



Article I. Name, Form of Organization and Relationship to School

- A. The name of this organization shall be the Stony Point High School Volleyball Booster Club (hereinafter referred to as the "Booster Club"). The registered office of the Booster Club shall be in the City of Round Rock, County of Williamson, and State of Texas.
- B. This Booster Club shall operate as a non-profit organization (a public charity) as described by the Internal Revenue Service in Section 501(c)(3) of the Internal Revenue Code, and be exempt from taxation under Section 501(a) of the Code or corresponding section of any future federal tax code.
- C. The Booster Club shall comply with Round Rock Independent School District (RRISD) policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.

Article II. Purpose

The purpose of this organization shall be to help maintain, improve, or expand the volleyball program and facilities of Stony Point High School. This will be done to provide an enhanced volleyball experience for those students who participate in the school's program. This will be accomplished by working with the Stony Point High School volleyball coaching staff and other RRISD officials as necessary. The key objectives of this organization are:

- Support the volleyball coaching staff.
- Elevate the volleyball team's and players' image in the eyes of the school, community, and themselves.
- Encourage school, parent, and community participation in the organization.
- Support the volleyball program, including any summer volleyball programs, win or lose, through personal involvement in the purpose of the organization.

At no time will it be the policy of the Booster Club to interfere with the policies, methods, eligibility requirements, or administration of the Stony Point volleyball program at Stony Point High School.

Article III. Membership

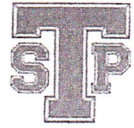
- A. Membership in the Booster Club shall be open to all parents of students in the Stony Point High School, coaches or other staff members of the Stony Point High School, and other interested persons desiring to support the above purpose of the organization.
- B. Membership fees shall be set annually by the Board of Directors (as described in Article IV).
- C. The term of membership shall coincide with the fiscal year.



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- D. Only members of the Booster Club who have paid dues for the current membership year may participate in the business of the Booster Club.
 - E. Membership shall terminate at the end of the stated one (1) year term, unless the member renews by paying the following years' dues.
 - F. Membership can be terminated for any member who no longer subscribes to all of the policies and requirements of the Booster Club.
 - G. Only members of the Booster Club shall be eligible to serve in any elective or appointive position.
 - H. A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the stated term only when:
 - 1. The member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.
 - 2. The member is given the opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination by the Board of Directors. The Board of Directors may decide that the proposed expulsion, suspension, or termination not take place.

Article IV. Governance

- A. **Officers.** The Booster Club officers shall be President, Vice President, Treasurer, Secretary and Parliamentarian. Job descriptions shall be as follows:
 - 1. **The President** shall attend all meetings and preside over all general and Board of Director meetings; maintain a line of communication between the coaches, parents, students, and administration; serve as the ex-officio member on all committees; prepare the agenda for each business meeting; schedule annual audits. It shall be the specific duty of the President to handle or assign the committee chairperson to all events and activities.
 - 2. **The Vice President** shall attend all meetings and, in the absence or disability of the President, or upon the President's request, perform the duties of that office. The Vice President shall assume the duties of the Secretary or Treasurer in their absence and collect and maintain information regarding volunteer hours for players and parents.
 - 3. **The Treasurer** shall attend all meetings; receive all monies of the Booster Club; keep accurate records of receipts and expenditures; disburse funds as authorized by the Booster Club; co-sign checks with the other authorized Officer(s). The Treasurer shall present a statement at every meeting and an annual budget. The Treasurer shall also submit appropriate documentation for non-profit public entities. The



Treasurer is responsible for establishing the Booster Club's bank account and securing signature changes as required.

4. **The Secretary** shall perform as the corresponding and the recording Secretary. The Secretary shall record the minutes of all General Booster Club Meetings and the Board of Directors meetings and shall perform such other duties as may be delegated. The Secretary shall ensure that minutes from the previous Booster Club general meeting are made available at the next Booster Club meeting. The record copy of the minutes shall be kept by the Secretary and maintained for a period of not less than three (3) years. The current Secretary is responsible for maintaining the required set of minutes.
 5. **The Parliamentarian** shall advise the presiding officer on parliamentary law and matters of procedure when requested. The presiding officer alone has the power to make decisions or rule on a point of order. After the parliamentarian has given his advice, the presiding officer must make the ruling to the organization. The presiding officer is not obligated to follow the recommendation of the parliamentarian. The parliamentarian should be thoroughly familiar with the bylaws and the standing rules of the group on which he serves. A copy of the most recent *Robert's Rules of Order* should be maintained by the organization and referenced as needed.
- B. **The Board of Directors.** There shall be a Board of Directors (hereinafter referred to as the "Board").
1. The Board shall be made up of the Officers and the chairpersons of the Standing Committees of the Booster Club.
 2. The Stony Point Volleyball Head Coach (hereinafter referred to as the "Volleyball Coach") shall be a non-voting member of the Board except in cases where a tie-breaker is required.
 3. The Board should annually review policies in recommended areas such as but not limited to: (a) how to plan and publicize meetings, (b) how to support team activities and events, (c) methods of financing the Booster Club, (d) compliance with tax laws, (e) administering funds/bookkeeping, (f) election of Officers, (g) recording, distributing, and filing minutes, (h) effective communication to Booster Club members, school newsletters, and web sites, (i) sportsmanship code governing behavior of Booster Club members and fans at contests.
 4. Board members are expected to attend each Booster Club meeting in order to effectively carry out the responsibilities of the position. Failure to attend more than three (3) meetings during a year may result in removal from the Board.
 5. **Board Meetings:**
 - a. Regular meeting of the Board shall be held.
 - b. Meetings can be called by the President or a majority of the members of the Board.
 - c. A majority of Board members shall constitute a quorum.



