

# **ByLaws and Standing Rules**

## **Centennial High School Titan Hoop It Up Club**

### ARTICLE I: NAME

Section 1. The name of the organization shall be the TITAL HOOP IT UP CLUB.

### ARTICLE II: PURPOSE AND OBJECTIVES

Section 1. The Club is an independent non-profit organization, organized to support the Team in Frisco Independent School District at Centennial High School located at 6901 Coit Road, Frisco Texas, 75035 and dedicated to achieving the following:

- a) The sole function is to support the educational activities of the designed program.
- b) To contribute to the Basketball players and staff in charitable causes, local and internal events, as well as supporting related sports affiliated activities.
- c) Strive to provide resources for post-graduation academic scholarships.
- d) Provide an end-of the year banquet for the Team to celebrate student achievements for the year.
- e) Promote a closer relationship between the parents, students, and staff in an atmosphere of mutual cooperation, support and respect.

Section 2. The purposes of the TITAN HOOP IT UP CLUB are to work always to support the school regardless of success in competition, to keep educational goals of competition at the forefront of all policies, and conduct proper interaction with directors, coaches, and sponsors through lines of authority as established by the Frisco Independent School District (FISD). The Club will act in accordance with the University Interscholastic League (UIL) Booster club guidelines; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set herein.

Section 3. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code")

Section 4. All Booster Club activities must have the approval of the head coach and the campus principal.

### ARTICLE III: POLICIES AND METHODS

Section 1. The following are the basic policies of the TITAN HOOP IT UP CLUB:

- a) The organization shall be noncommercial, nonsectarian and nonpartisan
- b) The organization shall neither seek to direct the administrative activities of the school nor to control its policies
- c) The organization may make suggestions to the administration concerning activities of the school if such suggestion is made toward the betterment of conditions for all concerned (i.e., students, teachers, administrators and parents)
- d) The organization shall not directly or indirectly participate in any political campaign on behalf of, or in opposition to, any candidate for political office
- e) The organization will use no part of its net earnings to benefit, or be distributed to, its members, directors, trustees or officers, excepting the authorization to pay reasonable compensation for services rendered and to make payments and distributions meeting the purpose of the organization

f) Notwithstanding any provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code

g) Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to the principal of Centennial High School to be placed in their general fund account for use as allowed by district and UIL policies or one or more nonprofit funds, foundations or organizations which have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

Section 2. All guidelines both specific and general provided by the University Interscholastic League (UIL) must be upheld. The most recent Booster Club UIL Guidelines must be reviewed and understood by all Board members to ensure compliance.

Section 3. All Booster club requirements and operational guidelines provided by Frisco Independent School District (FISD) must be upheld. The annual guidelines and regulations must be reviewed and understood by all Board members to ensure compliance.

#### Section 4. Document Retention

- a) All incoming club emails to board members are to be copied and/or forwarded to the general club email address: [chstitanhoops@gmail.com](mailto:chstitanhoops@gmail.com) All emails must be retained and accessible from the last SEVEN years.
- b) President is to manage general club email and to save and retain any emails and documents associated with the organization.
- c) President and Treasurer are to each retain and save a copy of all club tax documents, ByLaws, corporation documents, and current FISD booster club requirements.
- d) Each Executive board member is to create, manage, and maintain a yearly binder with any important documents, communication, and information pertinent to their position. Any emails received on a personal account regarding the club should be printed and inserted into binder. All binders are to be returned to President at the end of board members term and be retained for at least SEVEN years.
- e) Treasurer is responsible to retain all current and past treasurer binders, tax documents, checks, statements, and any other financials for at least SEVEN years.
- f) Any club documents older than SEVEN years may be shredded or deleted.

#### Section 5. Conflict of Interest

- a) No member may enter into a transaction or arrangement that might benefit the private interest of one of its officers, directors, or might result in a possible excess benefit transaction.
- b) Any board member that may be concerned with a conflict of interest needs to present concern to the Executive board immediately. Executive board will collectively decide by a majority vote what resolution to take. The member in question will abstain from voting.

#### Section 6. Whistle Blower

- a) Federal law prohibits all corporations, including nonprofits, from retaliating against employees who “blow the whistle” on their employer’s accounting practices.
- b) TITAN HOOP IT UP CLUB has an open-door policy and suggests that members share their questions, concerns, suggestions or complaints with the President. If you are not comfortable speaking with your President or you are not satisfied with your President’s response, you are encouraged to speak with the head coach.

