



Seven Lakes High School Athletic Booster Club By-Laws

Article I NAME AND PURPOSE

Section 1. NAME

The name of the athletic booster club shall be Seven Lakes High School Athletic Booster Club (The Spartan Club). It shall be called either the “Seven Lakes Athletic Booster Club” or “The Spartan Club”.

Section 2. PURPOSE OF THE CLUB

- a. Provide support and assistance to the student athletes of Seven Lakes High School.
- b. Provide support and assistance to the athletic programs in which the students participate.
- c. Enhance the image of the athletic organizations of Seven Lakes High School.
- d. Create a scholarship program whereas funds are generated in an effort to provide scholarships for outstanding seniors who have been representative of the high ideals of athletic competition at Seven Lakes High School.

Article II BASIC POLICIES

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.
- c. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution or statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.
- d. No part of the net earning of the organization shall inure to the benefit of, or to be distributable to its members, directors, trustees, officers or other private persons except that of the organization shall be authorized and empowered to pay reasonable

compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in Article I.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code, or (II) by an organization, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundation or organizations which have established their tax exempt status under Section 501(C)(3) of the Internal Revenue Code.
- g. The organization shall conduct its business in compliance with Robert's Rule of Order and the rules of the University Interscholastic League (UIL). The organization shall conduct its business in compliance with the rules of the University Interscholastic League (UIL).
- h. The Rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern The Spartan Club in all cases where they are applicable and in which they are not in conflict of these bylaws or UIL rules.

Article III MEMBERSHIP AND DUES

- a. Membership in The Spartan Club shall be open to the following:
 - Parents/family members of Seven Lakes High School students.
 - Parents of junior high school students who will attend Seven Lakes High School.
 - Any other interested patron or business that subscribes to the Purpose and Principles of Action as stated in Articles I and XII of these by-laws.
- b. Membership is necessary to cast a vote at a general meeting or to hold office on the executive board, but non-membership does not preclude participation in any of the activities sponsored by this organization (with the exception of the scholarships awarded).
- c. Membership is by family and business. When voting occurs, family members who are responsible for the custodial and financial support of the household (parent, step parent, legal guardian, etc.) are eligible to cast a vote. A company representative of a business is also eligible to cast a vote on behalf of that company/business.
- d. Memberships may be received at any time during the year. Memberships will not be prorated.
- e. The Executive Board will set annual membership dues.
- f. The elected Chairperson (or Co-Chairpersons) of Membership is responsible for current roster of membership and will distribute the funds to the treasurer of the organization in a timely manner.
- g. Honorary memberships shall be conferred to the Seven Lakes High School Principals, the Seven Lakes High School Campus Coordinator, the Seven Lakes High School Coaching Staff, the Katy ISD Athletic Director, Superintendent, and the Past-President. Teachers and other school personnel are encouraged to join as regular members.
- h. All members of The Spartan Club may receive a copy of the by-laws upon request to the Secretary or the President.

Article IV BOARD OF DIRECTORS

Section 1. EXECUTIVE BOARD

The Executive Board of The Spartan Club shall consist of a President, Vice-President of Membership, Secretary, Treasurer, Spirit Wear Chair, Concession Chair, Scholarship Chair, and Parent Rep Coordinator. The SLHS Principal and SLHS Campus Coordinator serve as executive official members of the Executive Board.

Section 2. COMMITTEE CHAIRMEN

- a. Committees may be created or dissolved by the President and the Executive Board as required to ensure effective and efficient operations of The Spartan Club.
- b. The President shall appoint committee chairmen, with the approval of the Executive Board.
- c. All committees are responsible to the Membership and report directly to the President or related Executive Board Member.
- d. Examples of such Committee Chairman are (but not limited to):
 - Concessions
 - Scholarships
 - Parent Representative Coordinator
 - Special Projects
 - Spirit Wear/Webstore
 - Sports Programs/Ad Sales
 - Website/Social Media CHANGE TO MEDIA/PRESS
- e. A committee member may be removed from the board by a simple majority vote of the Executive Board, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.
- f. A committee chair will keep a binder of their responsibilities and activities to be passed down to the next committee chair for guidance and direction in addition roles and responsibilities shall also be filed with the secretary.

