

**MARCUS HIGH SCHOOL  
GOLF BOOSTER CLUB BYLAWS  
2019**

**ARTICLE I: NAME**

The name of this organization is the Marcus High School Golf Booster Club and is associated with Marcus High School in Flower Mound, Texas.

**ARTICLE II: ARTICLES OF ORGANIZATION**

The articles of organization of this organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization.

**ARTICLE III: PURPOSES**

Section 1. The purposes of the Marcus High School Golf Booster Club are:

- a. to promote interest in the golf program at Marcus High School, including its activities and events.
- b. to lend all possible support and assistance, both moral and financial, to the golf department and team.
- c. to assist the golf coaches as required to support the quality of the program.
- d. to award annual scholarships to deserving graduating seniors in the program. Those that have received outside academic/athletic scholarships need to notify the Booster Club as well as the University that has awarded the player a scholarship.

## **ARTICLE IV: BASIC POLICIES**

The following are basic policies of the Marcus High School Golf Booster Club:

Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.

Section 3. The organization shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This organization shall not use any EIN (tax number) other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.

Section 5. If this organization chooses a fundraiser that requires the collection of Sales Taxes, the organization shall secure a sales tax permit from the Texas Comptroller's office and shall display the permit in accordance with applicable law.

Section 6. 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 persons 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 of the club.

Section 7. This organization shall prohibit voting by proxy.

Section 8. No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

Section 9. Upon dissolution, this organization:

- a. After paying or adequately providing for the debts and obligations of the organization, shall yield up and surrender and all of its assets and property to LISD or to another local booster club.
- b. Shall cease and desist from the further use of any name that implies or connotes association with a Lewisville ISD school; and
- c. Shall carry out promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 10. This organization 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. Such books of account and records shall at all reasonable times be open to inspection by its members.

Section 11. Only members who have paid dues for the current membership year may participate in the business of the Booster Club.

## **ARTICLE V: MEMBERS AND DUES**

Section 1. Membership in this organization shall be made without regard to race, color, creed or national origin, nor in conflict with the provisions of the UIL to family related to the Marcus golf team player.

Section 2. Acceptance of person's paid membership dues automatically makes them a member in the club for one year from August 2nd to August 1st.

Section 3. Upon payment of annual dues, a person shall have membership in the organization from the date of payment until August 1<sup>st</sup>.

Section 4. The Executive Board is authorized to approve membership hardships for players or families with financial need on a case-by-case basis.

Section 5. This organization shall sustain a yearly membership total of at least 10 members to remain an active booster club on the Marcus campus.

Section 6. Members have voting rights for all business presented to the general membership for consideration. However, votes are limited to one member from the family of each player on the team (even if more than one member of the family is in attendance). If a family has 2 players on the team, then the family has 2 votes. Typically there will only be 1 vote per family/player.

Section 7. The cost of the annual membership dues will be established as part of the budget development performed at the beginning of each fiscal year.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

Section 1. Each officer must be a member of this organization.

Section 2. No officer shall be a signer for any checks that are payable to any of his family members. The requirement of two officer signatures on all checks is typically performed by the Treasurer and the President. If these officers are related, another Board member with signature authority must sign in place of one of the related Board members. Golf coaches may not have signature authority.

Section 3. Officers and their election

a. The officers of this organization shall consist of a President, a Vice President of Fundraising, a Treasurer, Web Manager and a Secretary.

b. Officers shall be elected by written ballot. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality. Definition Plurality: the number of votes that an election winner gets, or the number exceeding the nearest rival, when no one has more than 50 percent of the total votes cast.

c. Officers shall assume their official duties at a time mutually agreed upon between the existing officers and the newly elected officers, but no later than the close of the fiscal year on August 1st. Officers shall serve a term preferably of two years or until their successors are elected.

d. All positions will be elected each year. Incumbents can be re-elected into the same or different positions as long as they've not served in the same office for more than three consecutive terms. One who has served more than one-half of a term shall be credited with having served the entire term.

Section 4. Nominations

The organization will accept nominations for any eligible member for each office to be filled.

Nominations can be communicated to current Officers or the Golf Coach(es) or during a Booster Club Meeting.