- c) President is required to report complaints or concerns about suspected ethical and legal violations in writing to the head coach and campus principal, who has the responsibility to investigate all reported complaints.
- d) Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- e) The President and/or head coach will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

#### Section 7. District Employees

a) Employees of the Frisco school 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.

### ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Only parents/guardians of students who are actively participating on the Team shall be eligible for membership in the Club.

Section 2. All Members shall be subject to such dues, rules, and regulations as may be prescribed by the Club in its by-laws.

#### Section 3. Dues

Each voting member of the TITAN HOOP IT UP CLUB shall:

- a) Pay annual dues to said organization as prescribed by the organization
- b) Make all dues payable to the organization of TITAN HOOP IT UP CLUB
- c) Volunteer for at least two concession shifts per season OR a minimum of 4 hours of service as requested by booster club, per athlete

Section 4. Any Member whose child ceases to be a member of the team will resign from the Club immediately. Membership dues will not be refundable.

Section 5. Violation of any provision of these by-laws made in pursuance thereof shall subject such member to be expelled from the Club. Expulsion is initiated by written letter to be received by the President no less than ten days prior to a regularly scheduled board meeting. The expulsion must be confirmed by two-thirds of the voting board.

Section 6. Coaches will have honorary membership in the Club

Section 7. Parents/guardians may join the club at any time; however, dues shall not be pro-rated.

### ARTICLE V: MEETINGS

#### Section 1. Regular Meetings

At least one (1) General Membership Meeting, known as the "Basketball Athletic Parent Meeting" of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

Section 2. Special Meetings

Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

Section 3. Quorum

Those persons present at a property called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Section 4. Voting

A majority vote of the Voting Membership present at any meeting shall be required for all action to be taken by the organization. An emergency vote can be requested by the Executive Board. An emergency vote can take place by electronic voting via email or as such by request of the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

Section 1. These individuals of the organization shall consist of a Boys and Girls Program President, Boys and Girls Program Vice President, Secretary, Treasurer, Program Relations Officer, and Boys and Girls Head Coach (the “**Executive Board**”), each being given all the rights and responsibilities of the office as listed herein.

Section 2. President

The President shall be the principal executive officer of the organization and, subject to the control of the Board and the direction of the membership, shall in general supervise and control all the activities of the organization, including:

<u>UIL &amp; FISD Responsibilities</u>	<u>Booster Responsibilities (updated annually)</u>
<ul style="list-style-type: none"> <li>• Required to attend the FISD annual district meeting for club officers.</li> <li>• Directs election of all officers</li> <li>• Primary communication director for public. May assign specific communications to officers.</li> <li>• Primary contact for all coaches</li> <li>• Responsible for inviting the Superintendent or a designee (Principal) who does not coach or direct a UIL sport to all meetings.</li> <li>• Coordinates any scholarships thru Frisco Education Foundation.</li> <li>• Ensure that special approval procedures are executed when using funds for equipment or supplies.</li> <li>• Preside at all meetings of the organization</li> <li>• Regularly meet with the designated campus representative regarding booster activities (monthly)</li> <li>• Resolve problems in the membership</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor club email</li> <li>• Create parent meeting agendas with Coaches and VP’s. Intro of Board members.</li> <li>• Schedule booster meetings</li> <li>• Communications with Team Moms/Dads</li> <li>• Manage player Master rosters and contact lists</li> <li>• Coordinate and manage Photographers/Senior Team Pictures for Girls teams only</li> <li>• Coordinate halftime performers</li> <li>• FISD basketball camp – <i>get word out to the middle school and elementary schools in mid-May, order t-shirts, get t-shirt sponsor etc.</i></li> <li>• Team outings-coordinate with coaches.</li> </ul>

