

Plano East Senior High School
PESH Running Booster Club supporting PESH XC & T/F Teams
BYLAWS
Adopted by Booster Club Members as of
November 20, 2019

Article I - Organization

Section 1 - Name

The name of the organization shall be *Plano East Running Booster Club* (referred further as the “*Booster Club*”). The office of the organization is located at Plano East Senior High School, 3000 Los Rios Boulevard, Plano, TX 75074. The organization received 501c3 status as of the 4th of August, 2015.

Section 2 - Purpose

The purpose of the Booster Club is to provide support for the Plano East Senior High School Cross Country and Track & Field programs in order to promote communication and greater involvement between the school and the community, including parents and other interested citizens, and to support the students of the district. In addition the Booster Club is to help enrich the Plano East Senior High School's participation in Cross Country and Track & Field activities.

The Booster Club must abide by UIL Guidelines as well as state and federal laws where applicable.

This organization and its officers have no authority to direct the duties of any school district employee, nor may they assume any of the responsibilities of district staff. Further, they have no authority to guide, direct, or establish guidelines for any school or student activity. ([Policy GE\(Local\)](#) and [UIL Booster Club Guidelines](#))

The organization shall not participate, nor intervene, in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

Article II - Membership

Section 1 - Membership

Membership in this Booster Club shall be made available without regard to race, color, creed or national origin, nor in conflict with the provisions of the UIL. Any person interested in the purposes of the Booster Club may become a member. Membership dues are due at the time of registration, and only members who have paid their dues in full are considered to be in good standing.

All active coaches and the Principal (or designee) shall automatically be considered ex-officio members of the Booster Club. The Principal, or designee other than the coach, should be invited to all meetings. All meetings of the organization should be open to the public.

Section 2 - Dues

The annual membership Booster Club dues will be determined by the Booster Club Board in consultation with the coach, by the beginning of each fiscal year.

Section 3 - Rights of Membership

Members in Good Standing are the only ones who are eligible to vote, hold office, serve on a committee or bring business before the general membership. Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.

Article III - Meetings

Section 1 - General Membership Meetings

Membership meetings are held once a month during the Cross Country and Track & Field seasons. Times and locations of these meetings are coordinated with the coach and school personnel.

Section 2 - Executive Board Meetings

The executive board will meet once a month prior to the general membership meetings.

Section 3 - Special Meetings

Special meetings the general membership of the Booster Club can be called by the President with three days notice.

Section 4 - Notice of Meetings

As [Required by UIL Booster Club Guidelines](#), communication revolving around meeting notifications is defined below.

All meeting times and locations will be provided to all interested parties through the team activity calendar, social media posts and email blasts as needed at the beginning of each season. Meeting reminders will be sent out a minimum of 24 hours in advance.

Section 5 - Quorum

Quorum is the minimum number of members of the organization that must be present at any of its meetings to make the proceedings of that meeting valid. Members present at any properly announced meeting shall constitute a quorum.

Section 6 - Voting

As [Required by UIL Booster Club Guidelines](#) voting procedures are defined below:

For any decision that has been raised by the president to a vote, a simple majority of those present is sufficient for passage of the vote.

Voice voting will be generally used unless the decision is not obviously in favor of one or the other outcome. Hand votes will be the official back-up to voice votes. If necessary, the President is also given the authority to call for a ballot vote on any issue they deem appropriate.

Section 7 - Order of Business

A booster club meetings will follow the general meeting outline below:

1. Call to Order
 - Official opening of the meeting
2. Adoption of the Minutes of the preceding meeting
 - Secretary may read the meeting aloud - or they can be provided in written/electronic format during or prior to the meeting

- An opportunity to make corrections to this official record of the previous meeting should be provided.
 - Adoption should be a formal action - moved & seconded
 - A final, corrected version of the minutes should be made available to membership and filed for historical record ([Required by UIL Booster Club Guidelines](#))
3. Reports of Officers & Committees
 - Finance - each meeting should include a current report of expenses, income and current balance of assets recorded in the minutes ([Required by UIL Booster Club Guidelines](#))
 - Other committee within the organization may present reports of their work, as it is appropriate to keep members informed
 - Beyond finance, no committee should be required to report at every meeting, but the opportunity should always be available
 4. Old and Unfinished Business
 - Any discussion or action items that were presented at a previous meeting and tabled without action or conclusion
 5. New Business
 - All new items for discussion and/or action are presented here.
 - If action is required, a formal motion should be moved & seconded and then voted in accordance with the process outlined in Section 4 above.
 6. Announcements for the Good of the Order
 - Non action items that may be of interest to the members present are appropriate at this time
 7. Adjournment
 - The official closing of the meeting

