



## Sabine Athletics Booster Club Bylaws

### **ARTICLE I: NAME**

This organization shall be known hereafter as the Sabine Athletics Booster Club or the "Booster Club".

This Booster Club shall be a non-profit organization as described in Section 501c(3) and exempt from taxation under Section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code.

This Booster Club shall comply with the Sabine Independent School District (SISD) policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.

### **ARTICLE II: PURPOSE AND DISSOLUTION**

**Section 2.1:** The purpose of this organization shall be to provide encouragement and support to the Sabine Athletics program, to help maintain, improve or expand the Athletics program or facilities, and to promote positive interaction between the Booster Club, 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 Sabine Athletics program.

**Section 2.2:** In the event of a conflict of objectives that occurs between the Executive Board and the Sponsor (refer to Article IV), and if such conflict cannot be resolved within thirty (30) days, the Booster Club may be dissolved by 2/3 vote of the Executive Board and majority vote of the membership. Additionally, the Booster Club may be dissolved by a 2/3 vote of the Executive Board and a majority vote of the membership present at a meeting specially called for this purpose.

**Section 2.3:** Upon dissolution of the Booster Club, the Executive Board shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all the assets of the organization in accordance with the laws governing non-profit organizations. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes notwithstanding any other provision.



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### ARTICLE III: MEMBERSHIP

**Section 3.1:** Membership in the Sabine Athletics Booster Club shall be opened to all parents of students attending the Sabine Independent Schools District who desire to support the Sabine Athletics program. Community members and businesses may also become a member of the Sabine Athletics Booster Club. Any membership into Sabine Athletics Booster Club will be based on the membership levels previously established by the Executive Board and Sponsor, which shall not be changed or altered without being submitted to the Executive Board for review and approval.

**Section 3.2:** "Active Member" shall be defined as a member who is in good standing with the Sabine Athletics Booster Club. In addition, only Active Members may vote at the Annual Meeting or chair committees.

### ARTICLE IV: MEMBERSHIP TERMINATION

**Section 4.1:** A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the school year only when:

- It is determined by a 2/3 vote of the Executive Board that a member no longer subscribes to all of the policies and requirements of the Sabine Athletics Booster Club, or is actively working against approved plans and activities of the Sabine Athletics Booster Club.
- A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.
- A member is given the opportunity to be heard by the Executive Board, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension or termination.
- The Executive Board, by a 2/3 vote, may decide that the expulsion, suspension, or termination not take place.

### ARTICLE V: GOVERNMENT/OFFICER ELECTIONS

#### **Section 5.1:** Governing Body

The governing body of the Sabine Athletics Booster Club shall consist of a President, a Vice President, Vice President of Committees, a Secretary, a Treasurer, and four At Large Members. The officers will make up the Executive Board. The President, Vice President, Vice President of Committees, Secretary, and Treasurer are officers elected by the general membership and have voting privileges. The At Large Members are board members elected by the general membership and have voting privileges.



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### **Section 5.2:** Sponsor

The Sponsor shall be the Sabine Athletics Director. The Sponsor will be a non-voting member of the Executive Board. The Sponsor may designate an alternate to attend the meetings in his/her absence, and this alternate, who must be a faculty member or Administrator of Sabine Independent School District, will satisfy the requirement that the Sponsor be present at all meetings.

### **Section 5.3:** Officer and Board Member Eligibility

Election for new officers and board will be held at the annual meeting in June. Members who are interested in becoming an officer or board member of the Sabine Athletics Booster Club must meet the following eligibility requirements:

- Be a parent or guardian of a current or incoming Sabine student, who is or plan to be involved in the Sabine Athletics program.
- Be an active member of the Sabine Athletics Booster Club (See Article III), who is in good standing and actively participates in activities supported by the Sabine Athletics Booster Club.
- Be willing to serve and abide by the Sabine Athletics Booster Club bylaws if elected.
- Employees of SISD shall not serve as an officer in a financial capacity.
- The right to hold office shall be confined to active members of the organization.

### **Section 5.4:** Officer Nominations and Elections

- Officer elections will be held at the June general membership meeting.
- A Nominations committee shall be appointed by the President and will consist of a Chairperson and at least three other Active Members, excluding officers, of the Sabine Athletics Booster Club; this committee will be appointed at least one month prior to the election. Nominees for open positions for the following year will be presented to the Executive Board at least seven (7) days prior to the election. At least one candidate for each position must be presented. The slate of nominees must be posted on the website at least seven (7) days prior to the election at the general membership meeting.
- Any Active Member of the Sabine Athletics Booster Club may make additional nominations from the floor; a nomination must receive a second in order for the nomination to be valid.
- Following nominations, each board member shall be elected by simple majority vote of the Active Members present at the meeting. If there are two (2) or more nominations for an office, the vote will be taken by a show of hands unless a ballot is requested by a nominee. Term begins on July 1<sup>st</sup>.