Section 3. PARENT REPRESENTATIVE

- a. A parent shall be appointed by the coach to represent each sport at the general meetings (in the absence of a coach the Campus Coordinator shall appoint the parent rep).
- b. That parent representative will serve as a liaison between the board and their respective sports.

Article V. ELECTION OF OFFICERS

Section 1. NOMINATING COMMITTEE

- a. The outgoing board will make public the Nominating Form requesting members to be nominated for board positions at minimum 14 days before March or April (which ever month the board has approved) board meeting.
- b. The Nomination Form will be posted on social media, and also sent out via ENews through the SLHS Campus.

- c. All completed Nomination Forms will be emailed to the current SLHSABC President.
- d. When deadline approaches, all Nomination Forms will be turned into the SLHS Campus Coordinator for review.
- e. Voting will occur by the end of the year SLHSABC General Meeting.
- f. After the votes are finalized the new SLHSABC Board will be announced and posted. SLHSABC Board Members will be announced on the website, via social media, and Enews.

Section 2. EXECUTIVE OFFICERS

- a. All executive officers shall be elected to a one-year term by a majority vote of the membership in attendance.
- b. Officers shall serve for a period of one year to coincide with the fiscal year.
- c. No business of the organization may occur after the end of the fiscal year unless Executive Officers have been elected.
- d. All nominated persons for club positions must be members of The Spartan Club prior to the day of election.
- e. Nominees for President of the association must have served on The Spartan Club Executive Board for at least one year prior to taking office.
- f. The members present at the last general membership meeting at the end of the school year shall allow no Executive Officers to serve more than two consecutive terms in the same position without approval by a two thirds majority vote.

Section 3. VACANCIES

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person nominated by the Executive Officers and elected by a majority of the general membership, with 7-day notice of such election having been given.
- b. The President may appoint an interim nominee, with the approval of the Executive Officers, to fulfill that position until a general membership meeting can be held.
- c. Nominees for President of the association must have served on The Spartan Club Executive Board for at least one year prior to taking office.

Section 4. REASON TO REMOVE

Any officer may be removed from office by two-thirds vote of the Executive Officers, for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.

Article VI DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

President:

- a. Coordinate the work of the officers and committees to stay in focus with the Purpose of this organization. Preside at all meetings of the association.
- b. Act as primary liaison between SLHS Campus Coordinator and The Spartan Club.
- c. Be an authorized signature on all bank accounts.
- d. See that all by-laws are adhered to.
- e. Shall appoint Committee Chairpersons to fill vacancies.
- f. Lead all meetings, monthly executive board meetings and or membership meetings.

g. Attend all meetings held at the Athletic Department of Katy ISD each year.

Vice-President of Membership:

- a. Attend all parent meetings held by each UIL sport on an annual basis.
- b. Recruit new members and renew existing members.
- c. Maintain current and accurate records of club members, their contact information and information about athlete's sport(s) and gender.
- d. Attend all Booster Club General Meetings and Board Meetings.
- e. Submit a hard copy of new membership form (electronic copy is acceptable) to the Athletic Secretary in June so it is available to be included in the first day packets.
- f. Coordinate activities of Parent Rep Chairman.
- g. Work directly with the Scholarship Committee to verify all requirements are met in the Scholarship process.
- h. Assist in aid for the Scholarship and Parent Rep Chairmen positions.
- i. Attend meetings held at the Athletic Department of Katy ISD each year.