Nominations can be for one's self or someone else as long as the person being nominated have signified their consent to serve if elected.

All nominations received prior to the election will be communicated by the President during the Booster Club Meeting where the election will be held.

#### 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, notice of such election having been given.

b. In case a vacancy occurs in the office of President, the Vice President of Fundraising will temporarily fulfill the President's duties until the vacancy can be filled.

#### Section 6. Reason to Remove

a. By two-thirds (2/3) vote of the general membership an Executive Board officer shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

b. By two-thirds (2/3) vote of the Executive Board, a Committee Chair shall be removed from their position for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

### **ARTICLE VII: DUTIES OF OFFICERS**

Section 1. The President shall:

- a. meet with and support the Executive Board as needed to ensure all Booster Club business is achieved;
- b. preside at all meetings of the association;
- c. appoint chairmen of special committees subject to approval of Executive Board;
- d. serve as primary point-of-contact for Golf Coaches when questions, issues, or needs of the team surface for which the Booster Club may be able to assist;
- e. work with the Vice President of Fundraising, the Treasurer, and the Golf Coaches to develop an annual budget proposal for the membership to consider and amend or approve by vote;
- f. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks);
- g. sign contracts on behalf of the Booster Club as required for club business;
- h. serve as a member ex-officio of all committees except the nominating and audit committees;

Section 2. The Vice President of Fundraising shall:

- a. act as aide to the President;
- b. preside in the absence of the President.
- c. takes action as required to optimize the fundraising opportunities for the Booster Club.
- d. serves as primary point-of-contact for all fundraising ideas provided by the membership.

e. bring recommendations of fundraising plans for the year to support annual budget requirements to the Executive Board for consideration and disposition.

f. present fundraising recommendations to the General Membership based on consensus of Executive Board.

g. work with the President, the Treasurer, and the Golf Coaches to develop an annual budget proposal for the membership to consider.

h. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks);

i. sign contracts on behalf of the Booster Club as required for club business;

j. Act as Annual Tournament Director.

Tournament duties include but not limited to:

secures and directs tournament committee leads for silent and live auction, raffle, golf ball and other chair positions

coordinates corporate sponsorship drives to support annual golf tournament  
responsible for receiving, tracking and remitting donations and monies to Treasurer.

a. choose tournament venue and negotiate tournament with host golf course to maximize income potential and minimize expense;

b. choose menu,

c. track registrations, golfers and payments;

d. Update Booster Club at monthly meetings

e. create tournament day check-in sheets with payment info for registration table;

f. manage day-of-tournament check in and mulligan sales with tracking;



- h. set up volunteers for registration table and coordinate day-of table;
- i. compile pairings;
- j. secure committee leads for player management, publicity, sign, contest and player gift bags

Section 3. The Treasurer shall:

- a. maintain custody of all the funds of the association by ensuring that all funds, other than an approved amount of petty cash, are deposited in a federally insured financial institution;
- b. keep books of account and records including bank statements, receipts, budgets, invoices, and canceled checks for the past 5 years;
- c. make disbursements in accordance with the budget adopted by the organization;
- d. present a financial report, both written and verbal, at every meeting of the club and as requested by the Executive Board or the club;
- e. ensure a financial audit is performed at year end. Submit books and records to the auditor as required.
- f. submit to the LISD accounting office and principal forms required by Lewisville ISD.
- g. file required IRS documents on behalf of the Booster Club.
- h. work with the President, the Vice President of Fundraising, and the Golf Coach(es) to develop an annual budget proposal for the membership to consider.

- i. be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks);
- j. sign contracts on behalf of the Booster Club as required for club business.

Section 4. The Secretary shall:

- a. take roll of members that attend each meeting.
- b. capture and record the minutes of all meetings of the association;
- c. publish minutes so formal acceptance can be obtained;
- d. maintain a compilation of the organization's minutes for the past 5 years;
- e. create and maintain a Booster Club Membership Roster detailing all the members, the players, and associated contact information.
- f. Create and maintain an email distribution list that includes all Booster Club Members. Provide email communication to the entire membership. All communication to the group will go through the secretary.
- g. retain a copy of the EIN information required to document 501C Non-Profit Organization status as part of the club archives.
- h. retain a current copy of the bylaws as part of the club archives.
  - i. takes action as required to promote MHS Golf Team within the school and the community.

