



**George Ranch High School
Athletic Booster Club
UPDATED By-Laws
Approved on April 6, 2018**

Article I Name and Purpose

Section 1. Name:

The name of the athletic booster club shall be George Ranch High School Athletic Booster Club (ABC). It shall be called either the "George Ranch High School Athletic Booster Club," "GRHS ABC," or "ABC."

Section 2. The purpose of this club is to:

- a. Provide support and assistance to the student athletes of George Ranch High School.
- b. Provide support and assistance to the athletic programs in which the students participate.
- c. Enhance the image of the athletic organizations of George Ranch High School.
- d. Create a scholarship program whereas funds are generated in an effort to provide scholarships for outstanding seniors who have been representative of the high ideals of athletic competition at George Ranch High School.

Article II Basic Policies

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.
- c. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article I.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code, or (II) by an organization, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code.
 - a. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - b. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then 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.

- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization and following the code prescribed by the IRS, the remaining assets shall be distributed to George Ranch High School.
- g. The organization shall conduct its business in compliance with Robert's Rules of Order.
- h. The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL).
- i. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ABC in all cases where they are applicable and in which they are not in conflict with these by-laws or UIL rules.

Article III Membership and Dues

- a. Membership in the GRHS PTO is a requirement prior to membership in the ABC. An Athletic Booster Club member who chooses to disregard this requirement forfeits all voting privileges and becomes ineligible for any and all Athletic Booster Club scholarships.
- b. Membership in the ABC shall be open to the following:
 - Parents of George Ranch High School students
 - Parents of junior high school students, who will attend George Ranch High School
 - Any other interested patron or business that subscribes to the Purpose and principles of Action as stated in Articles I of these by-laws.
- c. Membership is necessary to cast a vote at a general meeting or to hold office, but non-membership does not preclude participation in any of the activities sponsored by this organization.
- d. Membership is by family and business. When voting occurs, family members who are responsible for the custodial and financial support of the household (parent, step-parent, legal guardian, etc.) are eligible to cast a vote. A company representative of a business is also eligible to cast a vote on behalf of that company/business.
- e. Memberships may be received at any time during the year. Memberships will not be prorated.
- f. The Executive Officers will set annual membership dues.
- g. The elected Chairperson (3rd VP of Membership) is responsible for collecting membership forms and annual dues. That person or persons will maintain a current roster of membership and will distribute the funds to the treasurer of the organization in a timely manner.
- h. Honorary memberships shall be conferred to the George Ranch High School Principals, the George Ranch High School Campus Athletic Coordinator, the George Ranch Assistant Campus Athletic Coordinator, the George Ranch High School Coaching Staff, the Lamar CISD Athletic Director, Superintendent, and the Past-President. Teachers and other school personnel are encouraged to join as regular members.
- i. All members of the GRHS ABC may receive a copy of the by-laws upon request to the Secretary or the President.

Article IV Board of Directors

Section 1. Executive Board

- A. The elected executive officers in this organization shall consist of President, 1st VP PTO Liaison/Merchandise, 2nd VP of Athletics, 3rd VP of Membership, 4th VP of Sponsorship, 5th VP of Communications, 6th VP of Fundraising, Treasurer & Secretary.



- B. The Executive Board shall consist of the Executive Officers and the three appointed Fall, Winter, and Spring sport Parent Representatives. The GRHS Campus Athletic Coordinator, the GRHS Assistant Campus Athletic Coordinator and GRHS Principal serve as ex-officio GRHS members of the Board of Directors.

Section 2. Executive Officers

- C. The Executive Officers of The GRHS ABC shall consist of a President, 1st VP PTO Liaison/Merchandise, 2nd VP of Athletics, 3rd VP of Membership, 4th VP of Sponsorship, 5th VP of Communications, 6th VP of Fundraising, Treasurer & Secretary. The GRHS Principal, GRHS Campus Athletic Coordinator (CAC) and GRHS Assistant Campus Athletic Coordinator, serve as ex-officio members of the Executive Board.

Section 3. Committee Chairmen

- A. Committees may be created or dissolved by the President and the Executive Board as required to ensuring effective and efficient operation of the GRHS ABC.
- B. The President shall appoint committee chairmen, with the approval of the Executive Officers. Each Chairman will be a voting member of the Board.
- C. All Committees are responsible to the General Membership and report directly to the President and the Executive officers.
- D. Examples of such Committees are (but not limited to):
- Scholarship and Special Programs
 - Merchandise
 - sales
 - Fundraising
 - Events and programs
 - Promotions/Publicity
 - Website
 - Newsletter
 - Photographer/historian
 - Hospitality
 - Membership
 - Sponsorship
- E. A committee member may be removed from the board by a simple majority vote of the Executive Board, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.