Secretary:

- a. Record the minutes and attendance of all meetings of the association.
- b. Present minutes from meetings to all board members within two weeks of the meeting (electronic copy emailed).
- c. Keep a current copy of the by-laws and a complete set of all records and minutes.
- c. Perform necessary club correspondences.
- d. Book the boardroom for meetings held at SLHS (booking the boardroom goes through the SLHS Athletic Secretary).
- e. Send out reminders for all meetings (via email or text message), a 7-day notice is required for all meetings.
- f. Keep a written record of attendance at Board Meetings and General Meetings and confirm quorum requirements have been met.
- g. Maintain a current copy of Booster Club by-laws, Robert's Rule of Order, UIL Booster Club guidelines, and meeting minutes from all General Booster Club meetings.
- i. Attend all Booster Club General Meetings and Board Meetings.
- h. Maintain all passwords for SLHSABC online accounts. (email addresses, passwords and logins).
- i. Ensure an updated version of our by-laws is sent to the Athletic Secretary at Katy ISD Athletic Office every year.

Treasurer: Hired CPA Firm

- a. Have custody of all funds of the association.
- b. Maintain accurate records of all bank accounts and documentation of all cash receipts and disbursements.
- c. Establish policies and procedures to ensure safe, efficient and accurate management of cash receipts and disbursements.
- d. Make disbursements as authorized by the President, Executive Board, or association in accordance with the budget.
- e. Sign on bank accounts.
- f. Construct a full report of a year's activities at the end of the fiscal year.
- h. Submit books monthly bank statement reports to SLHS Athletic Secretary, electronic copy is

acceptable.

- g. Work with the Executive Board in establishing an annual budget, to be presented at the last general membership meeting of the year.
- h. Ensure Texas sales taxes are collected and submitted to the state comptroller, by January 20th.
- i. Ensure that Federal Form 990 is filed by January 20th.
- j. Maintain the cost and maintenance associated with our credit card readers and required data plan for wireless accounts.
- k. Maintain the payments for SLHSABC website.
- l. Keep up to date records of payments coming through our website (separate the income as membership or due to individual sports).
- m. Supply a monthly statement (at the beginning of each month) of the sports managed accounts to the Campus Coordinator.

Treasurer: Optional board position

- a. Present a current financial statement at all general meetings, Executive Board meetings, and at other times when requested by the association.
- b. Work with the Executive Board in establishing an annual budget, to be presented at the last general membership meeting of the year.
- c. Attend all Booster Club General Meetings and Board Meetings.

Spirit Wear:

- a. Design and order spirit wear for the upcoming school year with board approval.
- b. Manages sales and inventory of spirit wear items.
- c. Sets pricing for spirit wear items with board approval.
- d. Coordinate volunteer scheduling for home/visitor games at varsity football games in Katy. (hiring concessions workers is an option of staffing spirit wear sales at games)
- e. Maintain SLHSABC webstore inventory.
- f. Coordinates delivery of products purchased from the webstore.
- g. Manages web account through Square. Coordinates with treasurer for payment of account.
- h. Maintains spirit wear stock at the concession stands.
- i. Conducts one (1) annual spirit wear sale of remaining items for the school year.

Scholarships:

- a. Find out the date of the senior award ceremony.
- b. At February booster meeting:
 - 1. Vote on writing prompt. (No senior parents in attendance)
 - 2. Verify funds to award 10 scholarships.
 - 3. Decide on deadline for accepting scholarships.
- c. Make information for filing scholarships known to seniors:
- d. Forward guidelines and application to be posted on the SLHSABC website, Enews, and Slamcast. Email the counselor a copy of guidelines and application to be posted to student body.
- e. Form a neutral committee (consisting of an odd number of members) to review and score scholarships. (no senior parents can be committee members)
- f. Evaluate and score essays using score sheets.

- g. Make sure to black out names on essays so students' names remain anonymous.
- h. Vote on scored scholarships and send recipients to the senior office.
- i. At senior award ceremony present awards to all recipients.

