

EASLAKE FOOTBALL BOOSTER CLUB BYLAWS

ARTICLE I: Name

The name of this organization is the Eastlake Football Booster Club, located in Horizon City, Texas. It is a Booster Club authorized by Eastlake High School in the Socorro Independent School District.

ARTICLE II: Articles of Organization

The articles of organization of this Booster Club include (a) the bylaws of such organization and (b) the articles of its organization compromise these bylaws, as from time to time amended. These bylaws will govern this organization.

ARTICLE III: Purposes

Section 1. The purposes of the Eastlake Football Booster Club, in common with those of Eastlake High School and Socorro ISD, are:

- a. To assist the Eastlake Football coaches in establishing an organization to support the Football Program, coaching staff, and players;
- b. To encourage and maintain continued positive communication between the coaches and club members;
- c. To promote enthusiasm and team spirit in the school and the community for the Eastlake Football Program;
- d. To raise monies for an annual Eastlake Football Athlete scholarship(s);
- e. To raise monies for the enhancement and development of the Eastlake High School Football Program;
- f. To enrich the Football Program players not only in their academic and athletic endeavors, but also in their inner growth and development.

Section 2. The Eastlake Football Booster Club is organized exclusively to benefit the Eastlake High School Football Program and its athletes.

ARTICLE IV: Basic Policies

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the Eastlake High School Football Program to provide support for the development of the Eastlake High School Football Program and to support activities outside of the school.

- c. The organization shall promote collaboration among its membership, school administrators, and students.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, coaches, or other private persons.
- 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 Service Code.
- f. The organization or members in their official capacities shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distributing of 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.

ARTICLE V: Relationship with Socorro ISD

Section 1. This organization shall be organized under the authority of the school and Socorro ISD, in conformity with such rules and regulations, not in conflict with the school, district, state, and Internal Revenue Service’s policies. This Booster Club shall comply with all IRS regulations evidencing the due organization and good standing of this Booster Club.

A Booster Club in good standing is one that:

- a. Adheres to the Purposes and basic policies of the organization;
- b. Has bylaws approved according to procedures of the Socorro Independent School District; and
- c. Meets other criteria as may be prescribed by the school district.

Section 2. The Booster Club shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including, specifically, the number of its members, the dues collected from its members. Such books of account and records shall at reasonable times be open to inspection by an authorized representative of Eastlake High School or the school district.

Section 3. The status of this Booster Club shall be subject to withdrawal and the status as a Booster Club shall be subject to termination, in the manner and under the circumstances provided by the District’s guidelines and policies.

Section 4. This Booster Club is obligated, upon withdrawal of its status:

- a. To yield up and surrender all its books and records and all its assets and property to Eastlake High School or the School District;

- b. To cease and desist from the further use of any name that implies or connotes association with Eastlake High School or the School District; and
- c. To carry out promptly, under the supervision and direction of the School District, all proceedings necessary for the purpose of dissolving this Booster Club.

Section 5. A Booster Club considering dissolving its relationship with the School or the District shall follow the procedures for dissolution but are not limited to:

- a. A special called meeting of the membership within thirty (30) days' notice;
- b. A two-thirds (2/3) vote of the membership, a quorum having been established; and
- c. Notification to the district at least forty-five (45) days in advance of such meeting.

Any Booster Club failing to follow the procedures may be required to forfeit all Booster Club books, records, and assets to the District.

ARTICLE VI: Members and Dues

Section 1. Every individual who is a member of the Eastlake Football Booster Club is entitled to all the benefits of such membership.

Section 2. Membership in this Booster Club shall be open, without discrimination, to anyone who believes in and supports the Eastlake Football Booster Club.

Section 3. This Booster Club may conduct an annual enrollment of members but may also admit persons to membership at any time.

Section 4. Only members of this Booster Club who have paid dues for the current membership year may participate in the business of this organization.

Section 5. Each member of this Booster Club may pay annual dues as determined by the organization. The cost of dues shall be \$30/person or \$50/couple.