Article IV - Leadership

Section 1 - Role, Size, Qualifications & Compensation

As [Required by UIL Booster Club Guidelines](#), The officers of record of the booster club also known as the "Executive Board" shall be President, Vice President, Secretary and Treasurer. Officers of the booster club must be a parent, guardian or caring adult connected to one of the athletes who participate on the team(s) for which the booster club supports.

The Principal (or designee), and the coach/sponsor/director shall be ex-officio members of the executive board. The Principal, along with the Superintendent, Assistant Superintendent or Executive Director for Campus Service, shall have veto power over any action of a school-related club or organization. ([Policy GE Local](#))

Executive Board members are subject to completion and approval by the district through their background check requirements each year.

Executive Board members serve in a purely voluntary capacity. Board members should receive no compensation other than reasonable expenses pre-approved by the Executive Board. ([Prohibited by Texas Business Organization Code, Chapter 22A Sec. 22.053](#))

Section 2 - Terms of Service

The officers of this booster club will serve for the length of the fiscal for which they were elected that remains upon election. Each term is for one fiscal year. Individuals who have served as an officer of the booster club are eligible for re-election.

Section 3 - Election Procedures

As [Required by UIL Booster Club Guidelines](#) election procedures are defined below:

A nominating committee (that includes the coach/sponsor/director) is charged with putting together a slate of candidates. The slate is presented to the members at a booster club meeting, followed by an opportunity for any member to propose a candidate from the floor.

All officers will be elected by plurality with the individual receiving the most votes determined to be the newly elected officer. In the case that there be but one nominee, the nominee is declared the newly elected officer by the meeting chair.

Section 4 - Officers and Duties

As [Required by UIL Booster Club Guidelines](#), the duties of the officers are outlined below. Please note Plano ISD Policy (TBD) prohibits any Plano ISD full-time employee receiving benefits from being an authorized signer for organization accounts.

- **President** shall convene regularly scheduled Board and Membership meetings, shall preside at each meeting and may appoint committee chairs as needed.
 - Oversee the following standing committees:
 - Budget & Finance
 - Fundraising
 - Banquet
 - Spirit Items
 - Pre-Race Meals
- **Vice-President** shall preside over any meeting in which the President is unavailable, chair the nominating committee, and any committees on special subjects as designated by the President.
 - Oversee the following standing committees:
 - Team Outreach
 - Team Spirit
- **Treasurer** shall make a report at each Board and General Membership meeting regarding the finances of the organization, assist in the preparation of the budget, help develop fundraising plans, execute payment for all expenses authorized by the Board, keep detailed records of all receipts and expenditures, file all required IRS reports and documents and make financial information available to members. ([Required by UIL Booster Club Guidelines](#))
 - Oversee the following standing committees:
 - Fundraising
 - Banquet
 - Spirit Items
 - Pre-Race Meals
- **Secretary** shall be responsible for keeping records of Board and Membership actions, including overseeing the taking of minutes at all meetings of the Board and General Membership, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that membership records are accurately maintained. ([Required by UIL Booster Club Guidelines](#))
 - Oversee the following standing committees:
 - Volunteers

Section 5 - Vacancies

A vacancy in any office for any reason may be filled by the Executive Board by the affirmative vote of a majority of the remaining Executive Board members. An Executive Board member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Section 6 - Resignation and Termination

Any officer elected or appointed may be removed by a majority vote of the Executive Board.

Article V - Committees

Section 1 - Committee Formation

As [Required by UIL Booster Club Guidelines](#), descriptions of “standing committees” appears below:

The standing committees of the booster club will serve for the remaining time of the fiscal year for which they were appointed. All committees will dissolve at the end of the fiscal year.

