

HEBRON HAWK TENNIS BOOSTER CLUB

BYLAWS

(Last Time Amended: 8/7/24)

Article I - Name

Section 1.01: The name of this organization shall be the Hebron Hawk Tennis Booster Club and is associated with Hebron High School (HHS) in Carrollton, Texas (Lewisville ISD). For the purpose of this document the name will be abbreviated throughout as HHTBC.

Article II - Objectives

Section 2.01: To enrich HHS student Tennis players participation in the HHS Tennis Program and to cooperate and collaborate with the HHS Principal and Coaches.

Section 2.02: To assist in financing the Tennis Program through fundraising projects that support the Tennis team so they can effectively compete in a full tournament schedule as outlined by the UIL and District guidelines.

Section 2.03: Encourage etiquette and sportsmanship among student Tennis players, with opposing teams and personnel.

Article III – Limitations

Section 3.1: HHTBC shall be non-partisan and apolitical.

Article IV – Membership and Dues

Section 4.01: Membership in the HHTBC is strongly encouraged. Membership is open to parents and/or guardians of a Hebron Tennis player.

Section 4.02: Acceptance of dues from any person will constitute membership in the HHTBC for the term in which the dues were paid.

Section 4.03: It is a requirement to be a member of the HHTBC to vote on issues/budget pertaining to the HHTBC. One membership paid in full equals

one vote. Membership will be from the first HHTBC meeting of the new program year until the last HHTBC meeting of the school year. Members may be admitted at any time during the year and upon payment of a membership due amount to be calculated by the HHTBC Treasurer. If a team player is dismissed and leaves the program in bad standing, as defined by LISD, then no refund is allowed. If a team player leaves the program in good standing, as defined by LISD, a prorated amount minus the cost of the uniform will be refunded and calculated by the HHTBC Treasurer.

Section 4.04: Full payment of annual dues is required for membership in the HHTBC. **Payment is due in full by September 30th of each year**, unless other arrangements are made by approval of HHTBC Board.

Section 4.05: Annual dues for the upcoming year will be \$200 per High School player and \$100 per Middle School player.

Article V – Executive Board and Officers

Section 5.01: The Board shall be made up of the following officers: President, Vice President of Fundraising/Secretary, Vice President of Events/Liaison and Treasurer, and are collectively referred to as the HHTBC Executive Board.

Section 5.02 Board officers will be elected at the last regular meeting of each school year. Each officer must be a member of HHGBC and in good standing. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected. Officers may not hold the same position for more than two (2) consecutive term years.

Section 5.03: During the suspension of regular meetings, the Board shall conduct the business of the HHTBC.

Section 5.04: The Board shall have the authority for all offices and committees.

Section 5.05: The Board shall submit in writing at the last meeting of the school year a summary of all functions, fundraising, activities and finances of the HHTBC.

Section 5.06: Whenever a vacancy exists on the Board, whether by death, resignation or otherwise; the vacancy will be filled by appointment, by the majority of the remaining board members at a regular/special meeting of the Board. Any person appointed or elected to fill the vacancy of a director will have the same qualifications as were required of the director whose office was vacated.

Section 5.07: No member of the Board will receive compensation from the corporation – HHTBC.

Section 5.08: In the event of a formal complaint between or about a HHTBC member:

- A. Protocol and Procedure:
 - i. Contact Head Coach through a phone conversation or physical meeting.
 - ii. Emails can sent to ask for availability but will not be a permitted form to exchange information about the issue at hand.
 - iii. Head Coach along with staff will then take action that will be in the best interest of the Tennis program and the parties at hand.
- B. Possible Actions:
 - i. Meeting with parties involved to reach a conclusion that will best benefit the Tennis Program.
 - ii. In the event that a conclusion cannot be met, the Head Coach will present the information and conflict to the campus coordinator.
 - iii. Once a conclusion has been met, the Head Coach would present the findings for approval of HHTBC Board.

