

BYLAWS
OF THE
ROCKDALE TIGER BOOSTER CLUB

(Approved on July 15, 2024)

ARTICLE I – NAME AND PURPOSE

The name of the organization shall be the Rockdale Tiger Booster Club (“RTBC”).

The purpose of the RTBC is to provide encouragement and support to the Rockdale Independent School District (“RISD”) athletic program, to promote the RISD athletic program, and to promote school spirit and sponsor fundraising activities to provide additional funds for the RISD athletic program.

ARTICLE II – OBJECTIVES

The objectives of the RTBC shall be:

- a. To encourage and maintain an enthusiastic interest in the athletic program of the RISD.
- b. Promote school spirit and sportsmanship and encourage attendance at all RISD athletic events.
- c. To provide supplementary financial support to all programs of the athletic department of RISD; and
- d. To coordinate with and aid the RISD Board of Trustees, the RISD Superintendent, and the athletic department to the fullest extent possible for the best interests of the athletic program.

ARTICLE III – PROGRAM DIRECTOR

Section 1 – The Superintendent or the Superintendent’s designee, shall be the final decision maker regarding all matters pertaining to the Rockdale Tiger Booster Club.

Section 2 – The Superintendent or the Superintendent’s designee may request the resignation of any member of the Executive Board of the RTBC subject to a concurrence vote of a majority of the non-affected Executive Board members. The vote of the Superintendent or the Superintendent’s designee shall break any deadlock vote among the non-affected Executive Board Members.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1 – Any person or business interested in supporting the objectives of the Rockdale Tiger Booster Club who is willing to uphold its policies and subscribe to its by-laws may become a member upon payment of dues. Dues shall be paid annually.

Section 2 - Membership dues must be approved by a majority vote of those members present at the regular booster meeting. Varying levels of membership are available. Dues are determined based on the level of membership selected. The membership committee or Executive Board will format the upcoming year's membership requirements for approval by the general boosters meeting in July. Members who wish to contribute additional funds may opt to upgrade their membership.

Section 3 - An annual enrollment of members shall be conducted at the first meeting of the membership year. Additional members shall be accepted at any time application is made and dues are paid. The membership year and the fiscal year shall begin in July and end the following June. Dues for the current school year will be due by December 1st of the coinciding year in order for them to count toward scholarship opportunities.

ARTICLE V – OFFICERS AND ELECTION

Section 1 - The elected officers of the RTBC shall be President, Vice-President, Secretary, and Treasurer, and such other officers if needed, of such other titles as the board may from time to time designate.

a. Any RTBC member shall be eligible for consideration by the members to be elected and serve as an officer of the organization.

b. Officers shall be elected by nomination at the March regular meeting, and an election is conducted by ballot members at the April meeting; however, if there is but one nominee for an office, by motion from the floor the election may be by voice. A majority vote of the members constituting the quorum shall be deemed a valid and proper election.

c. Officers shall serve for a term of one member year, and shall remain in office until the close of the May meeting, with the newly elected officers assuming office at this time.

d. There is no limit to the number of offices that may be held by any person during the lifetime of their association with the RTBC. Only those who have consented to serve, if elected, shall be nominated.

Section 2 - The Superintendent or the Superintendent's designee has the authority to reject any or all nominations should he have reason to believe that the person nominated to serve would not be positive for the RTBC.

Section 3 – In the event that an office cannot complete a full term of office for any reason, a replacement for the unexpired term shall be elected in the same manner as currently service officers were nominated and elected.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 - The President shall preside over all meetings of the RTBC, and of the Executive Board; shall be a member ex-officio of all committees; and shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Executive Board. The President shall also coordinate with the athletic department concerning any additional activities or special events.

Section 2 - The Vice-President shall act as aide to the President and shall perform all duties of the president in the absence of that officer.