<ul style="list-style-type: none"> <li>• Regularly meet with the treasurer of the organization to review the financial position</li> <li>• Shall be a signer on all financial accounts</li> <li>• Schedule an annual audit of records or request if the need should arise during year.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule Toyota and STARR Center Concessions and add to sign up genius</li> <li>• Banquet Management – Work with Chairperson</li> <li>• Team camp for JV and Varsity – <i>get with coach to see where and when – design team t-shirt and saying – coordinate parent volunteers to chaperone, drive kids to camp, donate drinks and snacks</i></li> <li>• Summer league –<i>post schedule on website</i></li> <li>• Assign a volunteer to create and provide a playlist for Varisty home game</li> <li>• Promotion of girls varsity games with the VP throughout the community</li> <li>• team picnic for entire program</li> <li>• Social media; manage, maintain, add content, and keep ALL informed of meetings, events, games, achievements, etc.</li> <li>• Keep track of each players -dues, media guide ads and concession shirts worked.</li> <li>• help with media guides</li> <li>• back the blue night for boys and girls games</li> <li>• Update All coach Bios (as needed) and add to Website</li> <li>• Maintains the board formal documents, club requirements, bylaws and operational guidelines; FISD compliance</li> <li>• *** Obtain food handler/Manager license</li> </ul>
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Section 3. Vice President

The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such duties as are assigned by the President or the Board, including:

<p><u>UIL &amp; FISD Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Appointed designee to receive bank statements either through mail or electronically.</li> </ul>	<p><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• FISD Tournament Coordinator</li> <li>• Assist with Parent Meeting Agendas (make sure we have needed signups/forms/)</li> </ul>
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<ul style="list-style-type: none"> <li>• Review the activity on bank statements and canceled checks for reasonableness.</li> <li>• Preside at meetings in the absence or inability of the president to serve</li> <li>• Perform administrative functions delegated by the president</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with October Madness Event - work directly with co-presidents</li> <li>• Locker decorations coordinating volunteers - coordinate this with Coaches first</li> <li>• work with Coach and President to promote teams within the school and community</li> <li>• Angel gift purchase and drop off-</li> <li>• Coordinate and provide any announcements for Varsity game</li> <li>• help with senior night</li> <li>• be available to help fill in for concession shifts that have not been filled</li> <li>• have weekly or monthly meetings with the co-president to make sure things are running smoothly</li> <li>• delivery of posters and media guides to local business</li> </ul>
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Section 4. Secretary

The Secretary shall be a member of the Executive Board and shall perform such duties as are assigned by the President or the Board, including:

<p style="text-align: center;"><u>UIL &amp; FISD Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Required to attend the FISD annual district meeting for club officers.</li> <li>• Obtain the most recent UIL guidelines, FISD athletic booster regulations and review for any updates</li> <li>• Maintaining plan and how meetings are publicized</li> <li>• Record, distributes, and files minutes of each meeting which includes all club activities and events within a prescribed format.</li> <li>• Provides all approved minutes to designated school Principal. Minutes to include all elected board members names.</li> <li>• Maintain club by-laws and records of the minutes. Review and update annually.</li> <li>• Report on any recommendations made by the executive board</li> <li>• Maintain records of attendance</li> </ul>	<p style="text-align: center;"><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• Take minutes for each board meeting</li> <li>• minutes need to be in the format provided by President to ensure consistency and easy access.</li> <li>• minutes need to be sent out to all voting board members within 5 calendar days for approval.</li> <li>• Make sure minutes are approved by quorum of members and that the approval is documented in the minutes. Final approved minutes are to be distributed to coaches and per UIL rules.</li> </ul>
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<ul style="list-style-type: none"> <li>• Conduct and report on all correspondence on behalf of the organization.</li> </ul>	
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Section 5. Treasurer

The Treasurer shall be a member of the Executive Board and shall perform such duties as are assigned by the President or the Board, including:

<p style="text-align: center;"><u>UIL &amp; FISD Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Maintains bookkeeping and fund administration.</li> <li>• Receives approval of Sponsors prior to raising or spending any funds.</li> <li>• Present a current financial report including bank statements, reconciliations and financial statements itemizing all receipts and expenditures at each meeting.</li> <li>• Provide a final financial statement to designated school Principal.</li> <li>• Responsible with collecting and depositing of general funds</li> <li>• File IRS return 990-N electronically, annually after year end.</li> <li>• File sales tax reports as required by the Texas Comptroller’s Office (may be exempt)</li> <li>• File Texas Franchise Tax Public Information Report annually after year end.</li> <li>• Shall be a signer on all financial accounts</li> <li>• Maintain list of current memberships and status</li> <li>• Conduct and report on all correspondence on behalf of the organization</li> <li>• Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250)</li> <li>• Submit records to audit committee upon request. Copies should be available for review by general membership within a reasonable timeframe, if requested.</li> </ul>	<p style="text-align: center;"><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• Manage club memberships, media guides orders, work with spiritwear chair to maintain proper financials.</li> <li>• Provide money for all home concession games. Pick up all money at the end of each home game, count and deposit.</li> <li>• be available to fill in concession spots that have not been filled</li> <li>• help with October madness</li> <li>• Have a balanced financial sheet to present at monthly booster meetings.</li> <li>• Breakdown all transactions according to approved budget line items.</li> <li>• Work with President to maintain an accurate budget sheet</li> <li>• Maintain fiscal year financials from JUNE 1 - MAY 31</li> <li>• Provide booster members with a reimbursement form that you want to use to receive and handle receipts for your records.</li> </ul>
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<ul style="list-style-type: none"> <li>• Proper use of tax exempt forms should be used to avoid paying any sales tax.</li> </ul>	
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**Section 6. Program Relations Officer**

