



# Harlandale ISD Booster Club Bylaws

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## ARTICLE I.

### Name and Objectives

#### Section 1. Name

The name of this organization shall be the

#### Section 2. Objectives

The objectives of the Booster Club are:

- To arouse and maintain an enthusiastic interest in all phases of the Program
- To help support the financial needs of the Program
- To support the Program and HISD in building and maintaining the highest quality program possible.

#### Section 3. Agreement.

The activities and policies of the Booster Club and its rules and procedures shall be in conformance and agreement with all policies of HISD and the *HISD Volunteer Handbook*. These bylaws are to be adopted by all HISD recognized Booster Clubs and followed in combination with HISD policy and the *HISD Volunteer Handbook*

## ARTICLE II.

### Membership

Membership in the Booster Club is extended to any member of the community interested in the Program. (*This is in compliance with HISD local School Board Policy*)

#### Section 1. Active Membership

Active membership of the Booster Club shall be parents and or guardians of students currently enrolled in a HISD High School Only active members shall be entitled to vote on matters brought before the Booster Club and be considered for the Officers of the Executive Board. Also, only active members shall be considered for volunteer chaperone positions provided they complete the HISD required background check for volunteers.

#### Section 2. Special Membership

All other interested individuals shall be considered special members and invited to participate in the Booster Club. Special members shall be exempt from any Booster Club dues but will not retain voting rights. Chaperon positions may be granted with sponsor approval, provided special members complete the HISD required background check for volunteers, and after active members have been given an opportunity to chaperon.

## ARTICLE III.

### Board of the Booster Club

The Executive Board of the Booster Club (Executive Board) shall consist of the Director and his/her representatives, all elected Officers.

#### Section 1. Meetings of the Executive Board

The Executive Board shall meet monthly during the school year or as deemed necessary by the Executive Board.

#### Section 2. Procedure Manuals for the Executive Board

Each officer shall be in possession of a Procedures Manual designated for each office. These manuals will have current copies of the *HISD Volunteer Handbook*, Bylaws, and any other pertinent information. These manuals shall be posted on the organization website and/or are available from the program director. These manuals and trainings shall be given to the incoming officers at the beginning of their term of office. At the end of each term of office, the officers shall train the incoming member and explain contents of the procedures manual.

#### Section 3. Vacancies

The President shall fill, by appointment, any office vacancies which occur and shall do so prior to the next meeting of the Executive Board. If the vacancy is not filled by that meeting, the Executive Board shall fill the vacancy by an affirmative vote of a majority of board members. *An officer deciding to resign during their tenure, for any reason, may not serve in a Booster Club Officer Capacity, nor be reelected, for a minimum of two(2) years for that organization.*

#### Section 4. Removal of Executive Board Member

Any elected or appointed Executive Board member or other appointee of an Officer or the Executive Board may be removed from office by the Principal or Superintendent. Any such Executive Board member proposed to be removed shall be entitled to at least five (5) days' notice in writing sent by certified, return receipt mail. Decisions made by the Superintendent and Principal regarding Executive Board Members are final.

## Section 5. Compensation

The active members of the Executive Board shall not receive any compensation for their services as a member of the Executive Board.

## ARTICLE IV.

### *Officers of the Booster Club*

The officers of this Booster Club shall include a President, Vice President of Functions, Vice President of Fundraising, Treasurer, Secretary, Parliamentarian, and Historian. The suggested duties of these officers has been outlined in the supplemental document *Suggested Job Descriptions for Booster Club Officers*. Job descriptions are meant to be edited for the needs of the organization. An updated list of duties for each Booster Club is due to the Fine Arts Coordinator by September 1.

*As per GE Local Policy, adopted February/2015: Board members may participate as supporters or active members of District-affiliated school-support or booster organizations. Board members are prohibited from serving as officers or formal voting members of any such organization. Further, Board members are prohibited from any involvement that would require them to have responsibility for the handling of any money or finances of the organization. District employees may participate as supporters or active members of District-affiliated school-support or booster organizations and may serve as voting members. Employees of the District cannot serve in any financial capacity of a booster club or parent organization. Financial capacity includes holding the positions of president, treasurer, or fundraising chairperson; serving as an authorized check signer; or having any responsibility for the handling of any money or other assets of the organization. Additionally, a District employee should not be a member of the audit committee.*

### Section 1. Nomination, Election and Term

A nominating committee consisting of the Director, two existing officers, and one active member not serving on the Executive Board, shall select the nominees for offices of the Executive Board. Members of this committee are selected by the current president and director.

Any active member for the open term may be considered a nominee. Nominees shall agree to abide by *the HISD Volunteer Handbook* and Bylaws

In April, the nominations for officers shall be read at the general meeting of the Booster Club. **Nominations from the floor shall not be accepted.**

Election of officers shall occur in May for the upcoming term of office. Officers shall be elected by a majority vote of active members present. The term of all elected officers shall begin June 1st and shall be for one (1) year, ending with the last general meeting the following May. An active member shall hold only one elected office per term.

### Section 2. Duties of Officers

The officers shall perform their duties in service to the Program as specified by the Director, Principal and as described in the Job Descriptions

### Section 3. Removal of Officers

The Executive Board may request removal of any officer elected or appointed whenever it is judged to be in the best interest of the Booster Club and shall follow the procedure for Removal of Board Member specified in article III. Section 4.

## ARTICLE V.

### *Appointed Positions*

The officers of the Booster Club shall create positions and appoint members to those positions when necessary to perform the activities of the Booster Club. These positions will be associated with committees and must be approved by the Vice President of Functions and the President. These appointed positions are not considered Executive Board members.

## ARTICLE VI.

### *Meetings*

There shall be a minimum of six general meetings of the Booster Club during the school year. The President of the Booster Club shall schedule and conduct such meetings. The Director and Principal will ensure these meetings are published on the campus and district calendars.

### Section 1. Order

Unless otherwise herein provided, Robert's Rules of Order Newly Revised shall govern all matters of procedure.

### Section 2. Quorum

A quorum of three (3) Officers and eight (8) active members shall be required to hold a general meeting where a vote of the membership is required.

## ARTICLE VII.

### *Amendments*

In order to request an amendment to these bylaws, the president of the Booster Club must submit a written request signed by all Executive Board Members and the campus Principal to the Fine Arts Coordinator to be reviewed for change. If the change is accepted by the Central Office staff, a formal vote will take place at ALL HISD Booster Club general meetings. Based on the presidents' submissions of votes, a district-wide majority vote is required for said amendment to pass. It is the preference of HISD that all amendments be addressed under article VIII.

## ARTICLE VIII.

### *Review Policy*

The Bylaws of the Booster Club shall be reviewed or updated every odd year in January to assure that they are current with the affairs of the program, the policies and procedures of HISD, and the *HISD Volunteer Handbook*. One Executive Board Member from each HISD Booster club will be appointed by the current Booster Club President to serve on this review board.

## **ARTICLE IX.**

### ***Annual Audit***

Each HISD Booster Club is required to conduct an annual program audit per HISD Board GE Local Policy. The guidelines for this audit must be followed as presented in the supplemental document *Annual Audit Guidelines*.

Failure to meet the September 1 deadline will halt Booster Club functions (e.g. fundraisers, meetings, general business, etc.) until the required documents are submitted.