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- The Nominating committee will be responsible for coordinating the annual election process, preparing the ballots and counting the ballots if necessary (with the assistance of the Secretary) and announcing the results.
- All board members will be eligible for re-election to the same or another position, except as follows:
  - o The President may not serve more than one (1) consecutive two-year term in the same office.
  - o The Vice President may not serve more than one (1) consecutive two-year term in the same office.
  - o The Treasurer may not serve more than two (2) consecutive two-year terms in the same office.
  - o The Vice-President of Committees and Secretary may not serve more than three (3) consecutive one-year terms.
  - o At Large Board members may not serve more than two (2) consecutive one-year terms.
- Only one Board Member of a family/household may serve as an officer at the same time, in order to limit the family's vote to one.
- An officer shall resign his/her office upon their student's resignation or separation from enrollment in the Sabine Athletics 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/EXECUTIVE BOARD**

#### **Section 6.1: PRESIDENT**

The president shall preside at all Sabine Athletics Booster Club Meetings, manage membership activities, work with all Vice Presidents and committee leads, and maintain a line of communication with the Sponsor. The President shall oversee the function of the Sabine Athletics Booster Club. At all meetings of the membership and Executive Board, the President of the Sabine Athletics Booster Club shall preside. The President may designate an alternate to attend and preside over the meetings in his/her absence, and this alternate, who can be the Vice-Presidents or other Executive Board Member of the Sabine Athletics Booster Club shall preside to satisfy the requirement that the President be present at all meetings. In this instance, the President shall notify, if applicable, the Executive Board of his/her absence a week prior to the scheduled meeting.



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### **Section 6.2:** VICE PRESIDENT

The Vice President shall preside over meetings in the Presidents absence. The Vice President shall assist the President as required and be responsible for all Sabine Athletics Booster Club activities including, but not limited to, Game Day Activities, Elementary School Involvement, and Special Projects.

### **Section 6.3:** VICE PRESIDENT OF COMMITTEES

The Vice-President of Committees shall oversee all committees on the Sabine Athletics Booster Club. The Vice-President of Committees will work directly with the Chairs or Leads of each committee and will serve as the liaison between the Executive Board and each Committee.

### **Section 6.4:** SECRETARY

The Secretary shall record the minutes of all Sabine Athletics Booster Club membership and Executive Board meetings. The Secretary shall present minutes of the previous Sabine Athletics Booster Club meetings for approval, ensure notification of non-school related members, circulate rosters, and will be responsible for maintaining all non-financial documents for the Sabine Athletics Booster Club including the U.I.L. Guidelines for Boys and Girls Sports and Sabine Athletics Booster Club bylaws. The Secretary shall also assist the President with membership activities. The Secretary shall provide meeting minutes to the Sabine Athletics Booster Club webmaster to be posted, after approved, on the website.

### **Section 6.5:** TREASURER

The Treasurer shall have custody of all monies in the Sabine Athletics Booster Club's general operating fund. The Treasurer will not be a be a signee on the Sabine Athletics Booster Club checks however, other appointed Executive Board Officers will be a signer on the account. The Treasurer shall present a financial report at each meeting, supervise the collection of all monies due, and present a full written financial report upon the completion of the Fiscal Year (See Article VIII) for an independent audit. The Treasure should have some background in accounting.

## **ARTICLE VII: COMMITTEES**

**Section 7.1:** The Executive Board shall create committees as deemed necessary to carry out the work of the Sabine Athletics Booster Club.

**Section 7.2:** The President shall appoint the chairpersons of committees with the approval of the Executive Board.



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**Section 7.3:** Only Active Members of the Sabine Athletics Booster Club shall be eligible to serve as chairperson of a committee; Active Members may serve on committees.

**Section 7.4:** Committees and/or committee chairpersons shall not commit the Sabine Athletics Booster Club to any financial expenditure or contract without the approval of the Executive Board and the membership.

**Section 7.5:** A standing committee chairperson may pass their proxy to a member of their committee if they are unable to attend a meeting.

**Section 7.6:** All standing committee chairpersons shall deliver to their successors or the Vice President of Committees all official materials within fifteen (15) days following the date at which their successors assume their duties.

**Section 7.7:** All committee chairpersons shall present a regular status of work to the Executive Board for review as requested.