Section 3 - The Secretary shall keep accurate written records of all meetings of the RTBC and of the Executive Board: shall send an email of the organization minutes to each member of the Executive Board prior to each regular meeting; shall give an oral report at each regular meeting; attend to all correspondence, and shall perform such other duties as may be designated to him/her. All minutes shall be kept indefinitely and filed for audit.

Section 4 - The Treasurer shall:

a. Receive and account for all funds due the organization; deposit funds received timely in a financial institution authorized by the organization; shall keep an accurate written record of receipts and expenditures according to standard accounting procedures; and shall pay out local funds only as authorized by the organization and/or the Executive Board. No funds may be expended on behalf of the organization without the prior approval of the Executive Board and no expenditures having not been so approved in advance may be reimbursed by the Treasurer.

b. The Treasurer shall provide a written statement of accounts at every regular meeting of the organization and at other times when requested by the Executive Board, and give an oral report at each regular meeting. The Treasurer shall also make a full written and oral summary report of all monetary activities at the last meeting of the year. A copy of each statement is to be filed with the secretary's minutes for audit.

c. All checks will bear two (2) signatures of the authorized signatories on the checking account. Signatories shall be the President, Vice-President, Secretary, and Treasurer. All incoming funds shall be accounted for by the Treasurer and at least one other organization member to ensure accuracy of deposits and expenditures. Additionally, the Treasurer should question any expenditure which may seem excessive and seek approval for such expenditure from the Executive Board.

d. The Treasurer's account shall be examined annually by an Auditing Committee of three members, who, satisfied that the annual report is correct, shall sign a statement of that fact at the bottom of the report which will be filed for audit. With all accounts in order, all materials will be officially transferred to the incoming Treasurer at the end of the May meeting.

- e. After the May meeting and before the first meeting of each year, the newly installed Treasurer shall arrange for the updating of signature cards for all bank accounts and investments.
- f. A budget will be submitted to the Executive Board for approval at the May meeting.
- g. The Treasurer shall work with a CPA or accountant to facilitate the filing of all required tax returns.

Section 7 - All officers shall:

- a. Attend all meetings of the Executive Board and General Membership.
- b. Perform the duties outlined in these by-laws, and those as assigned throughout their term of office.
- c. Deliver to their successors all official materials at the May meeting.

Section 8 - Any officer who is unable to perform or fails to perform the duties of his office as outlined in these by-laws may be removed from office by a majority vote of the Executive Board. RISD employees are prohibited from holding the office of President or Treasurer. In addition, no RISD board of trustee may serve as an officer.

ARTICLE VII – EXECUTIVE BOARD

Section 1 - The Executive Board shall consist of the current officers of the Organization, the chairman of the standing committees, and the Superintendent or the Superintendent's designee. The members of the Executive Board shall serve until their successors are elected and/or named.

Section 2 - The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between the organization meetings, and such other business as may be referred by the organization. The Executive Board shall have the power to act for the membership between regular meetings of the organization in matters where time is considered to be of the essence or in matters deemed an emergency by a majority decision of the Executive Board members.
- b. To present a report of activities at the regular meetings; and
- c. To prepare and submit to the organization expenditures within the limits of the budget.

Section 3 – In addition to the regular meetings of the organization, the Executive Board shall meet as often as deemed necessary by the President. In the event the Executive Board finds reason for dismissal of a current office holder of the organization (i.e. relating to matters detrimental to the objectives of the organization), the matter shall be presented to the Superintendent or the

Superintendent's designee, who may call a meeting with the non-affected Executive Board members to discuss any action taken, up to and including action under provision of Article III, Section 2.

Section 4 - It is specifically provided that request for purchases can be sent by email or text to the Executive Board, along with a vote on such request taken by email, provided that, at the next meeting of the organization or of the Executive Board, such request is specifically approved by vote of the Executive Board and the emails of the votes are printed and provided to the Secretary to be placed with the meeting minutes.