The Relations Officer shall be a member of the Executive Board and shall perform such duties as are assigned by the President or the Board, including:

<p><u>UIL &amp; FISD Responsibilities</u></p> <ul style="list-style-type: none"> <li>• NONE</li> </ul>	<p><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• Announce at all home games for boys</li> <li>• Communicate with board for any special announcements</li> </ul>
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**Section 7. Head Coach**

The Head coach, or an assistant coach appointed by the head coach, shall be a member of the Executive Board and shall be present at all meetings in an advisory capacity, including:

<p><u>UIL &amp; FISD Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Obtain administrative approval before beginning projects.</li> <li>• Obtain any approvals by superintendent needed prior to raising or spending funds</li> <li>• Oversee compliance of the UIL Athletic Amateur Rules.</li> <li>• Attend EVERY booster club meeting in an advisory capacity. If unavailable, Coach can appoint an assistant to attend on their behalf.</li> </ul>	<p><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• Sponsor</li> <li>• Provide player rosters and parent contact information</li> <li>• Collaboration of team poster design, media guides.</li> <li>• Coordinate Teacher appreciation night, elementary night, middle school night</li> <li>• Kaufman - boys team and banner pictures</li> <li>• Kaufman - head up media guide with help from presidents</li> <li>• Blalock - manage Varsity team dinners</li> <li>• design team poster and order through FISD print shop - give all cost to president and treasurer for bookkeeping purposes.</li> </ul>
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**Section 8. Executive Board Powers**

The affairs, activities and operation of the Board shall be managed by the Executive Board including:

- a) Create standing and special committees
- b) Approve the plans and work of standing and special committees
- c) Prepare and submit to the organization for adoption a budget for the year.
- d) Approve routine bills within the limits of the budget
- e) Fill vacancies of officers and Chairpersons
- f) Determine if insurance shall be purchased for the school year. This may include general liability, fidelity bond, property insurance, officer’s liability, or any other insurance deemed necessary



## ARTICLE VII: ELECTION OF EXECUTIVE BOARD

### Section 1. Procedure

- a) The election of Executive Board Members shall take place during the last General Membership Meeting each year.
- b) All Voting Members of the organization may participate in the election
- c) Further nominations may be received from the floor
- d) The election of the slate, if non-contested, may be made by voice votes
- f) Any contested election shall be by written ballot

### Section 2. Term of Office

- a) The length of office for each Executive Board Member shall be at least one year, but no longer than two (2) one-year consecutive term maximum within the same position. Exceptions may be made by the campus principal in extreme cases.
- b) Executive Board Member shall assume their official duties following the close of the school year.
- c) Only one member of a family may serve as an Executive Board Member at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one.
- d) No officer shall be permitted to hold more than one office position at the same time.

### Section 3. Selection

- a) All eligible members will make the Presidents aware of their desire to be considered for a board position. The Presidents and Executive Sponsor will review all nominees to determine the best fit to support the future of the club. The final nominee for each position will be presented to general membership for vote.
- b) The President will make a motion for all new board members. The new member must receive a first and second motion with no objections in order to be confirmed.
- c) The President's position requires at least one year of prior TITAN HOOP IT UP Club Membership, active participation in the club or previously held a President position in an FISS booster club in order for election consideration.

### Section 4. Vacancies

- a) Any vacancy in office because of death, resignation or inability to serve shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of the election having been given
- b) In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election

### Section 5. Dismissal from Office

By two-thirds vote of the Board, a Chairperson or Executive Board member may be removed from office for failure to perform his/her duties as outlined in the Bylaws in a manner or to a degree acceptable to the Board or whose behavior is inappropriate such that the best interest of the Board would be served by his/her removal.