- d. An action of the Board shall be approved by a majority of those Board members present and voting.
- e. Voting of the Board can occur via email but must be recorded for audit purposes.

C. Election of Officers.

- 1. Election of Officers shall be by simple majority of all Booster Club members present and voting at a meeting held on or before May 31st.
- 2. The term of each elected officer shall be for one (1) year, beginning on July 1st following their election and shall conclude the following June 30th.
- 3. No person shall occupy the same Officer position for more than two (2) one-year consecutive terms.
- 4. Any Officer vacancies occurring during the year may be filled by a majority vote of the remaining Board.
- 5. Any Officer can be removed from office with a majority vote of the Board whenever, in its judgment, the best interest of the Booster Club would be served. Such removal shall be with the entire Board present, including the Volleyball Head Coach, and without prejudice to the rights, if any, of the person removed.
- 6. Only one member of a family may serve as an Officer at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one.
- 7. An Officer must have a player in the volleyball program.

Article VIII. Booster Club Meetings

- A. All Booster Club meetings shall be open to the general public.
- B. Meetings of the Booster Club shall be held on a regular basis. The Board shall determine the dates of the meetings, to be held at Stony Point High School, or another designated location.
- C. There shall be a minimum of four (4) Booster Club meetings per year, not including the Volleyball functions for students.
- D. There shall be no minimum number of Booster Club members who must be present for the valid transaction of business; thus, the quorum shall consist of those who attend the meeting. Approval of an action shall be determined by a majority of those Booster Club members present and voting.



- E. Special meetings may be called by the President, or by a majority of the members of the Board, with at least 24 hour notice being given.

Article IX. Committees

- B. There may be Standing and Temporary Committees as determined by the Board at any time.
- C. Standing committees appointed by the Board shall include by not be limited to:
1. **Nominating Committee.** It shall be the task of the Nominating Committee to nominate an eligible person for each office.
 - a. The Chair of the Nominating Committee shall be appointed by the Board.
 - b. The Nominating Committee shall be established by the Chair of the Nominating Committee and shall consist of three (3) members of the active membership.
 - c. The Volleyball Head Coach may appoint the nominee for President.
 - d. The Volleyball Head Coach shall approve all candidates prior to placing their name in nomination.
 - e. In support of the Nominating Committee, the Secretary will be responsible for: (a) posting notices to parents of existing and incoming athletes to ask for volunteers for the remaining Officer and Board positions, (b) compiling names and presenting them at the Booster Club meeting in April though nominations may also be submitted from the floor, (c) creating a ballot for voting, and (d) presenting the results to the Volleyball Head Coach and President for approval for announcement at the May Booster Club meeting.
 2. **Audit Committee.** It shall be the task of the Audit Committee to audit the financial records of the Booster Club.
 - a. The Board shall appoint an Audit Committee, consisting of not less than three (3) active members, none of which shall have had signature authority for disbursement of funds for the year being audited.
 - b. A financial audit may be conducted at any time as designated by the Board. However, one audit must always be conducted, completed, and signed off at the end of each fiscal year, in accordance with RRISD Booster Club Guidelines.
 - c. All audits shall be conducted in accordance with the procedures documented in the RRISD Booster Club Guidelines.
 3. **Scholarship Review Committee.** It shall be the task of the Scholarship Review Committee to execute the requirements of the Scholarship Program, review the applications, and make recommendations about awards.
 - a. The President shall appoint a Scholarship Review Committee, consisting of not less than three (3) active members, none of which shall be parents of (or Booster Club members associated with) a volleyball player currently eligible for a scholarship.
 - b. All scholarship reviews and recommendations shall be conducted as outlined in the RRISD Booster Club Guidelines.



