

# Constitution and By-laws Dawson Aquatics Booster Club

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## Section 1 Constitution

### Article 1: Name

The name of this organization shall be Dawson Aquatics Booster Club hereinafter called the club or DABC.

### Article 2: Purpose

- A. The DABC is a non-profit organization formed to enrich the Dawson High School's participation in swimming, diving, and water polo. The purposes for which the club is organized are exclusively educational within the meaning of section 501(c)(3) of the Internal Revenue Code.
- B. All activities of the club shall follow booster club guidelines as specified by the university interscholastic league, using the most up-to-date guidelines, and shall follow the Pearland Independent School District Booster Club/Parent Organization guidelines.
- C. DABC will endeavor to support aquatics by assisting the aquatics coaches in every way possible to achieve the coaches' goals for the aquatics program.

### Article 3: Membership

- A. Membership is open to all parents, relatives, individuals, and businesses who support the purposes of this organization and who wish to support the Dawson Aquatics programs.
- B. Annual dues shall be collected. The amount of dues for the following school year must be approved by a majority of members present at a general meeting of the club in May.



- C. All members of the aquatics coaching staff shall be exempt from payment of dues for active membership into the DABC.
- D. All members in good standing shall be those who have paid their dues for the current school year and the Dawson High School aquatics coaching staff.

#### Article 4: Basic Policies

- A. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private person except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article to hereof.
- B. Notwithstanding any other 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.
- C. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under section 501 C3 of the Internal Revenue Code.
- D. The organization or members and their official capacities shall not, directly or indirectly, participate or intervene in any way including the publishing or distributing of statements and any political campaign on behalf of or in opposition to, any candidates for public office; or devote more than an insubstantial part of his activities to attempting to influence legislation by propaganda or otherwise.

## Section 2

### By-Laws

#### Article 1: Executive Board

- A. The executive board shall consist of the officers of the club, the chairman of the committee, and the head coach for swimming, diving and water polo.
- B. The officers of the DABC shall consist of a president, a vice president, a secretary, and a treasurer.
- C. Committee chairmen shall be appointed by the president subject to the approval of the other officers.

#### Article 2: Duties of Board Members

- A. The board members shall be responsible for making decisions on any activities, plan fund raising events or equipment purchased for the aquatics team by the Dawson aquatics booster club at Glenda Dawson high school.
- B. Decisions made by the booster club must be within the framework of the Pearland ISD Booster Club policies and UIL rules.
- C. No person shall assume an obligation or commit the organization to any further expenditure or engage in any fundraising efforts on behalf of or in the name of the DABC without the approval of the board.

#### Article 3: Executive Board Meetings

- A. Regular meetings of the executive board shall be held prior to each regular meeting of the club, the time to be determined by the board at its first meeting of the year.
- B. A majority of the executive board members shall constitute a quorum. In calculating a quorum, filled positions rather than positions available will be counted.
- C. A special meeting of the executive board may be called by the president or by a majority of the members of the board, with at least three days notice being given.



## Article 4: Officers and Their Duties

### The President:

- A. shall preside at all meetings of the membership;
- B. is authorized to sign all contracts that have been approved by the executive board;
- C. is authorized to sign on the bank account;
- D. shall appoint a committee chairman subject to the approval of the other officers;
- E. shall be listed as the principal officer and be authorized to sign tax documents;
- F. shall call a meeting of the newly elected officers within 30 days after the election meeting for the purpose of approving appointments of committee chairman and such other businesses as becomes necessary;
- G. shall appoint a member, subject to the approval of the other officers, who is not authorized to sign on the bank account to open, review, initial and date each bank statement;
- H. shall provide the PISD Coordinator of Internal Controls and Dawson High School Principal with a list of booster club officers at the beginning of each school year and as officers change. The list shall include name, office held, mailing address, telephone number, and work telephone number;
- I. shall provide the Dawson high school principal with booster clubs constitution, bylaws and operating procedures when they are originated and provide updated copies as changes or amendments are made;
- J. shall appoint the audit committee subject to the approval of the executive board; and
- K. shall serve as an ex-officio member of all committees except the audit committees.

The Vice President:

- A. shall act as aid to the president;
- B. is authorized to sign on bank accounts;
- C. shall have primary responsibility of organizing the various fund-raising activities of the DABC;
- D. shall reside in the absence of the president.

The Secretary:

- A. shall record the minutes of all meetings of the club;
- B. shall keep an accurate record of attendance at executive board meetings;
- C. shall be responsible for correspondence;
- D. shall collect and preserve documents relating the history of DABC;
- E. shall have a current copy of the bylaws;
- F. shall maintain a membership list.



#### The Treasurer

- A. shall have custody of all the funds of the club;
- B. shall keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy;
- C. shall make disbursements in accordance with the budget adopted by the club;
- D. shall sign on the bank accounts;
- E. shall present a financial report, both written and verbal, at every meeting of the DABC, as requested by the executive board of the club;
- F. shall make a full report at the annual meeting;
- G. shall be responsible for the maintenance of such books of accounts and records;
- H. shall complete and file all necessary tax documents; and
- I. shall present books to the audit committee as requested.

#### Article 5: Eligibility of Board Members

- A. All officers and committee chairmen must be members in good standing with the DABC.
- B. All officers and committee chairmen must be a parent or guardian of active member of the swimming, diving or water polo team.

#### Article 6: Elections

- A. The election of officers shall be held each year at the general membership meeting held in May.
- B. A member in good standing of the DABC may submit his or her name to run in the election.
- C. Nominations may be solicited by a nominating committee consisting of three non-officer members appointed by the president one month prior to the election.
- D. Nominations may be accepted from the floor at the election.



- E. All nominees must acknowledge and accept nomination.
- F. All members in good standing with the DABC and present for the election may vote for officers. There will be no absentee ballots.
- G. All voting shall be done by written ballot unless there is only one person who is nominated for a position, in which case voting for that position shall be by voice vote.
- H. A plurality is sufficient for election.
- I. Officers shall assume their official duties following the close of the school year and shall serve a term of one year.
- J. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one half of a term shall be credited with having served that term.

#### Article 7: 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 days notice of such election having been given.
- B. In the event a vacancy occurs in the office of president, the first vice president shall serve notice to the executive board of the election.

#### Article 8: Reason to Remove

By two-thirds vote of the executive board, an officer or chairman may be removed from office for failure to attend three consecutive meetings, failure to perform duties, or criminal misconduct or unethical behavior in booster club business.

#### Article 9: Committees

- A. Committee chairpersons shall be appointed by the president subject to the approval of the newly elected officers. The term of each chairman shall be one year or until the selection of a successor.
- B. The executive board may create committees as it may deem necessary to promote the purposes and carry on the work of the Dawson aquatics booster club.