Article VI – Officer Responsibilities

Section 6.01: The **President** shall:

- A. coordinate the work of the officers and committees of the association.
- B. preside over all meetings of the HHTBC and the Executive Board.
- C. subject to approval from the Board, shall form, appoint and reside over all committees. Serves as the Executive head of the HHTBC with the full powers to enforce the by-laws.
- D. be authorized to sign on bank account
- E. actively manage the general business of the HHTBC and sign all official documents and shall perform all duties incident to the office.
- F. at times deemed proper, make suggestions to promote the prosperity of and increase the usefulness of the club.
- G. coordinate monthly meetings with HHS head coach
- H. coordinate all photo activities and dates for Fall team & individual shoots, tournaments, homecoming, fundraisers and annual banquet/activities with photographer, HHS coaches and administration.
- I. support and maintain the HHTBC website and post website updates regarding team announcements, tournament scores, booster club

updates, etc. oversee the preparation of the annual banquet slideshow (at the end of a school year) including the collection of HHS senior class photos.

- J. act as liaison with HHS yearbook staff and provide team photos for inclusion.

Section 6.02: The **Vice President of Fundraising** shall:

- A. be the aide-to-the-President.
- B. preside in the absence of the President.
- C. support and oversee the activities of all fundraising activities and act as chairman over all fundraising committees and committee chairs.
- D. review annual fundraising goals with the Board and present during HHTBC meetings.
- E. submit fundraising forms to the HHS Administration for approval as needed.
- F. Oversee and maintain Social Media presence to showcase pictures on website, social media platforms, and annual banquet video.
- G. recommend, select, and utilize social media platforms (like Facebook, Twitter, Instagram, shared photo albums, etc.) to showcase Tennis Team photos.
- H. journal the collection of photos taken by HHTBC members, coaches, and community and create an electronic history for HHTBC.

Section 6.03: The **Secretary** shall:

- A. record the minutes of each HHTBC meeting and Board Member meetings and distribute electronically afterwards to appropriate members.
- B. maintain a compilation of HHTBC minutes.
- C. organize and maintain a current membership roster for distribution.
- D. provide and maintain attendance sheets for all HHTBC meetings.
- E. provide reminders in advance of all meetings along with proposed agenda when possible.

Section 6.04: The **Vice President of Events/Liaison** shall:

- A. be the aide-to-the-President.
- B. lead, coordinate and oversee the activities of team events including Homecoming, Senior Day, Holiday Parties, End of Year Banquet and act as chairman over all event committees and committee chairs.
- C. review and maintain fiscal responsibility of event budgets.
- D. act as liaison with 3rd period athletes and parents to ensure communication continuity and participation in events and fundraising efforts.

Section 6.05: The **Treasurer** shall:

- A. act as custodian of all the funds associated with HHTBC.
- B. keep and organize an electronic book of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks.
- C. make disbursements in accordance with the budget adopted by the organization.
- D. act as primary signer on bank accounts.
- E. present a financial report at HHTBC's Annual and Mid-Term meetings.
- F. the proposed operating budget should follow Article VI - Financial Guidelines as outlined in **Section 7.05**.

Article VII – Financial Guidelines

Section 7.01: HHTBC will establish a bank account. All funds derive from, membership dues, fundraisers, contributions, tournaments, etc., will be deposited into the approved account.

Section 7.02: The HHTBC bank account will be balanced monthly, stored electronically, and certified as such with a written report submitted by the Treasurer.

Section 7.03: Numbered checks and bank issued check cards will be used for all purchases and expenditures, all receipts, invoices, etc., will be maintained by the Treasurer and kept on file for auditing.

Section 7.04: Checks require a single signature; however, oral or written authorization should be obtained from one other member of the Board. Authorized signors may include the President, Vice President, Treasurer, and Secretary. In the event a credit/debit card is utilized, oral consent from one of the authorized signers listed in this section is required.

Section 7.05: The Treasurer will prepare and present an Annual Operating Budget for approval by the Board prior to the first HHTBC Annual membership meeting of the school year. The budget must include an asset carry forward equal to at least 10% of current fiscal year expenditures. The proposed budget should be sent out via email to HHTBC prior to voting on the budget. Budget approval will require two-thirds (2/3) vote of the membership in attendance at the meeting. A proxy vote may not be used. The Treasurer will present a written account of HHTBC club finances including year to date actual and budget variances at each HHTBC meeting.