The standing committees of the booster club include:

- Budget & Finance of which the Treasurer is the chair.
- Banquet for which the chair is appointed by the President with board approval.
- Spirit Items for which the chair is appointed by the President with board approval.
- Volunteers for which the chair is appointed by the President with board approval.
- Fundraising for which the chair is appointed by the President with board approval.
- Team Spirit for which the chair is appointed by the President with board approval.
- Team Outreach for which the chair is appointed by the President with board approval.
- Pre-Race Meals for which the chair is appointed by the President with board approval.
- Website for which the webmaster is appointed by the President with board approval.

Special committees will be created at the discretion of the Executive Board with the exception of the Nominating Committee and the Financial Reconciliation Committee.

- The Nominating Committee shall consist of three members of the booster club.
 - The nominating committee shall:
 1. consider all candidates for elected positions whose submissions meet the requirements set forth by these bylaws and who have signified their consent to serve if elected;
 2. may consider additional candidates during its deliberations; and
 3. shall submit only one name for each position to be filled.
- The Financial Reconciliation Committee shall consist of not less than three members who are not authorized signers. Members of the financial reconciliation committee shall not be the current secretary, incoming treasurer or be related by blood or marriage and shall not reside in the same household as the authorized signers.
 - The Financial Reconciliation Committee shall
 1. Complete a financial review of the Treasurer’s accounts and the organizations’ records.
 2. Certify that the annual report is correct.
 3. Shall meet and complete the reconciliation within 30 days of the end of the fiscal year.
 4. The financial reconciliation committee report shall be adopted by a majority vote of the booster club at the first regular meeting following the financial reconciliation.

Committee Chairs are to be a parent, guardian, or caring adult connected to an athlete participating on the team (s) being supported by the Booster Club and must be members in good standing.

Committee Members are to be members in good standing of the Booster Club.

Section 2 - Specific Committees

Standing Committees Duties

- Budget & Finance of which the Treasurer is the chair.
 - Responsible for preparing a recommended budget for the following fiscal year to be approved by the members of the booster club at the annual meeting of the organization.
 - Chair should report to the President
- Banquet
 - Responsible for planning and coordinating a banquet for both the Cross Country and Track & Field Teams within the constraints of the budget approved by the membership
 - Sub-Committees are encouraged but not required
 - Chair should report to the President and Treasurer
- Spirit Items
 - Responsible for planning and executing the sale of spirit items such as but not limited to or required to be:
 - t-shirts, yard signs, car decals and stadium chairs
 - Sub-Committees are encouraged but not required
 - Chair should report to the President and Treasurer
- Volunteers
 - Responsible for the coordination of Meet Day Volunteers for both Cross Country and Track & Field
 - Sub-Committees are encouraged but not required
 - Chair should report to the Secretary
- Fundraising
 - Responsible for the coordination and execution of events outside of spirit wear that brings in funds to support the activities of the Booster Club such as but not limited to or required to be:
 - restaurant spirit nights & Football Media Guide ad sales
 - Sub-Committees are encouraged but not required
 - Chair should report to the President and Treasurer
- Team Spirit
 - Responsible for the coordination of Team Bonding and Booster Club Spirit Activities
 - Team Bonding activities can be but are not limited to or required to be events like picnics or activities such as Whirly Ball
 - Booster Club Spirit activities can be but are not limited to or required to be Locker Decorations
 - Sub-Committees are encouraged but not required.
 - Chair should report to the Vice-President
- Team Outreach for which the chair is appointed by the President with board approval
 - Responsible for the coordination of activities for the athletes to give back to others
 - Activities can be but are not required to be Pop-Up Book Fairs, Volunteering at Feeder school Fun-Runs, or volunteering at Feed My Starving Children.
 - Sub-Committees are encouraged but not required.
 - Chair should report to the Vice-President
- Pre-Race Meals for which the chair is appointed by the President with board approval.
 - Responsible for the coordination of the team meals
 - Meals may occur on meet day as well as several days in advance
 - Sub-Committees are encouraged but not required

- Chair should report to the President and Treasurer

Article VI - Finances

Section 1 - General Finances

This Booster Club is a non-profit organization with its own separate taxpayer ID code operating on a fiscal year from August 1 - July 31.

According to PISD policy, the Booster Club must be bonded, must maintain its funds in a depository, and requires two signatures on all checks.

This Booster Club has designated that there will be three signers of record on the bank account. The signers are to be, unless not allowed by their employer:

- 1) The Treasurer
- 2) The President
- 3) The Vice-President

In the event that one of the above are unable to serve, additional signers will be appointed by the President and approved by the membership.