**Section 7.8:** The President shall be a member ex officio of all committees except the Audit Committee and the Scholarship Review Committee if the President has a student eligible for consideration for a scholarship.

**Section 7.9:** Other committee responsibilities include:

- Recruit volunteers to be a member of the committee
- At least one representative from the committee must attend the monthly Sabine Athletics Booster Club meetings
- Facilitate the sharing of information pertaining to the sport
- Solicit booster volunteers for the sporting season
- Be a contributor on the sports Facebook page

## ARTICLE VIII: FINANCES

**Section 8.1:** A preliminary budget for the upcoming year must be approved by the general membership at the May meeting to allow for expenditures to occur during the summer. A final budget for the year must be approved by the general membership at the August meeting. Except for situations covered in Section 8.5, all expenditures must be from the approved budget or covered in amendments to the budget that are approved by the general membership at subsequent meetings.



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**Section 8.2:** Finances belonging to the Sabine Athletics Booster Club will be deposited into a checking account established through a local bank.

**Section 8.3:** Withdrawals from the Sabine Athletics Booster Club account will require two signatures from any two elected officers listed on the signature card at the bank.

**Section 8.4:** Employees of the District shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions of treasurer, fund-raising chairperson, or serving as a check signer. Any and all positions that are responsible for the ultimate safeguarding or disposition of funds may not be held by District employees. Substitutes are not District employees. Therefore, this policy does not apply.

**Section 8.5:** Unbudgeted Requests for funds must follow these guidelines:

- The Athletic Director must request the funds from the Executive Board in writing. Email is acceptable.
- Requests for all unbudgeted expenditures must submitted in writing (email is acceptable) be approved by the Executive Board. Unbudgeted expenditures up to \$500 per occurrence may be approved by the Executive Board between regularly scheduled meetings to meet a requirement deemed an emergency or immediate need by the Executive Board; such expenditures will be brought before the Executive Board for explanation and approval at the next regularly scheduled meeting following the expenditure. The Treasurer will disburse the funds after securing the two required signatures, neither of which may be the payee.

**Section 8.6:** The Sabine Athletics Booster Club's fiscal year begins July 1st and ends Jun 30th. The current Treasurer will be responsible for closing the previous fiscal year's books along with providing information and updates to the newly elected Treasurer for the upcoming school year.

**Section 8.7:** At the end of the Sabine Athletics Club's fiscal year, an independent audit must be performed, and the report given to the Executive Board in a timely fashion.

**Section 8.8:** The audit is to be performed by an audit committee appointed by the President and consisting of at least two people. Members with signature authority on the financial account cannot serve on the audit committee.



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### ARTICLE IX: MEETINGS

**Section 9.1:** General membership meetings shall be held on a minimum of three times per year but typically are on a monthly basis during the school year and summer, subject to Executive Board and Sponsor availability and timing conflicts with Holidays, unless otherwise notified through email and website communication. The Executive Board shall determine the dates for the monthly general membership meetings prior to the first official membership meeting and present to membership for the current school year to be held at Sabine High School Library or another designated location.

Special meetings may be called by the President or the majority of the members on the Executive Board. At least four (4) Executive Board officers must be in attendance and the membership must be notified 72 hours in advance.

Ten members shall constitute a quorum for the transaction of business in the annual meeting, which will include one half of the Board Members eligible to vote and other eligible voting members. For voting purposes, approval will be defined as a simple majority vote of the active, voting members present at any general meeting.

Sabine Athletics Booster Club meetings shall be posted on the Sabine Athletics Booster Club website, Social Media, or via the membership email list.

**Section 9.2:** An Executive Board meeting with Sponsor shall be held as determined by the Executive Board. At least one Executive Meeting will be held following the election of new officers, and one prior to the beginning of the new school year.

### ARTICLE X: GENERAL

**Section 10.1:** No substantial part of the acts of the Sabine Athletics Booster Club shall be carrying out propaganda or otherwise attempting to influence legislation or other activities not permitted in an organization exempt from federal income taxes under Section 501(c)(3).

**Section 10.2:** The current version of "Roberts Rules of Order" shall govern the Sabine Athletics Booster Club in all cases in which they are not in conflict with these bylaws.

**Section 10.3:** Any situation not explicitly governed by these bylaws shall be governed in accordance with the Sabine Independent School District policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.





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**Section 10.4:** The Sabine Athletic Booster Club may elect to implement a scholarship program. In the event that a scholarship program is implemented, the requirements shall be consistent with the district requirements for scholarship programs, including the creation of a Scholarship Review Committee, as outlined in the district Booster Club Guidelines.

