PEASTER ATHLETIC BOOSTER CLUB, INC.
BY-LAWS
Adopted 9.29.25

ARTICLE I. ORGANIZATION

SECTION 1. NAME

The organization, an athletic booster organization, shall be named the Peaster Athletic Booster Club, Inc. Peaster Athletic Booster Club Inc. is a 501(c)(3) Non-Profit Organization EIN #85-2357372 established on 8/3/2020.

SECTION 2. OBJECTIVE & PURPOSE

The object of the organization is to provide incremental funds for the athletic programs of Peaster ISD. These incremental funds are intended to allow the district to support athletic programs at a level higher than would otherwise be possible without outside financial support. Peaster ISD will not participate financially in the recruitment of any potential athlete or aid financially any current athlete of Peaster ISD.

SECTION 3. METHOD OF OPERATION

Peaster Athletic Booster Club will be managed by an Executive Board of Officers and will report to the administrator of Peaster ISD. Peaster Athletic Booster Club will adhere to the booster club guidelines as outlined by the UIL. Each sport that participates in the Peaster Athletic Booster Club will also name a committee to represent that sport.

ARTICLE II. MEMBERSHIP

SECTION 1. QUALIFICATIONS

Any person that attends Peaster ISD may become a member of the Peaster Athletic Booster Club by paying a $25 membership fee and attend at least 2 meetings per year or no fee and 4 meetings per year while assisting in activities provided by the Booster Club.

SECTION 2. MONTHLY MEETING

Monthly meetings will be conducted on the third Monday of each month at 6PM at Peaster High School. Changes in monthly meetings will be discussed at prior meetings. Cancellation of meetings on short notice will be posted on social media pages.

SECTION 3. PRIVILEGES

Privileges of membership shall include the right to vote at the monthly meeting, the right to hold office if qualified and other privileges as established by the by-laws. Privileges will be extended to any paid member upon attending their first meeting, beginning September 1, 2025.

ARTICLE III. OFFICERS

SECTION 1: OFFICERS

The Executive officers shall be a President, First Vice President, Second Vice President, a Secretary, and a Treasurer. The officers will be elected from the Peaster Athletic Booster Club by a majority of the Peaster Athletic Booster Club and shall serve for a term of one year in the same position with the exception of President Elect who will serve a two-year term and/or until their qualified successor has been duly nominated and elected.

1) ***President***

a) Will preside at all meetings and carry out the duties generally ascribed to this office.
b) Confirm that a quorum is present at each meeting of the organization.
c) Shall vote on matters before the Board only if that vote is needed to break a tie.
d) Will be the official liaison between the Peaster Athletic Booster Club and Peaster ISD.
e) Authorized to sign on bank accounts.
f) See that all by-laws are adhered to and/or updated as needed and approved by the board.
g) Subject to approval of the Peaster Athletic Booster Club, the President will appoint all Standing and Special committees.
h) The president will be an ex-officio member of all committees except the Nomination Committee.
i) May serve on all committees but will only chair the Executive Board.

2) ***First Vice President (President Elect)***

a) When the President is absent, the First Vice President will perform the duties of the President, with all powers of but subject to all the restrictions upon the President. The Vice President must perform the other duties as assigned by the President or The Board

b) Will assist the President in his/her duties and preside at meetings in the absence of the president.
c) Will succeed the President in the case of a vacancy in the office until the next regularly scheduled election.

3) ***Second Vice President***

a) Will assist the President in his/her duties and preside at meetings in the absence of the President and First Vice President.
b) Act as an aid to the President.
c) Will coordinate, identify and cultivate projects to raise funds for the Peaster Athletic Booster Club. Will serve as a mentor to committees as needed for fundraising.
d) Will manage the Peaster Athletic on-line store.

4) ***Secretary***

a) Record the minutes of all meetings of the organization.
b) Present minutes from previous meetings at every general and special board meeting.
c) Keep a current copy of the by-laws and a complete set of all records and minutes.
d) Perform necessary club correspondence including social media.
e) Maintain the membership rolls.

5) ***Treasurer***

a) Have custody of all funds of the organization.
b) Keep books of account and records, including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks, for five years.
c) Make disbursements as authorized by the President, Executive Board, or organization in accordance with the budget.
d) Sign on bank accounts:
-General Fund
-Concession
e) Present a financial statement at general meetings, Executive Board meetings, and at other times when requested by the organization.
f) Construct a full report of the year's activities at the end of the fiscal year.
g) Be responsible for the maintenance of such books of account and records.
h) Submit books to the Auditing Committee as requested. (Third party)
i) Work with the Executive Board in establishing an annual budget, to be presented at the last general membership meeting of the year.
j) Ensure all appropriate Texas and all federal forms are filed.

<u>SECTION 2:</u> TERM AND REPLACEMENT OF OFFICERS

a) The Peaster Athletic Booster club in regular session may elect, from the Peaster Athletic Booster Club membership, a replacement for an officer who has resigned from the board.
b) The present Peaster Athletic Booster Club and its duly elected officers and other officials herein provided for shall complete the terms for which they were duly elected, and the rules of election now in effect will continue until changed by the board.
c) To qualify to serve on the Peaster Athletic Booster Club the candidate must be a member of the Peaster Athletic Booster Club in good standing.
d) The Peaster Athletic Booster Club shall hold regular monthly meetings. All members will be notified 72 hours in advance of any special meetings.
e) When a vacancy on the Executive Board occurs with the exception of the President, the Peaster Athletic Booster Club will elect a replacement to serve the un-expired term.
f) If a member of the Executive Board fails to meet duties and/or misses 3 meetings in a row, unless excused, the Executive Board may replace the board member by unanimous vote of remaining members.