Section 6. Honorary Life Members

An Honorary Life Membership may be awarded to any deserving person whom the organization desires to honor.

ARTICLE VII: Member Code of Conduct

Section 1. The purpose of this Code of Conduct shall be to ensure members of the Eastlake Football Booster Club are held in the highest regard, as both representatives of our community and of our Football Program.

Section 2. Code of Conduct

- a. All members of the Eastlake Football Booster Club shall at all times refrain from using vulgar, obscene, or suggestive language/gestures during games and Booster Club events.
- b. No member shall engage in any type of violence or threatening behavior during games and Booster Club events.
- c. Members shall not participate in the use of tobacco or alcohol while on school grounds nor during games.
- d. Members shall not engage in unsportsmanlike conduct, including but not limited to arguing with umpires, coaches, administrators, players, or other game officials.
- e. Members shall not engage in unsportsmanlike conduct nor make disparaging remarks to those associated with the opposing team, including their parents and crowd.
- f. No member shall interfere in any way with the coaching or operations of the Eastlake Football Teams and Program.

Section 3. Violations

- a. Any physically violent conduct in violation of this Code of Conduct shall be grounds for immediate revocation of membership, not subject to vote.
- b. Any other violation of this Code of Conduct may give grounds for dismissal from the Eastlake Football Booster Club.
- c. Such violations shall be reported IN WRITING to the Executive Board.
- d. Written reports of Code of Conduct violation submitted to the Executive Board shall be reviewed and investigated.
- e. Once review and investigation has been conducted, the Executive Board shall vote to either dismiss or affirm the violation.
- f. Should a written report of a violation be affirmed by the Executive Board, revocation of membership will be placed before the members for a vote at the next regular business meeting.

ARTICLE VIII: Officers and Their Election

Section 1. Executive Board

- a. For the first two years of operation, beginning in school year 2018/2019 through 2019/2020, the Eastlake Football Boosters Club Executive Board shall be appointed.
- b. Beginning school year 2020/2021, the positions of Vice-President and Secretary shall hold elections for the school terms ending in odd years, and the positions of President and Treasurer to hold elections in the school terms ending

in even years. The required officers of the Eastlake Football Booster Club shall be President, Vice-President, Secretary, and Treasurer.

- c. The officers shall comprise the Executive Board.

Section 2. Officer Eligibility

- a. Officer Eligibility Each position shall be nominated and elected. There will be no self-nominations.
- b. A candidate for office shall be a member of the Eastlake Football Booster Club for a minimum of one (1) year prior to being nominated to be eligible for office.
- c. A candidate for office must have a child who is a registered student at Eastlake High School at the time of the election in order to be eligible for nomination.
- d. SISD employees may not run for the office of Treasurer.

Section 3. Elections:

- a. The minimum officers of this Booster Club shall be one President, one Vice President, one Secretary, and one Treasurer. Additional Vice Presidents may be nominated, subject to need and the Executive Board approval of said need for additional officers.
- b. Officers, with the exception of the Parliamentarian, Historian, and Activities Coordinator, shall be elected by ballot in the month of July. However, if there is but one (1) nominee for an office, election for that office may be by voice vote. (The Parliamentarian shall be appointed by the President subject to approval of the newly elected officers.)
- c. An individual shall be a member of the Eastlake Football Booster Club for a minimum of 1 year prior to being nominated and/or taking office.
- d. Officers shall assume their official duties one week prior to the beginning of the school year and shall serve a term of two (2) years.
- e. Past year officers and newly elected officers shall work together the week prior to the newly elected officer assuming their duties in order to facilitate a smooth transition.
- f. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. Nominating Committee:

- a. There shall be a nominating committee elected by the general body at a regular meeting prior to the election of officers. Elections shall be plurality. The committee shall be composed of three (3) members. One (1) alternate shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.

- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting the July at which time additional nomination may be made from the floor, prior to the election.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No person shall automatically serve on this committee because of his office in the Booster Club or position in the school system.
- e. The President may not serve as a member of this committee, nor may he/she appoint any of the committee.