The Booster Club shall make its purchases in its own name, not the name of the school or district.

All expenses of the organization are subject to review at each booster club meeting. At a minimum, the organization's membership will be provided with a financial statement and bank reconciliation at each meeting. The financial statement will provide a comparison of budgeted versus actual expenditures and receipts.

Cash receipts and disbursement reports are available for review upon request and at the financial reconciliation.

The annual budget and amendments to the budget must be approved in advance of making any payments to booster club members or outside vendors.

As [Required by UIL Booster Club Guidelines](#), Coaches/sponsors/directors are prohibited from having direct access to club funds either through signatory privileges on organizational accounts, petty cash or miscellaneous discretionary funds.

No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, coaches/sponsors/directors, officers or other private persons. The Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article One, with the approval of the Executive Board and within the boundaries of [UIL Guidelines](#), [IRS Rules](#) and [Plano ISD Policy](#). ([Texas Business Organization Code, Chapter 22 A Sec. 22.053](#))

Section 2 - Donations

All organizational donations must be approved by the district. Specifically, donations that have an impact on Plano ISD property must be approved by Facilities and Services and donations of technology including (scoreboards, cameras, computers, etc) must be approved by Technology Services to ensure its compatibility with existing network.

Equipment or materials purchased for the team(s) or school by the Booster Club become the property of the District.

Section 3 - Fundraising

All fundraising activities and expenses will be approved by the membership through the approval of the annual budget and necessary amendments thereto throughout the fiscal year.

All activities designed to raise funds for the program by the club are subject to approval by the Principal and must be conducted within the boundaries of district policy, UIL Guideline and state regulations.

Organization fundraisers must be planned, executed and supervised by club members in order for the proceeds to be considered club funds. ([Policy GE\(Local\)](#))

Section 4 - Record Keeping

As [Required by UIL Booster Club Guidelines](#), itemized receipts and invoices for purchases should be reviewed by the Treasurer and President board prior to payment and should be filed for the auditing committee. Formal reports of income and expenses should be made at each meeting of the Executive Board and the Membership as [Required by UIL Booster Club Guidelines](#).

At the end of the fiscal year, the Financial Reconciliation Committee will be convened for them to review all of the finances using the guidelines determined by the district and available on the district booster club website, pisd.edu/bc.

Officers and committee chairs shall retain records (e.g., records of finances, procedures followed, key decisions, lessons learned). At the end of the fiscal year, these records will be gathered together and passed on to the incoming president and/or successor to insure continuity.

Article VII- Amendments

As [Required by UIL Booster Club Guidelines](#), this section describes how amendments are to be made to the current bylaws.

All changes to the bylaws are to be presented to the board for consideration and then passed on to the membership for approval. Proposed changes should be published in advance, discussed in an open membership meeting and voted on by the membership at a regular meeting. Adoption of the changes to the bylaws will be accepted by a simple majority of those present at the regular meeting for which it has been made known that changes to the bylaws will be under consideration.

The date of adoption of the most recent changes to a set of bylaws should be listed below the final section with the signature of two board members.

Article VIII - Dissolution

Section 1 - Dissolution of the Club

This booster club with the guidance of the Executive Board and coach/sponsor/director will dissolve the club by a vote of the membership. In addition, the district, under the direction of the Board of Trustees ([Policy GE\(Local\)](#)) has the authority to dissolve or reorganize any club that fails to adhere to district policy or guideline, UIL rules or statutory requirements.

Section 2 - Records Retention

All records of the organization would be returned to the campus within 30 days of the dissolution as specified by the Texas Secretary of State.

Section 3 - Distribution of Assets

All assets, whether funds or property, are required to be handed over to the district, should the organization cease to exist. Funds should be deposited in an Activity Account at the campus. ([Policy GE\(Local\)](#))

We the undersigned officers of the Board, do hereby certify that the foregoing are the true and legal bylaws of the Plano East Senior High School Running Booster Club, Plano ISD, and that the same were amended/adopted on the __20th____ day of the month of ____November_____ of the year of _____2019_____

Booster Club President ____Kelley Thomas_____

Booster Club Vice President ____Kris Warner_____

Booster Club Secretary ____Elisa Jasper_____

Booster Club Treasurer ____Nina Bradstreet_____