SECTION 3. QUALIFICATIONS

a) A candidate for office shall be a member in good standing at the time of nomination.

b) No member shall hold more than one office at a time.

SECTION 4. NOMINATIONS AND ELECTIONS

a) Nominations may be made from the floor prior to the election, and such nominees shall be eligible for election provided they have consented to serve. Nominations from the floor must receive a second.

b) The Officers will be elected by voting at the April meeting, except if there is only one candidate for each office, the officers will be elected by voice vote.

SECTION 5. TERMS OF OFFICE

a) Each elected officer shall serve a term of 1 year OR until a successor has been duly elected or appointed. Officers may be elected for up to 2 consecutive terms in the same office. No one may hold dual offices.

ARTICLES IV. FINANCES

SECTION 1. GENERAL

The fiscal year of the Peaster Athletic Booster Club shall begin July 1 and end June 30 of the following year.

SECTION 2. INCOME

All funds received by the Peaster Athletic Booster Club will be deposited and recorded in a designated account by the Peaster Athletic Booster Club.

a) The use of all Peaster Athletic Booster Club funds, except those needed to operate the Peaster Athletic Booster Club shall be limited to direct and indirect support of Peaster ISD athletic programs.

b) Membership dues will be directed to cover annual operating expenses for the Peaster Athletic Booster Club.

c) Donations to the club will be directed to cover annual operating expenses for the Peaster Athletic Booster Club unless the donation was specifically directed to a particular sport.

d) Each sport under the authority of the Peaster Athletic Director may raise funds and those funds will be available to those sports as soon as funds are deemed available by the Executive Board Treasurer.

e) The accounting system will be a Pooled Cash accounting system. Meaning there is one bank account and each sport under the authority of the Peaster Athletic Director will have a fund in the account. There will also be a general fund balance which will come from annual membership dues, non-sport specific donations, and fundraisers from the Executive Committee.

SECTION 3. EXPENSES

a) The Athletic Director and/or delegate will meet with the Peaster Athletic Booster Club and generate proposals for allocations/distribution of funds.

b) The Peaster Athletic Booster Club will validate the proposed distribution of funds.

c) The distribution of funds will be forwarded to the Athletic Director.

d) The distribution of funds will be published.

ARTICLE V. COMMITTEES

SECTION 1. STANDING COMMITTEES

Standing Committees will be composed of a Chair and usually one or more members appointed by the President. Appointments will become effective for a one-year term.

a) COMMUNICATIONS
The committee will prepare, publish, and distribute the Peaster Athletic Booster Club documents which inform members of meeting times, agenda, events and schedules for events. The secretary will be the committee chair.

b) MEMBERSHIP
The membership committee will direct all activities of the Peaster Athletic Booster Club concerning retention and recruitment of members. This committee will be responsible for ensuring the membership list is computerized on the Peaster Athletic Booster Club roll. The secretary will be the committee chair.

c) WAYS AND MEANS
The Ways and Means committee will plan and implement projects to raise funds for the object and purpose of the Peaster Athletic Booster Club. The Second Vice President shall be the committee Chair.

d) SPORTS

Each sport will have its own committee. An executive board member may serve on as many committees as they want too. Each sport will work with the head coach and Athletic Director on a budget and expenses. For expenses over $5,000.00 three bids must be obtained from 3 independent different sources. The committee will vote for approval. If approved the item will move to the Executive board for verification. If all requirements have been met the Executive Board will take final vote and the Executive Treasurer will disburse funds to the activity account at Peaster ISD. Exceptions may be made if the purchase is made with a vendor where a valid executed contract is placed.

Example:

1) Head Coach submits a written expenditure request to the Athletic Director.
2) Athletic Director assists Head Coach with 3 separate bids if request is over $5,000.00.
3) Request is then forwarded to sports committee for review and recommendation.
4) If approved, the recommendation along with supporting documentation goes to the Executive Board for final review and vote for the Treasurer to disburse funds to the sports activity account.

e) FACILITIES

The First Vice President will serve as liaison between the Peaster Athletic Booster Club and Athletic Director. As Athletic boosters we want to assist Peaster ISD in maintaining facilities for the student athletes.

ARTICLE VI. MEETINGS

SECTION 1. DATES AND TIMES

The regular meetings of this Peaster Athletic Booster Club will be held on the Third Monday of each month. The meeting will be held at Peaster High School beginning at 6:00 p.m.

SECTION 2. CHANGE IN MEETING

Changes in meeting date and/or time will be announced at prior meetings. If a quorum cannot be confirmed on short notice, postings will be made on social media.

SECTION 3. QUORUM

A quorum shall consist of 3 elected members of the board present at any meeting.

ARTICLE VII. AMENDMENTS

These bylaws may be amended, wholly or in part, by a favorable vote of the majority of members in attendance at any regular meeting.