Section 4. Parent Representatives

- a. A parent shall be appointed by the Campus Athletic Coordinator or head coach of each sport to represent that sport. Each appointed parent representative will be in direct communication with the 2nd VP of Athletics and/or Fall, Winter, Spring, or sports parent representatives of the Executive Board.
- b. The Campus Athletic Coordinator will approve the parent representative as selected by the 2nd VP of Athletics for each sports season (fall, winter, spring) to serve as a voting member of the Executive Board, for a total of three voting representatives. These voting members will represent all sports included within their seasonal sport group.
- c. These parent representatives will serve as a liaison between the board and the sports included in their respective season of sports. Each of the three parent representatives will be a voting member of the Board.



Article V. Election of Officers

Section 1. Nominating Committee

- a. There shall be a Nominating Committee led by the GRHS ABC Secretary consisting of the GRHS ABC Secretary and four (4) members, two (2) of who shall be selected by the executive committee from its body, excluding the president, and (1) one member selected from the organization, and one (1) faculty member. This committee shall be formed from the regular executive meeting in the month of January. The school Campus Athletic Coordinator shall serve as an ex-officio member and advisor to the committee.
- b. The Nominating Committee shall follow the ABC Nominating Committee guidelines.
- c. The Nominating Committee shall nominate one or two eligible persons for each executive officer position for the following year.
- d. Nominees for the President of the association must have served on the ABC Board of Directors for at least one year prior to taking office.
- e. Members of the Nominating Committee may be nominated for an elected position. That nominee must remove him/herself from committee discussions for that position.
- f. The Committee shall present the slate of officers at the spring general membership meeting. No additional nominations may be made from the floor at the spring general membership meeting. Officers shall then be elected by a majority of members present.
- g. The Nominating Chairman (The GRHS ABC Secretary), shall post the slate of officers through normal publicity channels at least 7 days prior to the election.
- h. The three (3) GRHS ABC ex-officio members may review all nominations. The ex-officio members may, or may not, at their discretion, accept or reject a nomination.

Section 2. Executive Officers

- a. All executive officers shall be elected to a one-year term of office by a majority vote of the membership in attendance.
- b. Officers shall serve for a period of one year beginning on May 1 through April 30th, to coincide with the fiscal year.
- c. No business of the organization may occur after the end of the fiscal year unless executive officers have been elected.
- d. All nominated persons for Athletic Booster Club positions must be members of the GRHS ABC seven calendar days prior to the day of the election.
- e. Nominees for President of the Athletic Booster Club must have served on the GRHS ABC Executive Board for at least one year prior to taking office with the exception of the inaugural board.
- f. No executive officer may serve more than two elected consecutive terms in the same position without approval by a two-thirds majority vote.

Section 3. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person nominated by the Executive Officers in conjunction with the Campus Athletic Coordinator, Assistant Campus Athletic Coordinator and a majority vote of the executive board.
- b. The President may appoint an interim nominee, with the approval of the Executive Officers, in conjunction with the Campus Athletic Coordinator, Assistant Campus Athletic Coordinator and a majority vote of the executive board.



- c. Nominees for President of the GRHS Athletic Booster Club must have served on the GRHS ABC Executive Board for at least one year prior to taking office.
- d. In the event that no other executive board member is willing or able to fulfill the roll of president, then the Campus Athletic Coordinator of George Ranch High School may appoint a President in the event of a vacancy. In this case an exception to having served on the Executive Board for one year, will be made.

Section 4. Reason to Remove

An officer may be removed from office by two-thirds (2/3) vote of the Executive Officers, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the GRHS Athletic Booster Club meetings and activities.

Article VI Duties of Officers

The President shall:

- a. Coordinate the work of the officers and committees to stay in focus with the purpose of this organization.
- b. Create the agenda for each Executive Board and general meeting.
- c. Attend all Athletic Booster Club general meetings and board meetings.
- d. Be authorized to sign on bank accounts.
- e. Have a thorough knowledge of the existing by-laws and see that all by-laws are adhered to.
- f. Appoint committee chairpersons to fill vacancies.
- g. Call meetings as required.
- h. Oversee all committees but will only chair the Executive Board.
- i. Ensure that the scholarship application is updated and available online in January.
- j. Directly oversee the Scholarship Committee and announce the recipients at the last general board meeting in the spring.

The 1st VP PTO Liaison/Merchandise shall:

- a. Act as the PTO liaison and sit on the PTO Executive Board.
- b. Preside at all meetings in the absence of the President.
- c. Attend all Athletic Booster Club general meetings and board meetings.
- d. Act as aide to the President.
- e. Act as the liaison between booster clubs and other support organizations of GRHS.
- f. Directly oversee the merchandise committee.