## ARTICLE VIII: BOOSTER CLUB BOARD

Section 1. To serve as a Board member of the Club, nominees must be an active member in the Club and a parent or legal guardian of an active team member.

- a) The membership of the organization shall consist of the Executive Board, the Chairpersons of each Standing Committee, and the principal or the principal's representative which shall serve as ex-officio members (collectively called "Board") and shall be entitled to vote.

Section 2. All Board Members of the organization shall be in good standing and shall:

- a) Submit to a background check for the Frisco Independent School District
- b) Perform the duties outlined in these bylaws and those assigned from time to time
- c) Be responsive to all communication and inquiries.
- d) Keep accurate record binders of all activities and duties performed throughout the year including pertinent communication.
- e) Become familiar with the Booster website and utilize website as needed
- f) Deliver to their successors or the President all official materials within 15 days following the date at which their successors assume their duties.
- g) Fully read and understand all UIL and FISD regulations and guidelines
- h) Conduct themselves morally and ethically at all times.

### Section 3. General Powers

The affairs, activities and operation of the organization shall be managed by the Board, including

- a) Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the membership or the Bylaws
- b) Present reports and recommendations at the meetings of the membership
- c) An emergency vote can take place by electronic voting via email or as such by request of the Executive Board.
- d) Approve all budget amendments

### Section 4. Meetings

- a) Regular meetings of the Board shall be held during the year, the time to be established at the first meeting of the year. Adequate notice of all meetings shall be given to all members of the Board and, in the absence of an emergency, at least seven (7) days in advance
- b) When possible, notice of the meetings should be announced to all Regular Members of the organization. Any Non-Voting or Voting Members may attend a meeting of the Board, but shall not be entitled to vote on matters before the body.

### Section 5. Quorum

- a) Majority of the regular members of the Board shall constitute a quorum for the transaction of business.

### Section 6. Voting

- a) The act of the majority of the regular and ex-officio members of the Board present at a meeting at which a quorum is present shall be required for all action to be taken by the Board.

## ARTICLE IX: STANDING AND SPECIAL COMMITTEES

### Section 1. All Standing and Special Committees

- a) Only Voting Members may serve as chairpersons.
- b) No Chairpersons shall serve in the same office for more than three (3) consecutive years. One who has served more than one-half year will be credited with having served that year.
- c) The Chairperson shall report the plans and activities of the committee to the Board, which must approve all such reports.
- d) The President shall be a member ex-officio of all committees.

### Section 2. Other Standing Committees

- a) The Board may establish such other Standing Committees as it deems necessary and advisable.

- b) The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Board.
- c) The chairperson of each committee shall recruit the Members for his or her committee

Section 3. Special Committees

- a) The President and/or the Board may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed or on the last day of school each year, whichever comes first.
- b) The President shall appoint the Chairpersons of all Special Committees.

ARTICLE X: CHAIRPERSONS

Section 1. Duties and responsibilities of established standing committees and their chairpersons (the "Chairpersons").

- a) Keep accurate record binders of all activities and duties performed through the year including pertinent communication.
- b) Maintain and update an inventory list of all merchandise and Board owned supplies. Present the inventory list twice a year to the board.
- d) Attend all meetings and communicate to Board members

Section 2. Concessions & Hospitality

<u>UIL &amp; FISD Responsibilities</u>	<u>Booster Responsibilities (updated annually)</u>
<ul style="list-style-type: none"> <li>• Ensure that all FISD procedures concerning concession stands are being followed. Procedures can be found in the "Concession Stand Info for FISD Booster Clubs" handout.</li> <li>• Responsible with collecting concession funds</li> <li>• Maintain a petty cash drawer for concession days.</li> <li>• Proper use of tax exempt forms should be used to avoid paying any sales tax.</li> <li>• ALL drinks sold in concessions are required to be DR PEPPER PRODUCTS. No exceptions.</li> </ul>	<ul style="list-style-type: none"> <li>• Make the Concessions Menu - get approval from Co-presidents</li> <li>• Enter in all home games into Sign Up Genius</li> <li>• Make sure you have a print out of all volunteers who were scheduled to work at the concession stand so that they can sign in for credit.</li> <li>• Send copy of sign in sheet to both the Co-presidents so info can be entered into the tracking log for credit</li> <li>• Purchase all concession items at Sams or local grocery using Booster club credit card and tax exemption cards</li> <li>• all receipts need to be labeled and turned into treasurer</li> <li>• At the end of the night, make sure concessions is properly cleaned and closed.</li> <li>• Make a list of items that need to be purchased before the next concession shift</li> <li>• Set up concessions and get volunteers for the Mavericks Tournament and the Girls FISD tournament hosted at Centennial</li> </ul>

