



# BYLAWS

## *Leander High School Football Booster Club*

Amended: April 10, 2024  
Submitted for review: April 10, 2024

### ARTICLE I

#### **Name and Location**

Section 1.01 The name of the organization shall be Leander High School Football Booster Club, Inc. (LHSFBC). Leander High School Football Booster Club, Inc. has been registered with the Texas Secretary of State as a non-profit corporation. In addition, it is registered with the IRS as a 501(c)(3) non-profit organization.

Section 1.02 All general booster meetings may be held at Leander High School or as designated by school administration and club officers.

### ARTICLE II

#### **Purpose, Structure, and Dissolution**

Section 2.01 Purpose: LHSFBC is organized and operated for charitable and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purpose of LHSFBC includes raising funds and purchasing personal property and services to be used by student/athletes and faculty of Leander High School Football Booster Club, providing volunteers for educational and extracurricular activities, engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations. This Booster Club shall be self-governing, self-supporting, non-commercial, non-political, nonsectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Leander Independent School District nor to control its policies. No part of the net earnings of the Booster Club shall be used to the benefit of, or be distributable to, its members, trustees, officers, except that reasonable compensation may be paid for services rendered to or for the organization affecting one or more of its purposes. No member, officer, or private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the Booster Club.

Section 2.02 The Booster Club shall observe the following regulations and be in compliance with:

- All federal, state, and local regulations which apply to nonprofit organizations
- Leander ISD & Leander HS policies and booster club guidelines
- University Interscholastic League Booster Club Guidelines
- Lion Athletic Booster Club guidelines

If any part of any provision of these Bylaws or any other document or writing given pursuant to or in connection with these Bylaws shall be invalid or unenforceable under applicable law, said part shall be ineffective to the extent of such invalidity or unenforceability only, without in any way affecting the remaining parts of said provision or the remaining provisions of these bylaws.

Section 2.03 Upon dissolution of this organization, the LHSFBC Executive Board shall determine and distribute all assets exclusively to charitable organizations, which qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations.



## ARTICLE III

### Membership

Section 3.01 Membership: Voting Membership in this organization is open to any person who is a parent or guardian of a student or athlete, and who participates in the Leander High School Football Booster Club, pays the required dues as established by the board, is in good standing, and upholds the policies of this organization and agrees to its Bylaws. A maximum of one membership in good standing shall be granted to each family unit.

Section 3.02 Rights and Responsibilities: The voting members in Good Standing shall have the right and responsibility to attend meetings and events sponsored by LHSFBC, serve on committees and be nominated and elected to office. A voting member is considered in good standing when a parent/guardian of a student/athlete has not violated any current LISD or LHS Codes of Conduct.

Voting members shall have the right to vote for the officers and approve amendments to these Bylaws. A family unit shall be entitled to one vote. Membership activity dates will coincide with the fiscal calendar year for the LHSFBC, July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 3.03 Quorum: A quorum shall be obtained when at least five (5) voting members are present for the transaction of business. In the absence of a quorum, the members may not take action. In that event, any matter brought before the membership, at the meeting at which a quorum is not present, shall be discussed and decided by the Executive Board.

Section 3.04 Meetings: There shall be at least two general membership meetings, one in August and one in January. Elections shall be held at the January general membership meeting. A third meeting may be the annual banquet. Additional business or special meetings may be held as determined by the Executive Board or at the request of twenty (10) or more members in writing to the Executive Board.

## ARTICLE IV

### Football Booster Club Executive Board

Section 4.01 Qualification: The Executive Board shall consist of the elected officers of the organization and is composed of the President, Vice President, Vice President - Volunteers, Treasurer, and Secretary. Any member in good standing is eligible to serve on the Executive Board.

Section 4.02 Authority: the Executive Board shall manage the affairs, activities, and operation of LHSFBC to conduct the business and activities of LHSFBC.