Section 5 .The Website WebMaster shall:

- a. serves as point-of-contact for ideas from Coaches and/or Membership of how to use the team website to provide new or better communication to the team, parents, and community.
- b. serve as the Web Master for MHS Golf Team Website.
- c. promote the use of website as required to optimize its purpose.
- d. ensure all expenses associated with the website are provided to the Treasurer for payment.
- e. responsible for timely updates to website for announcements, weekly itineraries, scores, etc.
- f. post photos to the website.
- g. ensure all information posted on the website is current and up to date. Remove outdated information as needed.
- h. identify and train a backup person to ensure postings and updates are timely.
- i. proactively post announcements and key information relevant to the program
- j. design/maintain a professional website.

Section 6. All officers shall:

- a. where possible, attend all meetings of the club;
- b. perform the duties outlined in these bylaws and those assigned from time to time; and

c. deliver to their successors or the President all official materials associated with their position within fifteen (15) days following the date at which their successors assume their duties.

Section 7 The Board Members and Officers shall:

a. serve as a mentor during the Senior Year

## **ARTICLE VIII : SPONSOR**

Section 1. The Marcus High School Head Golf Coach will serve as the sponsor for the club.

## **ARTICLE IX: MEETINGS**

Section 1. This organization shall hold minimum of four (4) meetings a year.

a. Regular meeting dates will be established by the Executive Board at the first meeting of the year. Time and dates will be announced to the membership at its first meeting of the year. Five days notice shall be given if change of date is needed.

Section 2. Special meetings of the club may be called by the President or by a majority of the Executive Board, at least three days notice having been given.

Section 3. Four (4) members shall constitute a quorum for the transaction of business in any meeting of this organization.

## **ARTICLE X: DISTRIBUTION OF FUNDS**

Section 1. All funds distributed by the club shall be made by check drawn on club's bank account or by withdrawal by the Treasurer (or other authorized Executive Board Members).

Section 2. Distribution of amounts within the approved annual budget will be performed by the Treasurer (or other authorized Executive Board Members) without specific authorization from the general membership.

Section 3. The Executive Board shall have authority to expend funds up to \$1,500 above the amount for a category in the approved annual budget without authorization from the general membership. Any line item that requires an expenditure of more than \$3000 over the amount in the approved annual budget must be approved by majority vote of the general membership.

## **ARTICLE XI: EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the 5 elected officers of the club. The Executive Board does not include the Head Coach.

Section 2. A member shall not serve as an officer or chairman of the organization's Executive Board while serving as a paid employee of, or having purchasing contracts with the organization.

Section 3. Perform the duties as outlined in Article VII and:

- a. create standing and special committees;

- b. fill vacancies of officers and chairmen; and
- c. ensure that the organization, through its practices and policies, does not violate rules and regulations that govern UIL and LISD.

#### Section 4. Meetings

- a. meetings of the Executive Board may be held prior and/or after each regular club meetings as required;
- b. A majority of the Executive Board members shall constitute a quorum;

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

#### **ARTICLE XII: STANDING AND SPECIAL COMMITTEES**

Section 1. Only members of the organization shall be eligible to serve in any committees.

Section 2. The Executive Board may create standing or special committees or committee chairs as it may deem necessary to carry on the work of the organization. The term of each chairman shall be two years or until the selection of a successor.

Section 3. Committee Chairs should be selected soon after the new Executive Board is elected each year, but may be selected at times determined by the Executive Board.

Section 4. There are no limitations on the number of consecutive terms a committee chair may serve.

Section 5. All committee chairmen shall:

- a. deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties or fifteen (15) days prior to the end of their term; and
- b. present a Plan of Work to the Executive Board for approval.
- c. ensure that all activities associated with their committee are within approved budget amount.

Section 6. The President shall be a member ex-officio of all committees.

Section 7. The quorum of any committee shall be a majority of its members.

Section 8. Some chairmen may be the sole member of their committee.

Section 9. Though committee and chairmen can be determined by the Executive Board as required to support club business, the following are positions typically used for this club. These positions can be altered as determined by the Executive Board without formal amendment of these bylaws.

