***\*\*You may amend these bylaws to suit your Club's individual needs\*\****

**Bylaws**

of

**[Insert Booster Club Name]**

**Article One**

**Name and Location**

Section 1. The organization's name shall be **[Insert Booster Club Name] or "Club."** The address of the Booster Club is: [**Insert Booster Club Address Here].**

Section 2. All club meetings may be held at such places within the Clear Creek Independent School District (CCISD) or chosen by a CCISD Administrator or club officers.

**Article Two**

**Purpose and Structure**

 Section 1. Purpose. This Club is organized exclusively for charitable purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The Club's purpose includes raising funds and purchasing goods or services to be used exclusively by students and faculty at **[Insert School Name]** orproviding volunteers for program activities.

 This Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit, and nonpartisan. It shall seek neither to direct the administrative activities of the Clear Creek Independent School District nor to control its policies.

 No part of the Club's net earnings shall inure to the benefit of any Club director, a Club officer, or any private individual (except those in financial hardship as defined in these bylaws). No director, officer, or private individual shall be entitled to share in the distribution of any of the assets on the dissolution of the Club. The Club shall not attempt to influence legislation, participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

 The Club shall conduct activities allowed under Section 501(c)(3) of the Internal Revenue Code and Regulations as they now exist or may be amended.

 The Club shall abide by and be held to regulations administered by the Clear Creek Independent School District Booster Club Manual, the Clear Creek Independent School District's policies and procedures, the University Interscholastic League Guidelines, the Office of the Comptroller of Texas, the Texas Secretary of State and the Internal Revenue Service's guidelines.

 Upon dissolution of the Club or the winding up of its affairs, the Club's assets shall be distributed exclusively to the program activity fund at the designated campus, which would align with Section (c)(3) of the Internal Revenue Code.

**Article Three**

**Membership**

 Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children who participate in the program supported by the **[Insert Booster Club Name]** and who will uphold the policies of this organization and agree to its Bylaws. A maximum of one member shall be granted to each family unit, defined as one vote per household.

 Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and entitled to all membership rights and privileges.

 Section 3. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with other members accepted at any time.

 Section 4. Dues. Annual dues shall be assessed in such amounts as decided by a 2/3 majority [or majority – it's your choice] of the members present at the organizational meeting for the upcoming year. Dues shall be payable at the beginning of each fiscal year or as families join the program.

**Article Four**

**Officers**

 Section 1. Qualification. Any member in good standing is eligible to serve as an officer of the Club.

 Section 2. Powers. The Club Officers shall be the organization's governing body and shall manage, control, and direct the affairs and property of the organization.

 Section 3. Compensation. Officers or members may be reimbursed for expenses incurred in performing their duties. No Officer or member shall receive compensation for any service they may render to the organization.

 Section 4. Officers. Officers shall be elected at the last general business meeting at the end of each season and will take office within 15 days of the election. The nominating committee will accept nominations from the general members and take open nominations from the floor at the time of the meeting. A simple majority of the members present will elect the Officers. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining Officers. The officers and their respective duties are as follows but not limited to:

1. **The president shall:**
* Regularly meet with the designated district representative about booster activities;
* Preside at all meetings of the organization;
* Resolve problems in the membership;
* Regularly meet with the treasurer to review the organization's financial position;
* Schedule an annual audit of records;
* Be available to the CCISD Internal Auditor as a liaison to the Club;
* Perform any other specific duties as outlined in the bylaws of the organization.
1. **The Vice President shall:**
* Preside at meetings in the absence or inability of the president to serve;
* Perform administrative functions delegated by the president;
* Perform other specific duties as outlined in the CCISD Booster Club Manual.
1. **The Secretary shall:**
* Maintain the records of meetings, approved bylaws and any standing committee rules, current membership, and committee listing;
* Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
* Maintain records of attendance of each member;
* Conduct and report on all correspondence on behalf of the organization;
* Other specific duties as outlined in the bylaws of the organization.
1. **The treasurer shall:**
* Serve as the primary budget and finance committee member;
* Issue a receipt for all monies received and deposit said amounts weekly (daily if receipts on hand exceed $ 250.00);
* Present a current financial report to the Officers and general membership within thirty days of the previous month-end;
	+ If the Club does not meet monthly, an email may be sent to the members to recap monthly financials.
* Maintain an accurate and detailed account of all monies received and disbursed;
* Reconcile all bank statements as received and resolve any discrepancies with the bank within 30 days of month-end;
* File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
* File annual tax reports with the IRS 4 ½ months after club year-end (Paper Form 990 if gross receipts are >$200,000, Paper Form 990-EZ if gross receipts are >$50,000 but less than $200,000 or Form 990-N (online form only) if gross receipts are <$50,000).
* Submit records to the audit committee appointed by the organization upon request or at the end of the year;
* Submit an annual audit to the CCISD Internal Auditor by September 1 of each year;
* Submit annual general liability insurance payment of $50.00 to the CCISD Internal Auditor each year by September 1;
* Other specific duties as outlined in the bylaws of the organization.

