

# **TARKINGTON ATHLETIC BOOSTER CLUB BY-LAWS:**

## **ARTICLE I**

The name of this organization shall be the **TARKINGTON ATHLETIC BOOSTER CLUB**.

## **ARTICLE II**

The object of this organization is to promote interest in our athletic program and to provide funds for special projects or needs upon approval of our membership, as long as it is not in violation of UIL rules.

## **ARTICLE III**

Anyone interested in the objectives for which this organization was organized may become an active member. An active member is defined as any member who pays their yearly dues of \$5.00, participates in two (2) Athletic Booster Club meetings and two (2) Athletic Booster Club activities/events in the current school year. No one may vote or take part in discussion during a meeting that is not an active member.

## **ARTICLE IV**

### ***SECTION 1***

The Officers of the organization shall be President, Vice President, Secretary, Treasurer and Special Events Coordinator. These Officers shall be elected on a two year term. Exceptions being; resigning prior to term maturity or discharge resulting in vacancy to be filled as described in Article IV Section 4. The Directors of the organization must consist of Three Active Members and updated as terms expire with the SOS TX.

### ***SECTION 2***

Nominations for Officers shall be made from the floor with elections being held during the May meeting. The Officers will be installed at the end of the current school year. Attendance is required to be installed or notification of absence. Directors will be evaluated as needed within the same term expectations.

### ***SECTION 3***

Any Elected Officer or Director failing to perform the duties of their office for three consecutive months shall be automatically discharged from the office.

### ***SECTION 4***

A vacancy occurring in an office shall be filled by vote of the current members as described in Article III of the organization at the regular meeting. Due notice of election must be given to members. The vacancy will hold the term of the preceding officer.

## **SECTION 5**

Officers must be an active member of the Athletic Booster Club and in good standing for the present school year.

## **SECTION 6**

An Officer may succeed themselves for consecutive terms in the same office with a majority vote of Members.

# **ARTICLE V**

## **SECTION 1**

The President shall preside at all meetings of the organization and shall perform all other duties usually pertaining to the office. The President will be an authorized signer on the checks, as well as the Vice-President. Exception: At no time shall the two signers on the checking account be related, i.e. spouses. In this instance, one of the other Officers shall be the second authorized signer.

## **SECTION 2**

The Vice-President shall act as aid to the President. He/she shall perform the duties of the President in his/her absence.

## **SECTION 3**

The Secretary shall keep an accurate record of all meetings of the organization and shall perform such duties as may be delegated this office. The Secretary shall maintain the list of active members. The Secretary shall send out meeting notices each month to the Members and Officers. The Secretary shall send out (via email) the final Minutes that were taken at the meetings to all Members. The Secretary shall keep a record of all donations/wishlist items provided to the coaches/students as well as record participation at special events that are completed throughout the year.

## **SECTION 4**

The Treasurer shall receive all monies of the organization and shall keep accurate records of all receipts and expenditures which will be presented at all meetings. The Treasurer shall send out (via email) final Treasurer Reports that were presented at the meetings to all Members.

## **SECTION 5**

All Officers are expected to assist in fundraising events, concession duties, and any other events held by the Athletic Booster Club.

# **ARTICLE VI**

### **SECTION 1**

A regular meeting of this organization shall be held monthly. The date, time and place will be decided upon at the Election Meeting with new members and officers present for the upcoming school year. Dates will be confirmed at the end of each scheduled meeting to follow.

### **SECTION 2**

The privilege of holding office, making motions, debating, and/or voting shall be limited to active voting members of the organization.

### **SECTION 3**

A quorum for a meeting of this organization shall be established as long as a minimum of 2/3 active members, as described in Article III, are present, physically or virtually.

## **ARTICLE VII**

### **SECTION 1**

Income shall be provided by fundraising projects voted on by the membership as long as it is not in violation of UIL rules and does not conflict with Tarkington Independent School District policy.

### **SECTION 2**

A minimum of six (6) Scholarships @ \$500.00 each shall be awarded each year, considering there is a minimum of 6 applicants. If funds are available, additional scholarships may be awarded with board approval. The Treasurer shall notify the Officers when the account balance of the General Account reaches \$5,000 and Motion to move the \$3,000 to the Scholarship Account to fulfill this obligation, noting, the next year's Committed funds may be reflected in order to start the year with the \$3000 saved. Recipients of the Scholarships shall be chosen by the Athletic Booster Club. The Applicants must complete the Scholarship Application Form and follow instructions listed on the form. The Recipients must meet all eligibility requirements and criteria as defined on the current TABC scholarship application. The recipients shall be chosen as fairly as possible, as deemed by the Officers of the Athletic Booster Club. To stay within the NCAA Division 1 - 4 guidelines, athletic ability shall not be considered as any part of the selection process.

### **SECTION 3**

The Secretary's list of donations to coaches AKA Wishlist Items, students, parents and officer/member participation on special events will be presented at the last meeting of the year for approval in addition to the first meeting of the year for guidelines.

### **SECTION 4**

All business shall be conducted in a concise, casual manner.

## **ARTICLE VIII**

This organization shall not formulate, sanction or enforce policies which conflict with those of the TISD or UIL rules.

## **ARTICLE IX**

### ***SECTION 1***

These By-Laws may be amended only at a special bylaws meeting, and must be filed by the state by two thirds vote, providing one month's notice announced publicly. is given to the membership.

### ***SECTION 2***

The By-Laws and the previous years Audit results shall be presented to the membership at the first meeting of the new school year.

### ***SECTION 3***

Fundraising activities will be discussed and planned throughout the school year at each Regular Monthly Meeting.

## **ARTICLE X**

### ***SECTION 1***

An audit shall be completed in May. The Audit findings/results shall be presented at the first scheduled meeting of the school year. The Treasurer shall maintain all receipts and deposits as back-up material from the Treasurer Reports and shall readily present these for inspection at any requested time. All Officers shall have access to view the on-line checking account. Access is to be requested through the Treasurer.

### ***SECTION 2***

The Treasurer, one Officer, and request a school official if possible shall be present at the audit.