Annual Tournament Director (AKA Vice President of Fundraising) – duties include:

- a. choose tournament venue and negotiate tournament with host golf course to maximize income potential and minimize expense;
- c. choose menu,
- d. track registrations, golfers and payments;
- e. Update Booster Club at monthly meetings
- f. create tournament day check-in sheets with payment info for registration table;
- g. manage day-of-tournament check in and mulligan sales with tracking;
- h. set up volunteers for registration table and coordinate day-of table;
- i. compile pairings;
- j. secure committee leads for player management, publicity, sign, contest and player gift bags

Banquet Chair – duties include:

**Banquet Co-Chairs(Administrative & Decorations)**

- a. encourage parents to take photos and videos year round for use on the team website and the year-end banquet; serves as point-of-contact for players to provide photos and videos for website and banquet.
- b. takes action required to host annual end-of-season banquet to review and celebrate MHS Golf Team experiences and achievements;
- c. negotiates contract with host venue and caterer to maximize banquet experience while staying within approved budget;



- d. selects date for the banquet factoring in all other significant event conflicts like golf tournaments, prom, other MHS Banquets, and graduation;
- e. review proposed date and contract terms with Executive Board to obtain concurrence before signing formal contract;
- f. with Executive Board concurrence, provide venue contract to President for signature.
- g. enlist volunteers to lead various aspects of the banquet as required.
- h. communicate details of the banquet including date, location, attire, ticket prices, and other applicable information to the General Membership in email form and/or during Booster Club Meetings as required.
- i. follow-up as required to ensure that all ticket payments are received and all associated expenses are paid.
- j. send out electronic invitations, keeps track of RSVP's and payments.
- k. consults with Coach on the Banquet program and has printed out.
- l. decorates the banquet location and stays within allotted budget.

Website Manager – duties include:

- a. serves as point-of-contact for ideas from Coaches and/or Membership of how to use the team website to provide new or better communication to the team, parents, and community.
- b. serve as the Web Master for MHS Golf Team Website.
- c. promote the use of website as required to optimize its purpose.
- d. ensure all expenses associated with the website are provided to the Treasurer for payment.
- e. responsible for timely updates to website for announcements, weekly itineraries, scores, etc.
- f. post photos to the website.

- g. ensure all information posted on the website is current and up to date. Remove outdated information as needed.
- h. identify and train a backup person to ensure postings and updates are timely.
- i. proactively post announcements and key information relevant to the program
- j. design/maintain a professional website.

Spirit Wear Chair shall:

- a. use catalog to share Spirit Wear options to parents and supporters as early in the school year as possible.
- b. work with coaches to receive the orders and deliver to purchasers and collect payments for the orders. Deliver proceeds from the orders to the Treasurer;
- c. serve as point-of-contact for Yard Signs and Car Decals. Chair can choose to simply provide information to parents to purchase Yard Signs and/or Car Decals (at cost) directly from vendors OR can manage all the orders and payments (at cost or at a profit for the Club) and pickup/deliver the purchased items.

### **ARTICLE XIII: FISCAL YEAR**

Section 1. The fiscal year of this organization shall begin August 2nd and end August 1st.

Section 2. An auditor(s) who is/are not authorized signers on club accounts, shall be appointed by the Executive Board at least thirty (30) days before the last meeting of the fiscal year to audit the books and records of the organization for the prior year.

Section 3. The auditors shall be approved by the club.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the 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**

### Section 1. Adoption of Amendments

a. These bylaws may be amended at any meeting of the 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 or at least twenty (20) days prior to the meeting at which the amendment is voted upon.

b. After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal by the Secretary.

Section 2. This organization shall review and if necessary amend its bylaws at least every 4 years.

## **ARTICLE XVI: RATIFICATION**

Section 1. This proposed set of bylaws were submitted to the Booster Club via email on Wednesday, March 13, 2019. The vote will took place on Tuesday, April 2, 2019 at the Booster Club meeting whereupon a two-thirds (2/3) vote of the members present approved and caused it to become effective immediately.

These bylaws supersede all previously approved bylaws for the Marcus High School Golf Booster Club.