Section 5. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, at least three (3) days' notice of such election having been given.
- b. In the event a vacancy occurs in the office of the President, the Vice President shall serve notice to the executive board of election.

Section 6. Reason to Remove

By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, failure to adhere to the Eastlake Football Booster Club bylaws, criminal misconduct, or unethical behavior in Eastlake Football Booster Club business. An officer or chairman who misses three (3) consecutive meetings may be removed from office.

ARTICLE IX: Duties of Officers

Section 1. President

The President shall:

- a. Coordinate the work of the officers and committees of the Booster Club in order that the purposes may be promoted;
- b. Confirm that a quorum is present before conducting any business at any meeting of the Booster Club;
- c. Preside at all meetings of the Booster Club;
- d. Appoint the Parliamentarian, subject to the approval of the newly elected officers;
- e. Appoint chairmen of special committees subject to approval by the executive board;
- f. Be authorized to sign on bank accounts;
- g. Be authorized to sign contracts that have been approved by the executive board.

- h. Call a meeting of the newly elected officers within thirty (30) days after election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary.
- i. Appoint a member, subject to approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- j. Represent the Booster Club at the district volunteer monthly meetings;
- k. File with the district coordinator the names of the executive board no later than September 30;
- l. Confirm that all officers attend the District's leadership training;
- m. Appoint the audit committee subject to the approval of the executive board; and
- n. Serve as an ex-officio of all committees except the nominating and audit committee.

Section 2. Vice President

The Vice President shall:

- a. Be the aide-to-the-president, assisting in all duties as named above under the President's responsibilities;
- b. Preside in the absence of the President.

Section 3. Secretary

The Secretary shall:

- a. Record the minutes of all meetings of the Booster Club;
- b. Keep an accurate record of attendance at executive board meetings;
- c. Be responsible for all correspondence;
- d. Collect and preserve documents relating to the history of the Booster Club;
- e. Have a current copy of the bylaws; and

Section 4. Treasurer

The Treasurer shall:

- a. Have custody of all fund of the Booster Club;
- b. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks dating back seven years (records retention);
- c. Make disbursements in accordance with the budget adopted by the Booster Club;
- d. Sign on bank accounts;
- e. Present a financial report, both written and verbal, at every meeting of the Booster Club and as requested by the executive board or the voting body;
- f. Make a full report at the annual meeting;

- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 2 of these bylaws;
- h. Complete and file all necessary tax documents; and
- i. Present books to the audit committee as requested.
- j. Maintain the membership list and be responsible for all tasks pertaining to membership, including but not limited to registrations, criminal back ground checks and submission of those checks, maintaining sign-in sheets, and submitting the monthly report of volunteer numbers.
- k. Be responsible for updating and maintaining the Booster Club website and social media accounts, but may request the Executive Board approve a committee to assist in this task.

Section 5. Parliamentarian

The Parliamentarian shall:

- a. Have a current copy of the Eastlake Booster Club by-laws, and a thorough working knowledge of said bylaws;
- b. Advise the presiding officers on questions of parliamentary procedure;
- c. Vote only when the vote is by ballot.

Section 6.

All officers shall:

- a. Attend the District’s Leadership Orientation Training or have training before September 30 after their election;
- b. Attend all meetings of the organization;
- c. Have a current copy of the Eastlake Football Booster Club bylaws;
- d. Perform duties outlined by these laws and those assigned to them from time to time; and
- e. Deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 7. Financial Responsibility and Club Reimbursements

- a. Officers and committee members are volunteers and shall serve without compensation.
- b. All officers and committee members shall be entitled to reimbursement for actual expenses incurred in performing their responsibilities of the Eastlake Football Booster Club only as approved by the members of the organization.
- c. Travel, meals, admission ticket expenses, and membership dues shall not be eligible for reimbursement.

