

CONSTITUTION AND BYLAWS
VANDEGRIFT High SCHOOL ATHLETIC BOOSTER CLUB

ARTICLE I
Name of Organization

The name of the organization shall be the Vandegrift High School Athletic Booster Club (VHSABC).

ARTICLE II
Purpose and Dissolution

Section 1. The purpose of the organization shall be to support the Athletic Coordinator and athletic program at Vandegrift High School by maintaining the non-profit status for all individual Vandegrift sport booster clubs, filing required quarterly and annual tax reports, and determining, in consultation with the Vandegrift Athletic Coordinator, the number and amounts of any scholarships that can be offered each year to eligible graduating students who are involved in good standing with the athletic program of Vandegrift High School.

Section 2. The organization shall operate in accordance with established rules and policies of Vandegrift High School, Leander Independent School District, the University Interscholastic League and the bylaws of the Vandegrift High School Athletic Booster Club Organization (VHSBC).

Section 3. Upon dissolution of the organization, the VHSBC Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such manner or to such other organizations organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

Section 4. If any part of any provision of these By-laws or any other document or writing given pursuant to or in connection with these By-laws shall be invalid or unenforceable under applicable law, said part shall be ineffective to the extent of such invalidity or enforceability only, without in any way affecting the remaining parts of said provision or the remaining provisions of these By-laws.

ARTICLE III
Membership and Voting

Section 1. Membership of the VHSABC shall be comprised of the Presidents (or designate of the Presidents) of each club along with the elected officers, and committee chairs of the VHSABC. A member shall be entitled to one vote.

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Section 2. The Presidents of all individual athletic booster divisions will serve as members of the Executive Board and shall have voting rights. However, a quorum must be established to vote on issues brought before the members. A quorum must be established for voting on issues brought before the Executive Board as defined in Section V.

**ARTICLE IV
Officers**

The officers shall consist of President, Secretary and Treasurer (Note: these may be combined but at least 2 officers must be specified). Each office may be filled by two persons, but if so filled, shall have only one vote.

Duties of the officers shall include, but are not limited to, the following:

President:

- A. The President shall preside at all VHSABC meetings.
- B. The President shall call special meetings as deemed necessary.
- C. The President will automatically be an ex officio member of any and all committees.
- D. The President is responsible for VHSABC compliance to all UIL and IRS rules.
- E. The President shall perform such duties as may be prescribed in these bylaws or assigned by the organization in order that the objectives may be promoted.

Vice President

- A. The Vice President shall be present at all VHSABC meetings.
- B. In the event the President is not present at a VHSABC meeting, the Vice President would assume the duties of the President.
- C. The Vice President may have other responsibilities as assigned by the President.
- D. In the event the President position is vacated during his or her term, the Vice President would assume the duties until such time the Board appoints a new President.

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Secretary:

- A. The Secretary shall keep an accurate record of all regular and special meetings.
- B. The Secretary shall take care of all the correspondence and shall have custody of the VHSABC Constitution and Bylaws of the organization.
- C. The Secretary shall attend to any duty prescribed by the President.
- D. The Secretary shall maintain a current membership list.
- E. Perform other duties as assigned by the president.

Treasurer:

- A. The Treasurer shall receive all funds and disburse those funds as approved by the VHSABC Executive Board.
- B. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings as well as financial reports to the Vandegrift Athletic Coordinator.
- C. The Treasurer shall oversee the collection and deposition of all money by means of receipt; keep complete ledger accounts of the finances, including data logging and properly classifying expenditures in accordance with IRS regulations.
- D. The Treasurer shall be responsible for disbursement of funds and be custodian of the books, vouchers, and financial records of the organization.
- E. The Treasurer, shall be authorized to sign on bank accounts (2 or 3 authorized signatures shall be required on all checks).
- F. The Treasurer is responsible for ensuring VHSABC compliance to Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

ALL officers shall:

- A. Perform the duties as outlined in these bylaws and those assigned from time to time.
- B. Deliver to their successors or the President all official materials within 15 days following the date at which their successors assume their duties.
- C. Be given the opportunity to submit discussion items for the executive board and general meeting agenda.

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ARTICLE V
Executive Board

Section 1. The affairs of the organization shall be conducted by the VHSABC Executive Board. The Executive Board shall consist of the Presidents (or their designates) of the Divisions, Officers and the Chairpersons of the standing Committees of the VHSABC established under Article VIII of these by-laws.

