee Chairperson will work with the athletic department to put together and publish an all-sports program. In addition, this office will create artwork, flyers, and informational material to communicate booster club news.

VI. Nominations and Elections of the Executive Board. At the annual meeting, the prior year's Board of Directors shall nominate and elect, from the membership, the Executive Board. If there is a contest for a position, then voting shall be by secret ballot. The prior year's Parliamentarian shall collect a

folded written vote of each voter. The prior year's President and Secretary shall review, record, and announce the results.

VII. Removal of a Director. A Director, including an Executive Board Member may be removed from serving upon a two-thirds vote of a quorum of the Board of Directors, upon a properly noticed meeting.

VIII. Parliamentary Authority and Voting.

- a. Robert's Rules of Order. Meetings and business of the Booster Club will be conducted pursuant to Robert's Rules of Order.
- b. Quorum. A quorum required to transact business of the Booster Club shall consist of a majority of the Board of Directors present at an Annual Meeting, Monthly Meeting, or a Special Meeting. If a quorum of the Board of Directors is not present at a scheduled meeting, then the President shall call the meeting to order, announce that a quorum does not exist. No action may be taken on any agenda item without a quorum. The Secretary shall take minutes of this meeting, accordingly.
- c. Voting. A majority (more than fifty percent) of a quorum of the Board of Directors is needed to pass or defeat a measure. Voting may be conducted in person by voice, hand, secret ballot, or by proxy/email, bearing the director's name, date, and measure. A proxy vote must be received by the Secretary within 24 hours of the called action or it is void.

IX. Meetings.

- a. Agenda and Financial Report. At each Annual, Monthly, and Special Meeting, detailed below, the Secretary and the Treasurer, respectively, shall provide a written Agenda and Financial Report to the members who are present.
- b. Annual Meeting. The Booster Club shall hold an annual meeting in June of each calendar year.
 - i. The written Agenda for the Annual Meeting shall consist of:
 - 1. Call to Order and Establishment of a Quorum
 - 2. Reading and Approving the Minutes of the prior monthly Meeting
 - 3. President's Summary of the Preceding Year
 - 4. Treasurer's Report of the Preceding Year and Results of Financial Audit

5. Nominations and Elections for Executive Board
 6. Appointment by the President of Committee Chairs
 7. Review and Approval of Annual Dues (This is to be done at the last monthly meeting before the Annual Meeting).
 8. Review and Approval of Annual Monthly Meeting Dates
 9. Review and Approval of the Annual Budget
 10. Unfinished Business specifying action items to be considered
 11. New Business specifying action items to be considered
- c. Monthly Meetings. The Booster Club shall thereafter conduct monthly meetings. The dates of the monthly meetings shall be approved at the annual meeting. The Booster Club may hold more meetings as necessary during the calendar year.
- i. The written Agenda for each Monthly Meeting shall consist of:
 1. Call to Order and Establishment of a Quorum
 2. Reading and Approving the Minutes of the prior Monthly Meeting, any Special Meeting and any Executive Board Meeting.
 3. Officer Reports
 4. Committee Reports
 5. Unfinished Business specifying action items to be considered
 6. New Business specifying action items to be considered
- d. Special Meetings. The President may call a special meeting of the Booster Club, as necessary, upon three-day notice to the Booster Club.
- i. The written Agenda for a Special Meeting shall consist of:
 1. Call to Order and Establishment of a Quorum
 2. The action items required only for the purposes of the Special Meeting.

X. University Interscholastic League (UIL) Rules.

- a. Club Finances. Any and all contributions made by the Booster Club shall be paid directly to New Braunfels High School to use at its discretion, or as permitted through the Superintendent or his or her designee.
- b. No Valuable Consideration or Awards to Student Athletes. “Student athletes are prohibited from accepting valuable consideration for participation in school athletics – anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible

property or service including anything that is usable, wearable, salable or consumable.” (UIL Booster Club Guidelines).

- c. No Valuable Consideration to any 3rd Party. The Booster Club shall not pay valuable consideration to any third party not associated with New Braunfels High School Athletics, without permission of the school, through the Superintendent or his or her designee.
- d. Prior Approval Before Activities Events and Banquets. The Booster Club shall receive prior approval from the school before holding an event, activity or banquet, through the Superintendent or his or her designee.
- e. Scholarships. The Booster Club may award scholarships toward college or university enrollment to select student students, *if awarded at or after graduation from high school.* See UIL Rule 480(a)(2)(E), and upon approval of the school through the Superintendent or his or her designee.
- f. UIL Constitution Not Preempted. The Bylaws do not suspend or preempt the UIL Constitution. In the event of a conflict, the UIL Constitution shall govern.

XI. Financial Controls. In order to ensure financial accountability, there will be three signers on the checking account, president, vice-president, and treasurer. It is the treasurer’s responsibility to prepare the treasurer reports; however, it is the president and vice-president’s responsibility to review the checking account transactions. All withdrawals must have a receipt, invoice, or explanation provided to the treasurer for the financial records. Cash boxes will be counted prior to delivery. Cash should be double-counted after the event with two people signing off on the amount.

XII. Annual Audit. The Executive Board shall be authorized to employ independent certified public accountant to perform an annual audit of the Booster Club’s accounts and financial statements. The report shall be provided and reviewed at each Annual Meeting before adoption of the Annual Budget.

XIII. Conflicts of Interest. Any member who has a direct financial interest in any measure that is considered by the Booster Club shall: (1) disclose such interest at the time of the consideration; and (2) abstain from voting on the measure.

XIV. Amendment of Bylaws. The Bylaws may be amended from time to time and as necessary for the proper and efficient administration of the Booster Clubs

goals and policies. A simple majority of a quorum of the Board of Directors is necessary to pass any amendment.