Section 7.06: At the conclusion of each fundraising event, all monies will be counted and verified by the Treasurer and one other member of the HHTBC. If the Treasurer is not present, two HHTBC member must count the money and sign a voucher. The Treasurer will recount the monies upon possession with a HHTBC member present.

Section 7.07: Original or clear photocopies of receipts are required for HHTBC members to be reimbursed for their expenses. The person who made the purchase will sign and date the receipt, indicate the purpose for the purchase, and include the "HHTBC Check Request" form.

Section 7.08: All expenditures must be approved by Treasurer. -E-mail discussion and voting is an acceptable form of conducting business between regularly scheduled meetings. If the budget variance is deemed significant, the

Article VIII – Meetings

Section 8.01: HHTBC will plan to meet each year as follows. Meetings will be held on the first Monday of the months of August, January, May at 7:00pm. The Board will deem any other meeting times and dates as necessary. If any dates are in conflict with a holiday, the meeting will be held on the following Monday of the effected month.

Section 8.02: At least two (2) members of the Board and at least 5% of the HHTBC membership must be present in order to constitute a Quorum. Attendance is for parents/guardians, and coaches. Tennis Team members are not asked to attend.

Section 8.03: The President shall conduct the HHTBC meetings. The President may call a special meeting or rescheduled regular meeting of the HHTBC with 3 days notice.

Article X – Amendments

Section 10.1: These bylaws may be amended or altered. The proposed amended bylaws should be sent out electronically to the membership prior to the meeting at which the amendment is voted upon. Bylaw amendments will require two thirds (2/3) vote of the membership in attendance at the meeting. A proxy vote may not be used.

Article XI – Ratification of ByLaws

Section 11:01: These proposed bylaws shall be submitted to the HHTBC for (1) one regular meeting whereupon two-thirds affirmative vote shall cause them to be

ratified.

Section 11.02: After adoption by 2/3 vote at a HHTBC meeting, a copy of the bylaws (and any standing rules) as amended or revised and dated shall be sent to HHS Principal and HHS Tennis Coach.

Section 11.03: It is recommended that HHTBC review, and if necessary, amend its bylaws at least every three (3) years.

Article XII – Fundraisers

Section 12.01: Each Fundraiser Chairperson is on a volunteer basis. It shall be the duty of each Chairperson to coordinate the assigned activities from start to finish with oversight from the HHTBC Vice President. The purpose of each fundraiser is to raise money for the HHTBC to fund the HHS Tennis Team needs.

Section 12.02: The Chairperson of any committee must submit any planned expenditures above the approved budget to the Board before spending or agreeing to spend said amount.

Section 12.03: Senior scholarships will be funded by fundraising activities of the booster club, and will be a budgeted line item each year.

Article XIII – Fiscal Year

Section 13.01: HHTBC financial fiscal year will start at the first HHTBC meeting following tryouts.

Article XIV - Publicity and Marketing

Section 14.01: All Publicity will comply with LISD guidelines.

Article XV – Scholarships

Section 15.01: The Hebron Hawks Tennis Booster Club will fund and award an annual scholarship of \$500 through the Lewisville ISD Education Foundation to up to 6 eligible seniors.

Senior eligibility is based on the following:

- Player must have been in the Hebron Tennis program a minimum of 3 consecutive years at 100% of the time – participated in both fall and spring
- Player must have lettered by your junior year
- Player must have played on varsity a minimum of 2 years with at least ½ of the tournaments played on varsity each year
- Parent or Guardian need to be in good standing with the Tennis Booster Club

If there are more than 6 seniors that qualify then the following occurs:

- Increase to 4 consecutive years at 100% participation
- Must have lettered by sophomore year
- Must have played on varsity a minimum of 3 years with at least ½ of the tournaments played on varsity each year

Date Bylaws were last reviewed (by Executive Board):

August 8, 2024

Date proposed Bylaw amendments were presented for vote (to general membership):

February 11, 2020.

Date Bylaw amendments were approved and adopted (by general membership vote):

February 11, 2020.