ARTICLE X: Meetings

- Section 1.** This organization shall hold a minimum of three (3) meetings a year.
- a. Regular meetings of the organization shall be held in the months of July, August, September, October, and November, time and date to be established by executive board at its first meeting of the year. Five (5) days' notice shall be given if change of date is needed.
 - b. The regular meeting held in July shall be for the election meeting.
 - c. The annual meeting in May shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.
- Section 2.** Special meetings of the Eastlake High School Booster Club may be called by the President or by a majority of the Executive Board, at least three (3) days' notice having been given.
- Section 3.** Five (5) members shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE XI: Executive Board

- Section 1.** The Executive Board shall consist of:
- a. The officers of the Eastlake Football Booster Club;
 - b. The chairmen of standing committees; and
 - c. The Principal of the school or a representative appointed by him/her.
- Section 2.** An Eastlake Booster Club Member shall not serve as a voting member of this Executive Board while employed by, or under contract to this Booster Club.
- Section 3.** The duties of the Executive Board shall be to:
- a. Transact the necessary nosiness in the intervals between Eastlake Football Booster Club meeting and such other business as may be referred to it by the Eastlake Football Booster Club.
 - b. Present a report at the regular meetings of the Eastlake Football Booster Club.
 - c. Approve the Plans of Work of all officers and committee chairmen;
 - d. Create standing and special committees;
 - e. Prepare and submit a budget for the year to the Eastlake Football Booster Club for adoption;
 - f. Approve routine bills within the limits of the budget; and
 - g. Fill vacancies of the officers and chairmen.
- Section 4. Meetings**
- a. Regular meetings of the executive board shall be held prior to each regular Eastlake Football Booster Club meeting, the time to be determined by the board at its first meeting of the year.
 - b. A majority of the Executive Board constitutes a quorum.

- c. Special meetings of the Executive Board may be called by the President or by a majority of members of the board, at least three (3) days' notice being given.

ARTICLE XII: Standing and Special Committees

- Section 1.** Only members of the Eastlake Football Booster Club shall be eligible to serve in any elective or appointive position.
- Section 2.** The Executive Board may create such standing and special committees as it may deem necessary to promote the Purposes and carry on the work of the Eastlake Football Booster Club. The term of each chairman shall be one (1) year or until the selection of a successor.
- Section 3.** The newly elected President shall call a meeting of the incoming officers within thirty (30) days after election for the purpose of approving standing committee chairmen and such other business as becomes necessary.
- Section 4.** No Chairman shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- Section 5.** All standing committee chairmen shall:
 - a. Deliver to their successors or the President official materials within fifteen (15) days following the date at which their successors assume their duties;
 - b. Present a Plan of Work to the Executive Board for approval. No committee work shall be undertaken without this approval; and
 - c. Have a current copy of the Eastlake Football Booster Club.
- Section 6.** The President shall be an ex-officio of all committees except the nominating and audit committees.
- Section 7.** The quorum of any committee shall be a majority of its members.

ARTICLE XIII: Fiscal Year

- Section 1.** The fiscal year of this Eastlake Football Booster Club shall begin July 1 and end on June 30.
- Section 2.** An audit committee consisting of not less than three (3) members, who are not authorized signers, shall be appointed by the president subject to the approval of the Executive Board at least thirty (30) days before the last meeting of the year.

Section 3. The audit committee report shall be adopted by the Eastlake Football Booster Club.

ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Eastlake Football Booster Club and its constituent organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

ARTICLE XV: Amendments

These bylaws may be amended at any meeting of the Eastlake Football Booster Club, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting of thirty (30) days prior to the meeting at which the amendment is voted on.

These bylaws were submitted and approved:

_____ Principal's Approval

_____ Date

As adopted by the Socorro ISD Volunteer Programs on:

_____ Coordinator of Parent Volunteer Programs

_____ Date

Together, these bylaws have been voted on and affirmed by:

Sarah Olivas, President
_____ Date

Vice President
_____ Date

Neomi Vargas, Secretary
_____ Date

LeeAnn Wells, Treasurer
_____ Date

Jimmy Calderon, Head Football Coach
_____ Date