

Fort Bend ISD Model Booster Club

Bylaws

These model bylaws may be amended to meet the specific needs of the organization, provided all amendments remain consistent with IRS requirements, Texas law, UIL rules, and Fort Bend ISD policies and procedures.

Article I – Name and Location

Section 1. Name

The name of this organization shall be **[Insert Booster Club Name]**, hereinafter referred to as the **Club**.

Section 2. Location

The principal mailing address of the Club shall be **[Insert Mailing Address]**. Meetings of the Club may be held at any location within the boundaries of Fort Bend Independent School District (FBISD) or at another location approved by the Executive Board. (***Do not use the mailing address of the campus***).

Article II – Purpose and Structure

Section 1. Charitable Purpose

The Club is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The purpose of the Club is to support the students and programs of **[Insert School Name]** by raising funds, providing volunteer assistance, and promoting activities that enhance student participation and achievement.

Section 2. Independent Organization

The Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit, and nonpartisan. The Club shall not seek to direct the administrative activities of FBISD or control District policies.

Section 3. Private Benefit Prohibited

No part of the net earnings of the Club shall inure to the benefit of, or be distributable to, any officer, director, member, or private individual, except that the Club may pay reasonable compensation for services rendered and may reimburse authorized expenses incurred on behalf of the Club.

Section 4. Political Activity Prohibited

The Club shall not participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, nor shall it attempt to influence legislation except as permitted under Section 501(c)(3) of the Internal Revenue Code.

Section 5. Compliance

The Club shall comply with all applicable federal, state, and local laws, including:

- FBISD Parent Organization Manual;
- FBISD Board Policies and administrative procedures;
- University Interscholastic League (UIL) rules, when applicable;
- Texas Comptroller requirements;
- Texas Secretary of State requirements; and
- Internal Revenue Service regulations governing tax-exempt organizations.

Section 6. Dissolution

Upon dissolution of the Club, and after payment of all liabilities, any remaining assets shall be distributed to the student activity fund of **[Insert School Name]** or to another organization that qualifies as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, as determined by the membership.

Article III – Membership

Section 1. Eligibility

Membership is open to any parent, guardian, adult relative, or other adult supporter of a student participating in the program supported by the Club who agrees to uphold these bylaws and the policies of the organization.

Section 2. Voting Membership

Each family unit shall be entitled to **one (1) vote**. A family unit is defined as all adults residing in the same household who are supporting the same participating student(s).

Section 3. Dues

Annual membership dues, if any, shall be established by a majority vote of the members present at a regular meeting prior to the beginning of the fiscal year.

Section 4. Good Standing

A member is considered in good standing upon payment of any required dues and continued adherence to these bylaws and Club policies.

Article IV – Officers

Section 1. Officers

The elected officers of the Club shall be:

- President
- Vice President
- Secretary
- Treasurer

Additional officers may be established by amendment to these bylaws.

Section 2. Eligibility

Any member in good standing may serve as an officer, except that employees of FBISD shall not serve in a financial capacity, including Treasurer, Fundraising Chair, or authorized check signer, unless specifically permitted under current District guidance.

You may want to add, (1) Cannot be convicted of financial fraud involving a nonprofit, (2) Must complete officer transition requirements, and (3) Must comply with conflict of interest policy).

Section 3. Term of Office

Officers shall serve a term of **one (1) year**, beginning on July 1 and ending on June 30, or until their successors are elected. No individual shall serve more than **two consecutive terms in the same office** unless approved by a two-thirds vote of the membership.

Section 4. Duties of Officers

President

The President shall:

- Preside at all meetings of the Club and Executive Board;
- Serve as the primary liaison with campus administration and the FBISD Internal Auditor;
- Appoint committee chairs, subject to Executive Board approval when required;
- Review the Club's financial position with the Treasurer on a regular basis;
- Ensure an annual financial review or audit is conducted; and
- Perform other duties customary to the office.

Vice President

The Vice President shall:

- Perform the duties of the President in the President's absence;
- Assist with the administration of Club activities; and
- Coordinate membership and volunteer activities unless otherwise assigned.

Secretary

The Secretary shall:

- Maintain accurate minutes of all meetings;
- Maintain current copies of bylaws, policies, and committee records;
- Maintain attendance records and membership lists;
- Handle official correspondence of the Club; and
- Maintain electronic and physical records of the organization.

Treasurer

The Treasurer shall:

- Maintain accurate financial records of all receipts and disbursements;
- Issue receipts for all funds received;

- Deposit funds within **seven (7) business days** of receipt, or sooner when significant amounts are collected;
- Reconcile bank accounts monthly;
- Present a detailed financial report to the Executive Board and membership at each regular meeting (including beginning balance, revenues, expense, ending balance, and budget comparison); If the club does not meet monthly, an email may be sent to the members with a recap of monthly financials.
- File required sales tax reports and annual IRS information returns;
- Maintain supporting documentation for all transactions;
- Provide records for the annual financial review or audit;
- Submit required annual documentation to FBISD by September 1; and
- Ensure continuity of financial records during officer transitions.

Section 5. Removal and Vacancies

An officer may be removed for failure to perform duties, violation of these bylaws, misuse of Club assets, or conduct detrimental to the organization by a two-thirds vote of the Executive Board after notice and an opportunity to respond. Vacancies shall be filled by majority vote of the Executive Board until the next regular election.