Section 5. Term. Each elected officer shall serve a term of one (1) year or until a

successor has been duly elected or appointed. If no other persons are nominated or elected to run for office, the nominating committee shall request an exception from the CCISD Internal Auditor. (Your Club may wish to handle a vacated position another way. If so, please define it here).

Section 6. Meetings. The Board of Directors shall provide by resolution the time and place for holding at least one annual meeting of the board and the additional regular meetings of the board without other notice than such resolution.

 Section 7. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days before by oral or written notice delivered personally or sent by mail or facsimile to each Director at their business address. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

 Section 8. Quorum. A majority of the Board of Directors shall constitute a quorum for business transactions at any board meeting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. Still, if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

 Section 9. Voting. As described in Article 3, Section 2 of these Bylaws, each qualified family unit shall have the right to cast one vote on any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization unless provisions of these Bylaws require a greater vote.

 Section 10. Proxy. No voting by proxy will be allowed.

**Article Five**

**General Provisions**

 Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

 Section 2. Operating Funds. Operating funds shall be maintained in a bank account, and an accounting of such funds shall be presented at all meetings.

 Section 3. Annual Statement. The directors shall present at each annual meeting, or when called by a vote of the members at any meeting, a complete and clear statement of the organization's condition.

 Section 4. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist.

 Section 5. Scholarship Awards. Scholarships may be awarded to seniors who qualify based on need or merit. The Scholarship Committee establishes the deadline for the submission of scholarship applications.

**Article Six**

**Standing Committees**

 Section 1. Nominating Committee. Meet to receive nominations for the organization's elected offices and prepare a slate of nominees and a ballot for the election of officers. The committee shall comprise the president, the head coach, and one at-large person appointed by the president.

 Section 2. Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. The Vice President shall chair the committee and name its members as needed.

 Section 3. Fundraising Committee. Responsible for developing and managing fundraising projects. The president will chair the committee and name its members as needed.

 Section 4. Membership Committee. Distribute membership information and coordinate membership drives. The Vice President shall chair the committee and name its members as needed.

 Section 5. Scholarship Committee. Responsible for coordinating the scholarship application and selection process. The treasurer shall chair the committee. If the treasurer is a senior parent, then a vote shall be taken on a predecessor for the Scholarship Committee. Parents of seniors may not serve on the Scholarship Committee.

**Article Seven**

**Amendments**

 Section 1. Amendments to Bylaws. These Bylaws may be altered, amended, or repealed. A majority of the Directors may adopt new Bylaws, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors present at the previous regular meeting, or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

\*\*\*Add other specifics for bylaws here\*\*\*\*

**Contact Information of Officers for the ( 20 \_\_\_ - 20\_\_\_\_) school year:**

|  |  |  |  |
| --- | --- | --- | --- |
| Office | Name | Email | Phone |
| President |  |  |  |
| Vice President |  |  |  |
| Treasurer |  |  |  |
| Secretary |  |  |  |

**SIGNATURE OF OFFICERS**

Two officers of the organization are required to sign bylaws or amendments each year.

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Signature of Officer 1 Date

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Printed Name of Officer 1

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Signature of Officer 2 Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Officer 2