ARTICLE VIII - MEETINGS

Section 1 - The regular meetings of the organization shall be held monthly during the school year and in July, on the second Monday of each month. Notices of the meetings shall be published through parent square, facebook and email notifications shall be sent to the members.

Section 2 - Special meetings may be called by the RTBC President or the Executive Board. Notice of the date, time, place and business to be transacted shall be given by the Secretary to the members at least 3 days in advance. Only that business for which notice has been issued shall be considered for action by the members.

Section 3 - Each member present shall be entitled to one vote on each matter submitted to a vote of the membership, with only one vote per member household. A member may not vote by proxy.

Section 4 - A quorum shall be required by the organization when voting on matters submitted to a vote of the membership. A quorum shall exist with 4 members present at any regular or special meeting of the organization.

ARTICLE IX – STANDING COMMITTEES

Section 1 - Such standing committees shall be created by the Executive Board as may be required to promote the objectives and interest of the RTBC. The chairmen of the standing committees shall be appointed by the President at the first regular meeting in August/September of each year and shall serve until their successors have been appointed. The chairman of any committee may select any number of persons from membership to assist on his/her committee. There is no limitation on the number of committees on which a member may serve.

Section 2 - There shall be the following Standing Committees and the prescribed duties for each:

a. Membership - Coordinates annual membership drive to be held by the August meeting each year and receives additional applications during the balance of the year for membership, prepares and distributes the current membership list to the Executive Board at the September meeting and at any time this list is updated.

b. Concession - Coordinates equipment, food, and workers for concessions of the organization.

ARTICLE X – SPECIAL COMMITTEES

Section 1 - Such other committees as may be required to promote the objectives and interest of the RTBC will be formed as needed (Meet the Tigers/Banquet committee, Program Committee, Scholarship Committee).

a. Audit - The President shall appoint three (3) persons from the active membership list at the April meeting to conduct an annual audit of the finances of the organization to ensure accuracy and proper handling of funds, timely deposits, and invoices paid. Upon completion of a thorough audit, they will prepare a report of findings which will be presented to the Executive Board at the May meeting.

b. Program Committee – Solicit advertisement for the football program, coordinate the content of the program, and proofread the program.

c. Scholarship - Responsible for sending out the application, reviewing applications upon submission, and selecting scholarship recipients for the RTBC each year.

ARTICLE XI – SCHOLARSHIPS

Section 1 - The organization shall sponsor scholarships each year for college-bound seniors. The number and amount of scholarships shall depend on the current year's finances.

Section 2 - Scholarship awards will only be sent to the recipient's school of choice. No funds will be given directly to students. Recipients must show proof of enrollment before funds are distributed.

Section 3 - College-bound students will submit an application for scholarship by May 1 of each year, or at the direction of the Rockdale High School counselor.

Section 4 - Recipients will be chosen from these applications by the scholarship committee. Recipients will be notified at the athletic banquet or high school awards ceremony held in May.

ARTICLE XI – PARLIAMENTARY AUTHORITY

“Roberts Rules of Order” shall be the parliamentary’ authority in all matters not specifically covered by the By-Laws of the RTBC.

ARTICLE XII – ADOPTION AND AMENDMENTS TO BYLAWS

Section 1 – The Bylaws of the Rockdale Tiger Booster Club set forth in this document are herein adopted by a two-thirds (2/3) majority vote of a quorum of members at a regular meeting for

which notice has been issued for that purpose. Adoption of the bylaws set forth in this document concurrently terminates, extinguishes and renders null and void any current or preexisting bylaws should they exist.

A committee appointed by the Executive Board shall review these by-laws no less frequently than bi-annually during January of each odd-numbered year for necessary updating. Any changes will be brought to the general meeting in March for proper approval after notification is given to the general members present at the February meeting.

Section 2 – The adopted bylaws of this organization may be amended by a two-thirds (2/3) vote of a quorum of members at a regular meeting. Prior notice and copies of the proposed amendment shall have been given at the previous meeting.

ADOPTED on July 15, 2024.