Article V – Executive Board

Section 1. Composition

The Executive Board shall consist of the elected officers and the immediate past president, if eligible and willing to serve.

Section 2. Authority

The Executive Board shall conduct the business of the Club between meetings of the membership, subject to the limitations of these bylaws. The Board may not amend the bylaws, approve the annual budget, or authorize dissolution of the organization without membership approval.

Section 3. Quorum

A majority of the Executive Board members shall constitute a quorum.

Article VI – Elections

Section 1. Nominating Committee

A Nominating Committee of at least **three (3) members** shall be appointed by the President and approved by the Executive Board no later than March 1 of each year. The committee shall not include any person seeking election to an office.

Section 2. Nominations

The Nominating Committee shall present a slate of nominees to the membership at least **fourteen (14) days** before the election meeting. Additional nominations may be made from the floor at the election meeting with the consent of the nominee.

Section 3. Election Procedure

Officers shall be elected by a majority vote of the members present at a meeting where a quorum is established. Elections shall be conducted annually no later than May 31. If more than one candidate is nominated for an office, voting shall be by written or electronic ballot.

Article VII – Meetings

Section 1. Regular Meetings

The Club shall hold at least **three (3) regular membership meetings** during each fiscal year, including one annual meeting for elections and approval of the budget.

Section 2. Special Meetings

Special meetings may be called by the President, by a majority of the Executive Board, or upon written request of at least ten voting members.

Section 3. Notice

Notice of membership meetings shall be provided at least **five (5) calendar days** in advance by email, website posting, social media, or other customary communication methods used by the Club.

Section 4. Quorum

A quorum for membership meetings shall be **ten (10) voting members** or **twenty percent (20%) of the voting membership**, whichever is less.

Section 5. Electronic Participation

Meetings may be conducted in person, virtually, or in a hybrid format when authorized by the Executive Board. Members participating electronically shall be considered present for purposes of quorum and voting.

Article VIII – Financial Management

Section 1. Fiscal Year

The fiscal year of the Club shall be **July 1 through June 30**.

Section 2. Budget

An annual budget shall be prepared by the Treasurer and approved by the membership prior to the beginning of each fiscal year. Expenditures not included in the approved budget that exceed **[Insert Amount]** shall require membership approval.

Section 3. Bank Accounts

All Club funds shall be maintained in financial accounts held in the name of the Club. The Club shall not use personal bank accounts, personal payment applications, or District accounts to hold organizational funds.

Section 4. Authorized Signers

The President, Treasurer, and one additional officer approved by the Executive Board shall serve as authorized signers. Related individuals shall not serve as authorized signers on the same account when practicable. Checks or electronic payments exceeding **[Insert Amount]** shall require approval by two authorized officers.

Section 5. Financial Review

The financial records of the Club shall be reviewed annually by an Audit or Financial Review Committee consisting of members who are not authorized signers on the Club's bank accounts. The completed review shall be presented to the membership and submitted to FBISD by September 1st or as required.

Section 6. Restricted Funds

Funds raised for a specific purpose shall be used only for that purpose unless otherwise approved by the donors or as permitted by law.

Article IX – Conflict of Interest

Section 1. Disclosure

Officers and committee chairs shall disclose any actual or potential conflict of interest (including family relationships or financial interest) involving financial transactions, contracts, or decisions of the Club.

Section 2. Recusal

Any individual with a conflict of interest shall abstain from discussion and voting on the matter giving rise to the conflict. The disclosure and recusal shall be recorded in the meeting minutes.

Article X – Committees

Section 1. Standing Committees

The Club may establish standing committees, including but not limited to:

- Membership Committee
- Fundraising Committee
- Banquet or Events Committee
- Scholarship Committee
- Audit or Financial Review Committee

Committee chairs shall be appointed by the President subject to Executive Board approval when required.

Section 2. Scholarship Committee

If the Club awards scholarships, the Scholarship Committee shall consist of at least three members who are not parents or guardians of applicants during the year of selection. Scholarship criteria shall be applied consistently and documented in writing.

Article XI – Records and Officer Transition

Section 1. Records Retention

The Club shall maintain financial records, meeting minutes, bylaws, tax filings, insurance documents, and other official records for at least **seven (7) years**, or longer if required by law.

Section 2. Officer Transition

Outgoing officers shall transfer all records, passwords, bank access information, electronic accounts, and organizational property to their successors within **fifteen (15) days** of leaving office. All organizational accounts shall remain under the control of the Club and not of any individual member.

Article XII – Amendments

These bylaws may be amended by a **two-thirds vote** of the voting members present at a regular or special meeting, provided that written notice of the proposed amendment has been distributed to the membership at least **ten (10) days** prior to the meeting.

Article XIII – Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Club in all cases in which they are applicable and not inconsistent with these bylaws or applicable law.

Officer Certification

The undersigned officers certify that these bylaws were adopted by the membership of
[Insert Booster Club Name] on _____.

Office	Name	Signature	Date
President			
Vice President			
Secretary			
Treasurer			

Two officers of the organization are required to sign adopted bylaws or amendments before submission to Fort Bend ISD.