Section 4.03 Compensation: No officer shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4.04 Executive Board Officers: Officers shall be elected at the banquet at the end of each season and will take office immediately. A year of service is considered from the time of election until the following year's election during the banquet. Nominations will be obtained by email to the FBC Secretary. The officers will be elected by a simple majority of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers. The officers and their respective duties are as follows:

The President shall:

- Schedule meetings with the athletic coordinator, LHS principal and district representative(s) regarding booster activities
- Preside at all meetings of the organization
- Resolve vacancies in the Executive Board
- Ensure compliance to all UIL, LISD and LHS rules that govern booster clubs
- Approve all IRS and State reporting forms and sales tax reports
- Regularly meet with the treasurer of the organization to review the organization's financial position



- Schedule annual audit of records or request an audit if the need should arise during the year
- Perform any other specific duties as outlined in the bylaws of the organization
- Attend a minimum of 90% of all executive board meetings
- Attend all membership and LABC meetings
- Appoint Chair & Committee Officers

The Vice President shall:

- 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
- Attend 90% of all executive board meetings
- Attend all membership and LABC meetings
- Attend and assist the board at all FBC board and general membership events
- Plan, execute and publicize all FBC events. These events include all football publicity, fundraising, football and school events on and off campus
- Present the event plans to the board for approval at FBC board meeting
- Assist the board at FBC functions
- Preside at all meetings and events in the absence of the President
- Assist the President in the recruit and support of all committee chairs for all FBC events
- Continue to monitor success of fund-raisers and to recommend changes to fundraising objectives and strategies
- Coordinate event committee chairpersons attending meetings as needed and communicate with the President

The Secretary shall:

- Maintain records of attendance of each officer
- Maintain a current copy of the FBC Bylaws
- Generate meeting agendas
- Send the previous meeting notes out to board, prior to the upcoming meeting for review
- Record, create, maintain record
- Have custody all meeting minutes, approved by board members, committees, and current membership
- Conduct and report on all correspondence on behalf of the LHSFBC executive board. This includes but is not limited to maintaining current website postings and informational emails.
- In August, send LISD our Booster Officer Information Sheet, current Bylaws
- Attend 90% of all executive board meetings

The Treasurer shall:

- The Treasurer is responsible for IRS, Texas Comptroller, LISD and LABC rules and regulations reporting and compliance
- Receive all funds and disburse those funds as approved by the FBC executive board
- Keep an accurate account of all funds received, deposited, and disbursed and submit a financial report at all scheduled meetings as well as monthly financial reports to the campus Athletic Coordinator.
- Oversee the collection and deposition of all money by means of receipt; complete accurate ledger accounts of the finances, including data logging and properly classifying expenditures in accordance with IRS and Texas Comptroller regulations
- Be responsible for disbursement of funds and be custodian of the books, vouchers and records of the organization
- Be an authorized signer on all bank accounts. In addition, the treasurer shall provide, upon request, access to said bank accounts to any LISD and LHS officials and athletic coordinator
- Ensure FBC compliance to Section 501 (C)(3) of the IRS code of 1954 as amended. The treasurer is responsible for filing IRS form 990 annually according to IRS rules
- Ensure FBC compliance with non-profit corporate filing requirements with the Texas Secretary of State and the Texas Comptroller, including Franchise Tax Reports and Sales Tax Reports
- Recommend and present to the executive board, the 2 "tax free" annual events



- Issue a receipt for all monies received upon request.
- Deposit all monies received into the FBC bank accounts within 3 business days.
- Present a current financial report to the executive board and general membership at all meetings
- File a financial report with the office of the Assistant Superintendent for Business and Operations by September 1st annually
- 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 immediately
- Submit records to audit committee appointed by the LHSFBC upon request or at the end of the fiscal year
- Perform other specific duties as outlined in the bylaws of the LHSFBC
- Attend 90% of all executive board meetings

The VP of Volunteers shall:

- Attend and assist the board at all FBC board and general membership events
- Attend 90% of all executive board meetings
- Attend and assist the board at all FBC board and general volunteer recruiting events
- Manage the volunteer opportunities for concessions, committee leads and events using the Track it Forward volunteer tool
- Work with the FBC board and committee leads to identify additional volunteer opportunities
- Maintain the athlete accounts in Track it Forward including approving users, logging hours and awarding milestones
- Use Track it Forward to communicate volunteer needs to football families
- Send weekly Track it Forward reports to the Webpage Manager and Newsletter Coordinator to communicate open volunteer opportunities, leaderboard, and hours logged
- Log volunteer hours for paid player packages and booster memberships

Section 4.05 All officers shall:

- Work in collaboration with fellow board members, booster members, LISD officials, and LHS officials and coaches.
- Report all new findings, information and recommendations at the executive board meetings
- Perform the duties as outlined in these bylaws, as well as those assigned from time to time.
- Deliver to their successor or the President all official materials, records and assets within 4 days following the date at which their successor assumes their office. This includes, but is not limited to, access to all electronic instruments such as online banking, email accounts, website access, etc.
- Be given an opportunity to submit discussion items and reporting items for the executive board and membership meeting agendas.