Concessions:

- a. Manage sales and inventory of concession goods.
- b. Provide any cash and inventory detailed reports to treasurer on monthly basis for board meetings.
- c. Manage schedule of paid concession employees and volunteers as needed.
- d. Inventory concessions as needed or prior to events.
- e. Maintains all cash boxes at \$200.00
- f. Income from concessions, less \$200 minimum for cash box, must be delivered to treasurer within 5 business days after event.
- g. Responsible for safe guarding the keys for all concessions.
- h. Concessions may be operated via approved SLHS parent volunteers, a third-party company, SLHS/Katy ISD Employees and may be assisted by approved SLHS Student Organizations such as NHS.

Policy and Procedures for Concessions Deposits

- EVERY DAY-Money will be counted to establish a total of the nightly deposit, this amount will be written on the cash deposit bag as **“total collected”**
- Count out and remove start up cash for next concessions use, write it on the cash deposit bag as **“start up cash”**
- Subtract the start up cash from the total collected amount to create a **total deposit amount inside the deposit bag**
- Log **DATE** on the cash deposit bag
- Place the deposit bag into the safe inside the outdoor concessions, deposits will be collected by a SLHSABC Board Representative
- Make certain cash deposit bag reads:

DATE
TOTAL COLLECTED
START UP CASH
TOTAL DEPOSIT IN BAG

Sports Programs/Ad Sales:

- a. Coordinate ad sales and ads for the football program, commercial and parent ads.
- b. Contact each sport for the photos and design for their page in the program.
- c. Collect information for the program from the athletic secretary, player mug shots, roster, schedule, letter from the head football coach/Campus Coordinator, and letter from the principal, team photos etc.
- d. Design the cover of the program.
- e. Prepare online digital program and update as needed

Parent Rep Coordinator:

- a. Ensure that all coaches have appointed Parents Representatives for each sport.

- b. Once Parent Reps are identified, collect all contact info for each of them and forward information to website chair to update website.
- c. Maintain all correspondences with individual Parent Reps of meetings and other important information regarding SLHSABC.
- d. Ensure that all coaches have appointed Parents Representatives for each sport to serve on the Executive Board.
- e. Serve as a liaison between the SLHSABC Board and the Parent Reps.

Website/Social Media:

- a. Maintenance of the SLHSABC website, main page and club pages, each sport is responsible for the maintenance of their pages.
- b. Serve as technical support and training for coaches so they are able to update their own pages.
- c. Create all registration pages for the website (yearly membership, registrations for golf tournaments, any dues the coaches would like to collect electronically through the website).
- d. Update social media channels for the SLHSABC account with news and updates on SLHS Athletics.

All other Chairpersons shall:

- a. Be leader of their committee and steer their committee to accomplish the goals and purposes of the organization.
- b. Maintain good records of their activities to pass on to the next Chairperson.
- c. Attend Booster Club General Meetings and Board Meetings.

Article VII Meetings

Section 1. GENERAL MEMBERSHIP MEETINGS

- a. Monthly meetings will be held from August-May.
- b. Meeting dates are posted on the website. www.sevenlakesabc.com
- c. All meetings of The Spartan Club shall be open to Spartan Club members. A quorum for the purpose of voting on motions or elections shall consist of 2/3 majority. Once a quorum has been established, majority vote rules.

VOTING BETWEEN MONTHLY MEETINGS:

In the event of a vote is needed between monthly meetings, electronic voting is permitted by the executive board members, using 2/3 majority. (email or text messages)

Section 2. EXECUTIVE BOARD MEETINGS

- a. Executive Board meetings of SLHSABC shall be held monthly or as needed.
- b. A majority vote at regular Board meeting shall rule.

- c. Additional meetings may be called by the President or by a majority of the Executive Officers, two (2) days notice being given.
- d. A quorum for the purpose of voting on motions shall consist of seven (7) or more Executive Board members. Once a quorum has been established, or majorities vote rules.