Article V. Activities

- A. All Booster Club activities must have the approval of the Volleyball Head Coach to ensure compliance with administrative regulations and RRISD policy when donating money or gifts to the district.
- B. The Volleyball Head Coach must approve all fund raising activities each year prior to the required deadline.
- C. The Booster Club shall not:
 - 1. Use school facilities without prior written approval from Volleyball Head Coach.
 - 2. Establish a "petty cash" or miscellaneous funds for the Volleyball Head Coach to use at his/her discretion.
 - 3. Give a Stony Point Coach a gift or cash in excess of the limits imposed by the UIL from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities.
 - 4. Donate any equipment to the Stony Point Volleyball program or the school valued at \$1,000 or more, without prior approval of school administrators.
 - 5. Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for student activity. These types of working arrangements must be managed through the Volleyball Head Coach and the RRISD office.

Article VI. Finances

- A. The fiscal year of this association shall be July 1st to June 30th.
- B. All dues, donations, grants, or gifts made to the Booster Club shall be accepted or collected only as authorized by the Board.
- C. All funds of the Booster Club shall be deposited timely to the credit of the Booster Club under such conditions and in such banks as shall be designated by the Board.
 - 1. Three (3) Officers should be on the signature card.
 - 2. Checks must be signed by two (2) Officers when the amount exceeds \$250.00.
 - 3. A second Officer, not involved with the financial aspects, should review and sign off on the completed bank reconciliation. This review should include specific attention to outstanding or reconciling items.



- D. The Booster Club membership shall approve an annual budget of estimated income, income expense, and capital expense. Changes to the budget during the year should be approved by the membership.
- E. All improved properties and equipment become property of Stony Point High School and RRISD at the time they are completed or obtained.
- F. Cash should be adequately safeguarded at all times. Every effort should be made to balance funds collected the day of the event, prepare appropriate deposit documentation and submit to a bank or bank night deposit for safekeeping. Money from concession sales should be handled in the same manner.

Article VII. Distribution of Funds

- A. The Board shall have control and management of the funds, property, and business affairs of the Booster Club.
- B. Funds of the Booster Club shall be deposited in a checking account to be set up and maintained by the Treasurer.
- C. The funds may be withdrawn from the bank with which they are deposited by the signature of two (2) of the designated officers if over the amount of \$250.
- D. All funds are disbursed based on the approved budget, upon approval of the majority vote of the Board.
- E. Expenditures may not exceed the budgeted amount without prior approval of the Board.
- F. No part of the net assets of the association shall be distributed to its members, officers, or any private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distribution in furtherance of the purposes set forth.
- G. Monies from fund raising activities of the Booster Club shall be limited to use for projects not normally funded by the RRISD.
- H. Money given to the Stony Point Volleyball Activity Fund cannot be earmarked for any particular expense. The Booster Club will give money with a recommended intent, but cash or other valuable consideration must be given to the school to use at its discretion.
- I. Funds dispersed to the Stony Point High School Volleyball Activities Fund must follow these guidelines:
 - 1. The Head Coach must request the funds from the Board.

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2. Requests for expenditures of \$250 or less must be approved by the Board; after which the Treasurer will disburse the funds to the Stony Point Volleyball Activity Fund.
3. Requests for expenditures greater than \$250 must be voted on by the Booster membership before dispersing to the Stony Point High School Volleyball Activity Fund.
4. The coach is a school agent who may place orders for goods or services through the Stony Point High School Volleyball Activity Fund. A Booster Club representative cannot be the agent or contact person noted on the invoice or "ship to" notice.
5. The coach may need to secure an approval by proper RRISD representative/s before making a purchase or placing an order.

Article XI. Dissolution

- A. In the event of a conflict of objectives that occurs between the Board and the Volleyball Head Coach, and if such conflict cannot be satisfactorily resolved within thirty (30) days, the Booster Club may be dissolved by any one of the following:
 1. By a two-thirds (2/3) vote of the Board
 2. By discretion of the Volleyball Head Coach
 3. By discretion of the Stony Point High School Athletic Coordinator
 4. By discretion of the RRISD Athletic Director.
- B. By such dissolution, all financial obligations of the Booster Club shall be paid and a final audit of the books performed by an Audit Committee as provided for in Article IX.

Article X. Amendments

Amendments to these Bylaws may be made at any regular or called meeting of the general membership by a two-thirds (2/3) vote of the voting members present, provided that notice of the proposed amendment was given prior to the meeting.



Article XII. Parliamentary Authority

Robert's Rules of Order shall govern the Booster Club in all cases in which they are not in conflict with these Bylaws.

These Bylaws may not cover all aspects of the Booster Club's operations. For areas not covered or when clarity is required, the RRISD Booster Club Guidelines must be consulted for guidance.

Version 1.0 - Adopted 25th day of October, 2009

Version 2.0 - Adopted 12th day of October, 2011