Section 2. A quorum of the VHSABC Executive Board shall be defined as at least 60% of the Division Presidents (or their designates) and must include at least two (2) officers of the VHSABC. The President of the VHSABC will vote only to resolve ties. Members shall have only one vote even if they are serving in more than one elected position or appointed role.

Section 3. Transact necessary business in the intervals between meetings and such other business as may be referred to it by the organization.

ARTICLE VI
Elections

Section 1. Nominations of new officers for VHSABC shall be made by the Executive Board of the VHSABC, excluding current VHSABC officers, and in consultation with the Vandegrift High School Athletic Coordinator.

Section 2. All officers shall be eligible for re-election to the same position not to exceed two (2) consecutive terms.

Section 3. Inability by any officer to perform may result in removal by a majority vote of the VHSABC Executive Board.

Section 4. Any vacancy in an office occurring during the term of office may be filled by appointment of the VHSABC Executive Board.

ARTICLE VII
Fiscal Year and Meetings

Section 1. The fiscal year of the organization shall begin July 1 and shall end on June 30 of the following year.

Section 2. Meetings of the VHSABC shall occur a minimum of four (4) times each year or at such other times as may be established by the VHSABC Executive Board. Special meetings shall be held at the call of the President or at the call of any two other officers.

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Section 3. All questions of parliamentary procedure, not provided for in the forgoing Bylaws shall be decided by reference to Robert's Rules of Order.

ARTICLE VIII Committees

Section 1. Committee chairs shall be appointed by the President with the consent of the officers and the VHS Athletic Coordinator. All committees shall be composed of a chairperson and a minimum of 2 other members.

Section 2. The Scholarship Committee shall be responsible for the review of all scholarship applications and, in consultation with the Athletic Coordinator, the awarding of those scholarships. No member of the Scholarship Committee may be the parent or step-parent of a graduating senior. (Note: The number and amount of scholarships to be awarded each year will be determined in consultation with the Vandegrift Athletic Coordinator in light of available funds and the projected financial needs in the athletic program for the school year to follow.)

Section 3. The By-laws Committee shall be responsible for maintaining the bylaws of the VHSABC as prescribed by Article X.

Section 4. The Nominating Committee shall be responsible for coordination of the annual officer election process established pursuant to Article VI of these bylaws and is comprised of the VHSABC Executive Board, excluding current VHSABC officers.

Section 5. Other committees, either standing or temporary may be established by the Executive Board.

ARTICLE IX Income and Expenditures

Section 1. All funds donated by the VHSABC to the Athletic Department of Vandegrift High School shall be contributed in accordance with established rules of the University Interscholastic League.

Section 2. All funds donated to the support of sport activities shall be expended only in accordance with these By-laws and supplementary procedures established by the VHSABC Executive Board.

a) Expenditures related to approved budget items will be disbursed as needed to the appropriate vendor. The President and Treasurer of the VHSABC shall be authorized to disburse approved funds as needed.

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Section 3. Funds required to pay sales taxes and VHSABC assessments shall be provided by all individual school athletic booster clubs to VHSABC on the schedule determined by VHSABC.

Section 4. Funds for scholarships shall be gathered by the VHSABC Treasurer from the individual school athletic booster clubs each year. Clubs are asked to contribute a minimum of 5% of their annual profit to this fund, with the understanding that, based on the needs of the athletic program, the money will be applied to scholarships or to the financial needs of the year to come. Such will be determined by the VHSABC Executive Board under the advisement of the VHS Athletic Coordinator.

**ARTICLE X
Adoption & Amendments**

Section 1. The foregoing Constitution and Bylaws were duly adopted on May 28, 2009 by the VHS Athletic Coordinator and the officers of the VHS sports booster clubs

Section 2. Proposed amendments to these Bylaws may be submitted by any members to the Chair of the Bylaws Committee. If approved by the Bylaws Committee, the proposal shall be submitted to the VHSABC Executive Board.

Section 3. Any proposed amendment submitted to the VHSABC Executive Board shall be considered at the next regular meeting of the VHSABC. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting.

Article XI

The Superintendent, or his designated representative, shall have veto power on all acts of this organization affecting school finances, school attendance, University Interscholastic League, and district or school policy.

The foregoing Bylaws were duly adopted on May 28, 2009 by persons interested in forming the Vandegrift High School Athletic Booster Club.

Amended and approved: May 26, 2010