	<ul style="list-style-type: none"> <li>• Make sure you have the start up money for each concession shift.</li> <li>• treasure will collect money at the end of concession shift</li> <li>• report any issues to co presidents as soon as it happens</li> <li>• check the sign up genius 2 days before every home game to make sure all shifts are covered. If there are open shifts, contact the co presidents and they will send out an email to the entire program asking for volunteers.</li> <li>• Referees/coaches received free water from our concession stand. Purchase of cheaper water for this is acceptable.</li> <li>• Attend FSD Concessions meeting usually in May</li> </ul> <p>*** Obtain food handler license</p>
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Section 3. Spiritwear/Fundraising

<p><u>UIL &amp; FSD Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Responsible with collecting donation funds</li> <li>• Any corporate sponsorship signage must be temporary and location approved by head coach.</li> <li>• All fundraising activities shall be reviewed and approved by the head coach and campus Principal.</li> </ul>	<p><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• Use boys logo and girls logo for each type of spiritwear that we offer</li> <li>• need to research local companies in the summer and present options and costs to board at summer board meeting.</li> <li>• all designs need to be approved by each head coach before we move forward.</li> </ul>
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Section 4. Banquet

<p><u>Notes</u></p> <ul style="list-style-type: none"> <li>• Typically rent room at Country Club or hotel</li> <li>• we have a set budget - get with co president to see what that is</li> </ul>	<p><u>Booster Responsibilities (updated annually)</u></p> <ul style="list-style-type: none"> <li>• Work directly with Co President</li> <li>• once venue is decided upon, get available dates for Sunday evenings after the season is over.</li> <li>• Ask coach which date he would like - keep the other banquet chair and co-president in the loop as we will use the same venue on different dates</li> <li>• obtain pricing and menu options and share with co-presidents and other banquet chairs</li> </ul>
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	<ul style="list-style-type: none"> <li>• Create and send out invites - we used sign up genius last year (FREE) - if you want to use something else - needs approval.</li> <li>• Find and manage volunteers to help with set up and clean up</li> <li>• Banquet Decorations - see co-president for budget on this</li> <li>• get with coaches on video, slideshow, and order of flow for the night</li> <li>• order a cake or cupcakes and cookies for desert unless venue supplies dessert with meal.</li> <li>• Decorations: check with president for existing items available and current budget for additional purchases.</li> </ul>
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Section 5. Team Meals

	<p><u><i>Booster Responsibilities (updated annually)</i></u></p> <ul style="list-style-type: none"> <li>• meals for home and away games</li> <li>• Ask Coaches for any restaurant suggestions</li> <li>• We use different restaurants for home and away games</li> <li>• Need to total how many home games and how many away game</li> <li>• need to price out different restaurants for player meals. Total cost per meals and delivery if you can't deliver the meals</li> <li>• We need free coaches meal for each game</li> <li>• need to get with coaches and ask when and where they want the meals delivered.</li> <li>• need to keep a spreadsheet of all players on each team and who ordered what and what they paid and method in which they paid for our record keeping</li> <li>• Will pay for the meals on the booster club credit card</li> <li>• all receipts need to be turned into the treasure and labeled as to what the charge was for.</li> <li>• Need to check with the Coach each week to make sure meals were made to order and were delivered on time</li> </ul>
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	<ul style="list-style-type: none"> <li>• Need to get donations from the restaurant for our October madness</li> <li>• Need to cc co-president on all communication with coaches.</li> <li>• Keep co-president up to date on all meal progress</li> </ul>
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Section 6. Webmaster

	<p><u><i>Booster Responsibilities (updated annually)</i></u></p> <ul style="list-style-type: none"> <li>• Manage, Update Website</li> <li>• Works with the Team Coaches to create Poster designs</li> </ul>
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ARTICLE XI: FINANCES AND FISCAL YEAR

Section 1. Fiscal Year

The fiscal year of this organization shall begin JULY 1 and end JUNE 30

Section 2. Budget

The Executive Board shall present to the Members at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Board during the fiscal year. Any deviation from the budget must be approved in advance by the Members.

