

**LIBERTY HILL ALL SPORTS BOOSTER CLUB
AMENDED CONSTITUTION/BYLAWS
2008-2009**

ARTICLE I. NAME

Liberty Hill All Sports Booster Club (abbreviated as LH ASBC)

ARTICLE II. PURPOSE AND POWERS

The purpose and powers of the Liberty Hill All Sports Athletic Booster Club is to promote interest in and good will toward all sport activities of Liberty Hill High School and Liberty Hill Middle School. All acts and duties of the Liberty Hill All Sports Booster Club shall be in strict conformity with the rules and regulations of the Liberty Hill Independent School District Board of Education. The object and purpose of this organization shall be to operate exclusively for charitable and educational purposes as defined by the Internal Revenue Code, Section 501(c)3.

The purposes of the organization, in full accordance with the educational philosophy of the Liberty Hill Independent School District, are as follows:

- To reinforce academic commitment and prioritization.
- To promote parental understanding of the student's activities, opportunities, and objectives in the extra-curricular program, thereby encouraging young people to excel through the extra-curricular program, both collectively and individually.
- To secure closer contact between interested parents, students, teachers, and the directors, thereby assuring clear communication and cooperation between all those involved with the LH ASBC program.
- To foster closer ties between the parents of younger students and the parents of high school students, thereby strengthening the entire LH ASBC program.
- To promote a positive school culture throughout the community by fostering greater attendance and other public support of all activities, thereby rendering moral support to the students.
- To render financial aid in any areas necessary for realizing the objectives of the Liberty Hill All Sports Booster Club, provided such actions are within the U.I.L and Liberty Hill Independent School District policies and procedures.

ARTICLE III. BUSINESS AND ATTAINS

- SECTION 1. Any person with a special interest in the LH ASBC, either past or future, upon payment of annual dues as provided in the LH ASBC bylaws, may become a member of LH ASBC.
- SECTION 2. Business memberships will be available to any firms or businesses that make specified contributions to LH ASBC.

ARTICLE IV. ELECTIONS AND TERM OF OFFICERS

- SECTION 1. **Business and Affairs**
Officers of LH ASBC shall consist of a President, Executive Vice-President, Second Vice-President, Secretary, Treasurer, and six Committee Heads. Committee Heads will be assigned to the following four committees: Food concessions, Merchandise, Banquets, Membership, Web-master, and Volunteer Coordinator.
- The affairs of the LH ASBC shall be conducted by an Executive Board of twelve members comprised of the LH ISD Athletic Director and the eleven positions mentioned above.
- SECTION 2. **Elections and Term of Office**
Nominations of candidates for each office will be accepted from any LH ASBC member at the regular scheduled meeting in April of each year. No nomination shall be accepted unless the person nominated has agreed to serve in the office. Following nominations, there will be time allotted for candidate discussion. Final discussion and voting will occur at the regular scheduled May meeting. If more than one candidate, elections shall be by secret ballot, provided by current Secretary. These votes will be immediately counted by Secretary and Executive Vice-President. If only one candidate for any given office at the time nominations are closed, the chair may simply declare the nominee as elected without requiring a ballot or vote. Newly elected officers will take their position during June meeting, following final P&L reports from previous executive board.
- Term of office for President is limited to one year only, with the Executive Vice-President being the president elect. All other officers shall serve for a term of one year and are eligible for re-election if nominated. Officers may fill more than one role, i.e. traditional officer role and also a committee head.
- SECTION 3. The Superintendent of the LH ISD and the Principal of LHHS or LH Jr. High may serve on the Executive Board as ex-official members.

SECTION 4 **Executive Board**

The affairs of the LH ASBC shall be conducted by an Executive Board of twelve members comprised of the LH ISD Athletic Director and the eleven positions mentioned above.

SECTION 5 **Duties of Officers**

Athletic Director: The athletic director will act as the liaison between the school, coaching staff and LH ASBC. The Athletic Director shall advise the Executive Board of the ongoing needs of the athletic department.

President: The President shall preside at all meetings of the members and the Executive Board. The President shall assign duties as necessary to officers &/or established committee heads. President has responsibility for creation and distribution of monthly agenda one week prior to LH ASBC meeting. President shall act as liaison with school and lead for scholarship selection committee. Note: If president has a child in grade 12, a designate will be appointed by nomination and vote at a regular scheduled meeting.

Executive Vice-President: The Executive Vice-President is the president-elect and shall temporarily perform the duties of the president in the event of the President's absence or inability to act. Executive Vice-President shall ensure that Robert's Rules of Order are followed for meetings and conducting business. Executive Vice-President will head auditing activities. Executive VP shall manage any proprietary issues of LH ASBC, including but not limited to use of Panther logo.

Second Vice-President: The Second Vice-President shall act as liaison for the four committee heads. Second Vice-President will form and lead Fund-raising committee (excluding existing programs, i.e. Concessions, Merchandise, Memberships.) Second Vice-President will ensure proper engagement & interaction with other school organizations and act as the coordinator for the budget allocation process.