The 2nd VP of Athletics shall:

- a. Attend all sport teams parent meetings as they occur.
- b. Act as primary liaison between the Campus Athletic Coordinator and the GRHS ABC.
- c. Act as primary liaison between parent reps and the GRHS ABC.
- d. Ensure that all coaches have appointed parent reps for each sport.
- e. Act as primary coordinator for all the GRHS ABC general membership meetings.
- f. Attend all Athletic Booster Club general meetings and board meetings.

The 3rd VP of Membership shall:

- a. Recruit new members and renew existing memberships including but not limited to attending all sports team parent meetings, Open Houses and Curriculum Nights.
- b. Maintain current and accurate records of GRHS ABC members, their contact information, and information about the athlete's sport(s) and gender.



- c. Attend all Athletic Booster Club general meetings and board meetings.
- d. Be responsible for creating and distributing all documents and publications pertaining to membership.
- e. Be responsible for updating the GRHS Principal and the Campus Athletic Coordinator via email with Athletic Booster Club news pertaining to membership.

The 4th VP of Sponsorship shall:

- a. Actively recruit business members and sponsors beginning in May once elected.
- b. Maintain records, logos, and relationships with business members and sponsors.
- c. Seek sponsors for individual events as needed.
- d. Attend all Athletic Booster Club general meetings and board meetings.
- e. Work with the 6th VP of Fundraising to include corporate sponsorships in major fundraising events.
- f. Be responsible for creating and distributing all documents and publications pertaining to Sponsorship.
- g. Ensure that Sponsorship banners are updated and in place prior to the first home scrimmage of the season.

The 5th VP of Communications Shall:

- a. Be responsible for maintaining and updating the GRHS ABC website.
- b. Work as a liaison but not limited to all local and Internet media outlets (Facebook, Twitter, Instagram, Newspapers, etc.).
- c. Work with the 1st VP PTO Liaison/Merchandise to coordinate online sales.
- d. Attend all Athletic Booster Club general meetings and board meetings.
- e. Be responsible for sending out email blasts to membership as well as maintaining correspondence through PTO Blasts and principal's email blasts.

The 6th VP of Fundraising Shall:

- a. Be responsible for creating and coordinating committees for fundraising events and/or endeavors to raise funds for the GRHS ABC.
- b. Work with the 4th VP of Sponsorship to include corporate sponsorship in major fundraising events.
- c. Work closely with the 5th VP of Communications to advertise all events through all available media outlets.
- d. Document all forms and procedures used to successfully complete each fundraising event.
- e. Attend all Athletic Booster Club general meetings and board meetings.
- f. Work closely with the treasurer as needed for fundraising events.

The Secretary shall:

- a. Secure a meeting location for each of the executive board meetings and general meetings for the year by coordinating with the GRHS Administration in July.
- b. Have copies of the agenda for all attendees at each Executive Board meeting and general meeting.
- c. Record the minutes of all meetings of the GRHS ABC.
- d. Present minutes from previous meeting at every general and executive board meeting or provide the board with an email version of the minutes prior to the Executive Board or general meeting.
- e. Keep a current copy of the by-laws and a complete set of all records and minutes.



- f. Perform necessary club correspondence.
- g. Keep a written record of attendance at Executive Board meetings and general meetings and confirm quorum requirements have been met.
- h. Maintain a current copy of the GRHS ABC by-laws, Robert's Rules of Order, UIL Booster Club guidelines, and meeting minutes from all general Athletic Booster Club meetings at George Ranch High School.
- i. Attend all Athletic Booster Club general meetings and Executive Board meetings.
- j. Oversee the by-law committee.
- k. Oversee the Nominating committee.
- l. Shall update and revise the by-laws as necessary.
- m. Ensure that all documents are current in drop box, the website and other outlets.

The Treasurer shall:

- a. Have custody of all funds of the GRHS Athletic Booster Club.
- b. Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements.
- c. Establish policies and procedures to ensure safe, efficient and accurate management of cash receipts and disbursements.
- d. Make disbursements as authorized by the President, Executive Board, or ABC in accordance with the budget.
- e. Sign on bank accounts.
- f. Present a current financial statement at all general meetings, Executive Board meetings, and at other times when requested by the ABC.
- g. Construct a full report of the year's activities at the end of the fiscal year.
- h. Be responsible for the maintenance of such books of accounts and records, including financial statements, budgets, bank statements, receipts, invoices, cancelled checks, and tax returns for 7 years.
- i. Submit books to the auditing committee as requested.
- j. Work with the Executive Board in establishing an annual budget, to be presented at the last general membership meeting of the year.
- k. Ensure Texas sales taxes are collected and submitted to the state comptroller, by the state assigned due date.
- l. Ensure that Federal Form 990 is filed by the annual due date.
- m. Attend all Athletic Booster Club general meetings and board meetings.
- n. Ensure that all documents are current online and in the Treasurer's Binder.