Section 4.06 Term: Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed. Officers may be elected for up to three consecutive terms in the same office. No one may hold dual offices unless approved by the executive board.

Section 4.07 Meetings: The Executive Board shall provide for by resolution the time and place for the holding of at least two annual general booster meetings of the Board.

Section 4.08 Notice: Any special meeting of the Executive Board shall be given with at least two days' notice by email or written notice delivered personally to each member. Any board member not in attendance waives his voting privileges for that meeting.

Section 4.09 Quorum: A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Executive Board.

Section 4.10 Proxy: No voting by proxy will be allowed.

Section 4.11 Removal: Inability by any officer to perform their duties or lack of attendance at three (3) consecutive, scheduled meetings may result in removal by a majority vote of the LHSFBC Executive Board.



## ARTICLE V

### General Provisions/Finances

Section 5.01 Operating Funds: Operating funds shall be maintained in a general fund(s), and an accounting of such funds shall be presented at all meetings by the treasurer.

Section 5.02 Organization Statement: The Executive Board shall present at each general membership meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 5.03 Group Exemption: 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 5.04 Budget: The Executive Board shall present to the membership at the first regular meeting of the new football season, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures.

Section 5.05 Obligations: The Executive Board may authorize the President or Vice President to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 5.06 Loans: No loans shall be made by the organization to its officers or members.

Section 5.07 Banking: The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership.

Section 5.08 Financial controls: The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- (a) All expenses must be approved by the membership by way of approval of annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board.
- (b) All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the treasurer or by any other person as authorized in writing by the Executive Board.
- (c) A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 5.09 Financial Report: The Treasurer shall present a financial report at each membership meeting of the organization and shall prepare a final report at the close of the year in accordance with the organization's financial policies.

Section 5.10 Fiscal Year: The fiscal year of the organization shall be from July 1 to June 30 or as defined by LABC bylaws.

Section 5.11 Record retention: All records of the organization shall be maintained and destroyed in accordance with law and standard record retention guidelines. Financial records shall be maintained as follows:

Year End Treasurer's financial report/statement.....	Permanent Record
990's.....	Permanent Record
Treasurer's reports, periodic Compile & file records basis.....	Three Years
Bank statements, canceled checks, check registers, invoices, and receipts.....	Seven Years
Cash tally sheets, investment statements, and related documents.....	Seven Years compiled on a yearly basis.



## **ARTICLE VI**

### **Conflicts of Interest**

Section 6.01 Existence of Conflict, Disclosure: Executive Board Members of LHSFBC should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation.

A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

Section 6.02 Nonparticipation in Vote: The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 6.03 Minutes of Meeting: The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 6.04 Annual Review: A copy of this conflict of interest statement shall be furnished to each Board Member that is presently serving for LHSFBC.

## **ARTICLE VII**

### **Indemnification**

Every member of the Executive Board of the LHSFBC may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Executive Board in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Executive Board, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such members of the Executive Board are entitled.

## **ARTICLE VIII**

### **Amendments**

Section 8.01 Amendments to Bylaws: These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a majority of the Executive Board, provided that such alterations, amendments, or proposed substitute bylaws have been read or distributed to all Board members 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.

Section 8.02 Amendments to the Articles of Incorporation: The Executive Board shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Executive Board, shall be again submitted for a vote at the next regular meeting of the Executive Board.

## **CERTIFICATE OF SECRETARY**



I certify that I am the duly elected and acting secretary of the Leander High School Football Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on April 10, 2024.

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Amanda Verell  
Secretary of the Leander High School Football Booster Club, Inc.

Dated: April 10, 2024