Article VIII FINANCIAL POLICIES

Section 1. FISCAL YEAR

The fiscal year of The Spartan Club shall begin June 1st and end May 31st.

Section 2. AUDITING

Audits/Checks and Balances

- a. Copies of the following will be stored at SLHS Athletic Department
 - Once filed, IRS Tax for 990.
 - Yearly updated bylaws.
 - Monthly submitted banking statements.
 - Health inspections.
 - Insurance policy.
- b. In the event Katy ISD Athletic Director request a financial audit of SLHSABC, the SLHABC President and Treasurer will comply with all request made on behalf of Katy ISD.

Section 3. Funds Requests

A form named SLHSABC Funds Request Form is on file with the Campus Coordinator.

- a. This form is to be filled out by the sports organizations and turned into the Campus Coordinator for Approval no later than September 1 of each year.
- b. The Campus Coordinator will review the request for approval and ranking of importance.
- c. The Campus Coordinator will turn in the forms at the next SLHSABC Board meeting to be voted on and approved for that school year.
- d. Only Coaches of Sports Teams are allowed to request funds from the SLHSABC.

Section 4. Emergency Funds Requests

In the event an emergency occurs and a sport or Campus Coordinator is in need of additional funds from SLHSABC, the Coach must request a meeting with the Campus Coordinator to determine the need. Upon approval of Campus Coordinator, contact is made to the President and a vote will be brought to the board.

Section 5. BUDGET

- a. No business of the Club may be conducted until a budget has been adopted by the general membership.
- b. The Executive Board shall appoint a budget committee no later than March 1st. The committee shall include the President, Vice President of Membership, Treasurer and at least one other board member.
- c. The budget committee shall present a budget for the next fiscal year to the general

membership before the end of the current fiscal year.

d. The proposed budget shall include Cash Carried Forward of no less than \$10,000. e. The proposed budget shall be posted through normal communications channels no less than seven (7) days prior to the voting meeting.

f. The general membership shall adopt the budget by a majority of members present.

g. Amendments to the budget must be approved by the general membership.

Section 6. CHECK SIGNING

a. Up to four (4) Executive Officers may be authorized signors on The Club's banking accounts. Signers shall include the Treasurer and the President.

b. The Treasurer, with the approval of the Executive Board, may determine other signers.

Section 7. FUNDRAISING

Primary fundraising for The Spartan Club shall come from membership dues. Other sources may include, but are not limited to, concession sales, spirit wear sales, advertising and programs sales, golf tournament, other special events and donations. The Seven Lakes Campus Coordinator, Seven Lakes Principal and the KISD Athletic Director must approve all fundraising activities. All paperwork for approval of the fundraiser must be submitted prior to fundraiser, first approved by the Campus Coordinator, then the Principal, then KISD Athletic Director. All contracts for fundraising by sports must be signed by SLHSABC President or Vice-President, and remain on file.

Article IX AMENDMENTS TO BY-LAWS

The procedure for amending these by-laws will be as follows:

a. These by-laws may be amended at any general meeting, providing a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment(s) shall be given through normal communication channels seven (7) days prior to the meeting at which the amendment(s) will be voted upon.

b. Proposed changes shall be approved for presentation to the general membership by the Executive Board.

c. The change will become effective immediately, unless otherwise indicated. d. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws. The committee may only be appointed by a majority vote of the general membership or a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of amendments.

Updated February 2023

Only the Executive Board Members (President, Vice- Presidents, Treasurer, Spirit Wear Chair, Concession Chair, Scholarship Chair, Secretary and Parent Rep Coordinator) will participate in conversations/discussions/voting in regards to Annual Special Funds Request (Projects) and individual sports operating accounts (and whenever individual sports accounts discussions are to be had). Such discussions will take place at the end of SLHSABC Board Meetings, and/or when a Private Executive Meeting is called.