

**By-Laws for the
Athletic Booster Club
2013-2014**

1. Follow UIL guidelines and communicate with the school Superintendent, school Principal and Athletic Directors for boys and girls.
2. Officers or members must make a motion for all activities, fundraisers, elections of officers, removal of an officer and the use of booster club money. A motion has to be made then a member or officer must second that motion. The officers and members will vote all in favor or oppose for the motion made.
3. All activities, fundraisers, election of officers, removal of an officer and use of booster club money will be voted on by officers and members. If there is a tie on anything the officers will make the final decision.
4. There will be two signatures by officers on all decisions made and money to be spent by the booster club.
5. The booster club will make donations to the school as needed.
6. A treasurer report will be available at each official meeting.
7. The Athletic Booster Club will hold meetings once a month on the first Tuesday of every month at 6:30pm and post minutes of said meetings on the school website for public information.
 - (a) A vote must be taken before a booster meeting can be changed from its regular scheduled time.
 - (b) A time deadline of no later than a 24 hour notice must be given to change a booster meeting.
8. Officers should include but are not limited to the following: President, at least two Vice Presidents, Secretary, and Treasurer. Officers will hold a two year term.
9. The public may sign up to become a member of the Athletic Booster Club, and there is no due or fee to become a member. By becoming a member of the booster club you are agreeing to help when we are in need of donations of goods for fundraising events or volunteering your time. You also have the option of giving a donation of money rather than volunteering your time. Memberships are only good for one year. Membership drives are to be done at the beginning of school each year.
10. The booster club must have an employer or taxpayer identification number, or EIN#/TIN #, this has already been applied for with the IRS on a SS-4 form for a nonprofit organization. When the term of the current Treasurer is up and a new officer is voted in, the new officer must contact the IRS and change the old information. The old information is the personal information of the old treasurer and must be changed to the current officer. The booster club will be able to keep the same EIN#/TIN#, only the information will change each time.
11. The booster club also has a Tax # number with the current Treasurers personal information. When a new Treasurer is voted in they must contact the Texas Comptroller's office and change the old personal information to their new information.
12. There is a required 2/3 majority vote to amend the By-Laws.