All other Chairpersons shall:

- a. Be a leader of their committee and steer their committee to accomplish the goals and purposes of the organization.
- b. Maintain good records of their activities to pass on to the next chairperson.
- c. Attend all Athletic Booster Club general meetings and Executive Board meetings.

Article VII Meetings

Section 1. General Membership Meetings

- a. A minimum of 3 general membership meetings of the GRHS ABC shall be held during the academic school year. The Executive Board at its first board meeting of the year will establish dates and times for the year. Five days notice shall be given if a change of date is needed.



- b. Additional meetings of the GRHS Athletic Booster Club may be called by the President or by a majority of the Executive Board, two days notice having been given. The meetings will be announced by any of the following: local newspaper, newsletter, web site, telephone, email, or school marquee.
- c. All meetings of the ABC shall be open to the general public.
- d. A majority of the voting members present at the general membership meeting for the purpose of voting on motions and elections shall rule.

Section 2. Executive Board Meetings

- a. Executive Board meetings of the GRHS ABC shall be held monthly as determined by the Executive Board.
- b. With a minimum of 6 Executive Board members present, a majority vote shall rule.
- c. Additional meetings may be called by the President or by a majority vote of the Executive Officers, two (2) days notice being given.
- d. A minimum of 3 general meetings will be held: fall, winter, and spring.
- e. Only Executive Board members shall be in attendance during voting. Guests may be invited to the Executive Board meeting at the discretion of the Executive Board, however, they must be excused prior to Executive Board business.

Article VIII Financial Policies

Section 1. Fiscal Year

The fiscal year of The ABC shall begin May 1st to April 30th.

Section 2. Annual Audit

- a. The GRHS ABC Executive Board shall appoint an audit committee at least 30 days before the end of the fiscal year.
- b. The committee shall consist of no less than three (3) members who are not authorized signors on the bank accounts.
- c. The audit committee shall perform an audit of the accounts and records within 30 days of the end of the fiscal year and present a report at the Fall general meeting.
- d. The checkbooks and records may not be turned over to a new treasurer prior to the annual audit.
- e. The audit committee shall present an audit report to the general membership at the first general meeting of the new fiscal year. The Athletic Booster Club shall adopt the audit committee's report.

Section 3. Budget

- a. No business of the GRHS Athletic Booster Club may be conducted until a budget has been adopted by the general membership.
- b. The budget committee shall include the President, the Treasurer and at least one other board member.
- c. The budget shall be presented for approval at the March Exec Board meeting and approved at the spring general meeting.
- d. The proposed budget shall include Cash Carried Forward of no less than \$10,000.
- e. The proposed budget shall be posted through normal communication channels no less than seven (7) days prior to the voting meeting.
- f. The general membership shall adopt the budget by a majority of members present.
- g. Amendments to the budget must be approved by the general membership



Section 4. Check Signing

- a. Up to four (4) Executive Officers may be authorized signors on the ABC checking account.
- b. Signor's shall include the Treasurer and the President. The Treasurer, with the approval of the GRHS ABC Executive Board, may determine other signors.
- c. Checks exceeding \$2,500.00 will require any two (2) signatures.

Section 5. Fundraising

Primary fundraising for the GRHS ABC shall come from membership dues. Other sources may include, but are not limited to, concession sales, spirit wear sales, advertising and program sales, golf tournament, Boots and Bling and other special events, and donations. The George Ranch Principal and the LCISD Athletic Director must approve all fundraising activities.

Section 6. Managed Accounts

- a. The GRHS ABC may maintain and distribute funds raised by individual sports.
- b. Managed funds will be collected and disbursed in accordance with The GRHS ABC financial procedures.
- c. Upon dissolution of the GRHS ABC, managed funds will be disbursed to George Ranch High School sports' activity account.

Article IX Amendments to By-Laws

The procedure for amending these by-laws will be as follows:

- a. A committee consisting of at least two current Executive Board members under the direction of the GRHS ABC Secretary may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws. The committee will be appointed by a two-thirds (2/3) vote of the Executive Board. The requirement for adoption of a revised set of by-laws shall be the same as in the case of amendments.
- b. Proposed changes shall be approved for presentation to the general membership by the Executive Board.
- c. These by-laws may be amended at any general meeting, by a two-thirds (2/3) vote of the members present. Notice of the proposed amendment(s) shall be given through normal communication channels, seven (7) calendar days prior to the meeting at which the amendment(s) will be voted upon.
- d. The change/s will become effective immediately, unless otherwise indicated