Section 3. Obligations

The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 4. Loans

No loans shall be made by the organization to its officers or members

Section 5. Financial Transactions

- a) Checks, drafts, or other orders for the payment of money (exceeding \$1,000) on behalf of the organization shall be signed by two (2) authorized signers as authorized in writing by the Executive Board.
- b) The Treasurer shall deposit funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Board may select. If the treasurer is unable to make deposit, treasurer will appoint another Executive Board member for the task.
- c) The Treasurer shall make disbursements as authorized by the Board in accordance with the budget adopted by the Members.
- d) Money transactions made to the Board by a person who has written the Board an uncollected check for insufficient funds plus any bank charges assessed against the Board’s account shall be paid by cash or money order.
- e) No checks shall be written to “cash” and no cash withdrawals are to be made unless funds are only to be used for the change box during merchandise and concession sales. Matching receipts for withdrawal and re-deposit as well as Board expense sheet are required for treasurer financial record book.
- f) No officer shall approve or sign a check which is being issued to himself or a family member
- g) Direct payments may be made using the Board debit card by authorized signors only. A Board expense sheet must be used to document the transaction, which requires two signatures. Chairpersons may request for a direct payment to be made by approved persons by filling out the Board expense sheet.

- h) Any needed reimbursements involving PayPal will be discussed between the President and the Treasurer to determine how the refund will be disbursed
- i) Use of PayPal may be granted to Board members with access limited to deposit only for the purpose of collecting in-person credit card payments
- j) All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment. An exception will be made for PayPal transactions collected for the next fiscal year which can be held in the PayPal account until the new fiscal year begins in July.
- k) Before anyone can be reimbursed for expenses incurred for approved Board work, a properly completed Board expense sheet must be completed and accompanied by any applicable receipts.
- l) Disbursements may be made with a properly completed expense sheet and receipts attached post-transaction should payment be required up front for the goods and/or services.
- m) The treasurer will deposit funds from PayPal into the checking account

## ARTICLE XII: MEMBERSHIP DUES

### Section 1. Amount

The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Board.

### Section 2. Benefits

- a) Participation in election of officers
- b) Ability to hold office
- c) Basketball poster
- d) PreSeason Kickoff party
- e) Banquet ticket for student athlete
- f) Varsity banners
- g) Additional Events held by club for the benefit of the Student-Athletes

Section 3. The Club will provide post-graduation Academic Scholarships to graduating seniors of the team. All scholarships will be awarded through the Frisco Education Foundation and their panel of judges. The FEF committee has no investment in our organization or team. Awarded scholarship amounts must meet limitations, expectations, and guidelines set forth by the FEF, and be approved by the head coach and campus principal. Scholarship Eligibility:

- a) High School Senior currently in the Centennial basketball program
- b) Membership dues paid for every year on the team
- c) Participate in media guide advertising as outlined by the club
- d) Completed application and process through Frisco Education Foundation
- e) Must be in good standing with program as determined by head coach and campus Principal

### Section 4. Financial Hardship

No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Board will verify hardship based on reduce lunch eligibility by FISH and waive or reduce dues as necessary.

### ARTICLE XIII: AMENDMENTS

Section 1. These by-laws and Club addendums shall be jointly reviewed on an annual basis by the head coach, campus Principal and the Club officers. Once reviewed, changes may be amended at any regular meeting by two-thirds vote of the members present and voting, providing notice of the proposed amendments have been given. For the purposes of this section, due notice shall be defined as notification via newsletter or web page of email or written letter, or discussion at a general meeting. The club addendum must be approved by the head coach and campus principal. Copies of the bylaws and any addendums must be on file with the head coach and campus principal. In addition, an exempt organization must report name, address, and structural and operational changes to the bylaws to the IRS. If the Club files an annual return, it must report the changes on the return.

### ARTICLE XIV: ADOPTION

Section 1. After approval from the head coach and campus principal, a two-thirds majority vote of members present at any general membership meeting shall be sufficient to give these bylaws and any addendums full force and effect.

### ARTICLE XV: DISSOLUTION OF THE CLUB

Section 1. If the club has been judged by the principal or FISD administration to be disruptive to the educational activities or goals of the program or group, the club may be dissolved. All monies, after resolution of all debt, will be transferred to Centennial High School.