### **ARTICLE XI: WHISTLEBLOWER PROTECTION**

**Section 11.1:** In keeping with the policy of maintaining the highest standards of conduct and ethics, Sabine Athletics Booster Club will investigate any suspected fraudulent or dishonest use or misuse of its resources or misconduct by Executive Board members, consultants, or volunteers.

**Section 11.2:** Executive Board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as a “whistleblower”), pursuant to the procedures set forth below.

**Section 11.3:** A person’s concerns about possible fraudulent or dishonest use or misuse of resources or misconduct should be reported to the Executive Board President, Vice President, and Sabine High School Principal. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a report may be made to the Sabine High School Office.

People must be cautious to avoid baseless allegations.

### **ARTICLE XII: DOCUMENT RETENTION AND DESTRUCTION**

**Section 12.1:** In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by Sabine Athletics Booster Club in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate Sabine Athletics Booster Club’s operations by promoting efficiency and freeing up valuable storage space.



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**Section 12.2:** The Sabine Athletics Booster Club follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

- **Corporate Records**
  - o Annual Reports to Secretary of State/Attorney General – Permanent
  - o Articles of Incorporation – Permanent
  - o Executive Board and General Meeting Minutes – Permanent
  - o Executive Board Policies/Resolutions – Permanent
  - o Bylaws – Permanent
  - o IRS Application for Tax-Exempt Status (Form 1023) – Permanent
  - o IRS Determination Letter – Permanent
  - o State Sales Tax Exemption Letter – Permanent
  - o Contracts (after expiration) – 10 years
  - o Insurance Policies – Permanent
- **Accounting and Corporate Tax Records**
  - o Annual Audits and Financial Statements – 10 years
  - o IRS Forms 990 and 990-T Tax Returns – Permanent
  - o General Ledgers – 10 years
  - o Business Expense Records – 10 years
  - o IRS Forms 1099 – 10 years
  - o Journal Entries – 10 years
  - o Invoices – 10 years
  - o Sales Records (box office, concessions, spirit sales) – 5 years
  - o Petty Cash Vouchers – 3 years
  - o Cash Receipts – 3 years
  - o Credit Card Receipts – 3 years
- **Bank Records**
  - o Check Registers – 10 years
  - o Bank Deposit Slips – 10 years
  - o Bank Statements and Reconciliation – 10 years
  - o Electronic Fund Transfer Documents – 10 years
- **Donor and Grant Records**
  - o Donor Records and Acknowledgment Letters – 10 years
- **Scholarship Committee Materials** – 7 years



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**Section 12.3:** Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

**Section 12.4:** The Sabine Athletics Boost Club’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping The Sabine Athletics Booster Club operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

**Section 12.5:** The Sabine Athletics Boost Club’s Secretary is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Section 12.6:** Failure to follow this policy can result in possible civil and criminal sanctions against the Sabine Athletics Booster Club and possible disciplinary action against responsible individuals. The President and Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

### **ARTICLE XIII: CONFLICT OF INTEREST**

**Section 13.1:** The Sabine Athletic Booster Club’s Executive Board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that Executive Board members can seek further clarification on issues related to the subject of acceptable standards of operation.



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An actual or potential conflict of interest occurs when an Executive Board member is in a position to influence a decision that may result in personal gain or gain for a relative as a result of the Sabine Athletic Booster Club's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Executive Board member is similar to that of persons who are related by blood or marriage.

**Section 13.2:** No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if an Executive Board member has any influence on any material business transactions, it is imperative that he or she discloses to the Executive Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

**Section 13.3:** Personal gain may result not only in cases where a Executive Board member, or a relative has a significant ownership in a firm with which Sabine Athletics Booster Club does business, but also when an Executive Board member, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Sabine Athletics Booster Club.

### ARTICLE XIV: AMENDMENTS

**Section 14.1:** Proposed amendments to these bylaws may be submitted by any Active Member to the Parliamentarian copying the Secretary, who will submit the proposed amendments to the Executive Board.

**Section 14.2:** Any amendment approved by the Executive Board shall be considered at the next general membership meeting as defined below:

- These bylaws may be amended at the annual membership meeting of the Sabine Athletics Booster Club with a 2/3 vote of the Active Members present. These amendments must be read at a meeting, discussed, and voted on at the same meeting, provided that a 72 hour or more notice of the proposed amendment(s) was given prior to the annual meeting.
- To be adopted, any amendments approved by the general membership must then be approved by both the Sponsor and the

### ARTICLE XV: REFERENCES

- Sabine Athletics Booster Club Bylaws Website *Coming soon...*
- [UIL Booster Club Guidelines](#)