Secretary: The Secretary shall record and file minutes of all meetings of the members and of the Executive Board. Minutes from previous meeting should be read at each meeting of the members and the Executive Board, reporting any open action items with assigned owners. Meeting minutes shall be recorded on media to be stored in designated location for historical records. Secretary shall provide secret ballot forms for elections and generic ballots for any secret ballot voting request. Secretary in general shall perform all other duties ordinarily related to the office of Secretary.

Treasurer: The Treasurer shall have custody of all funds of the club, shall receive all monies and pay all bills as directed by the Executive Board; shall submit a current financial report at each meeting of the members and the Executive Board; record said report on media to be stored in designated location for historical records; ensure readiness of committee heads to report on their budget; shall submit a year-end financial report at the annual meeting; complete club operational budget for review at August LH ASBC meeting; maintain proper liability coverage for LH ASBC; provide oversight to and perform audits of the 4 committees; and in general shall perform all other duties ordinarily related to the office of Treasurer. Treasure is responsible for maintaining knowledge of and completing all necessary forms and documents as defined as part of 501C3 requirements. Note: Treasurer maintains financial accountability however does have authority to create a treasury committee if needed.

Committee Heads: Each committee head shall organize a committee comprised of at least four LH ASBC members; define committee objectives and goals; plan yearly budget with requested investment needed and projected margin/profit and present to Executive Board with in 60 days (August meeting.)

Web-master: The Webmaster shall perform all duties associated with maintenance and management of the LH ASBC web-site at lhallsports.org. This includes but is not limited to:

- Minutes of the months previous LH ASBC meeting and agenda for the upcoming meeting
 - Posting monthly updates on the LH ASBC schedule of events
 - List of the LH ASBC officers and contact information
 - LH ASBC mission statement and bylaws
 - Relevant Sporting event information (i.e. schedules, team rosters, coach's corner, merchandising, etc...)
 - Maintain a list of current and new booster club merchandise for sale
- The Webmaster is responsible for ensuring that the site is operated and adheres to all UIL and school guidelines. The position should also ensure that regular maintenance of the site is performed in a timely manner as well as the recording of relevant historical data and maintenance records. The Webmaster shall ensure that the associated fees to keep the site up and running are accounted for in the LH ASBC annual budget process.

SECTION 6. Removal of Officer/Committee Head

Any officer or committee head may be removed at any time by two-thirds (2/3) vote of the Executive Board present at any two (2) consecutive meetings.

SECTION 7. Vacancies

If for any reason a vacancy occurs among the Executive Board of LH ASBC, the President is empowered to fill said vacancy by appointment, which shall remain in force until the next annual election.

ARTICLE V. LINE OF AUTHORITY

- SECTION 1. All policies and procedures of LH ASBC are subject to the official policies and procedures established by LH ISD Board of Trustees.
- SECTION 2. The final authority in any controversial or decision making must rest with the Athletic Director, the Principal, and the administration of the LH ISD.

ARTICLE VI. AFFILIATION

- SECTION 1. This organization, although not officially affiliated with any other organizations of adults in the school system, shall recognize the need for unity in the schools within the district, and through its aid to the sports programs thereby support the other activities in Liberty Hill schools.
- SECTION 2. LH ASBC may not supersede, nor be subordinate to any other “booster” organization.

ARTICLE VII. MEETINGS/GOVERNANCE

- SECTION 1. **Annual Meeting**
The Annual Meeting of the members shall be held at the high school in May for the purpose of electing officers for the ensuing year.
- SECTION 2. **Bylaws**
The Executive Board may adopt other bylaws upon approval of the attending membership at the time of the Annual Meeting.
- SECTION 3. **Meetings During the Year**
1. Regular business meeting shall be held each month.
 2. Special meetings shall be called by Executive Board as warranted for time sensitive decisions. These meetings/votes may take place in person, via conference call or email communications.
 3. Satisfactory notice of all meetings shall be published in local paper.
 4. Robert’s Rules of Order shall prevail. A quorum must be present to conduct the business of LH ASBC. (Quorum defined as 12 members.)
 5. All meetings shall be called to order by the President. In the absence of the President or inability or refusal to act, the Executive Vice-President shall perform the duties of President.
 6. Only those members whose dues are paid shall have a vote. Only one vote is allowed for each member. Family memberships are allowed a maximum of 2 votes (1 per each attending adult family member.)
 7. Any application for fund raiser proceeds (purchase requests) must be a formal application process.
 8. All decisions affecting financial allocation/disbursement and major organization decisions will be made by paper ballot by request.
 9. Voting by proxy is allowed for members that are regular attendees.

ARTICLE VIII. MEMBERSHIP DUES

SECTION 1. The Executive Board shall fix amount for annual membership dues each year.

ARTICLE IX AMENDMENTS

SECTION 1. These bylaws may be amended by a majority vote of the membership present at the Annual meeting.

ARTICLE X FINANCIAL STRUCTURE

SECTION 1. An auditing committee will be appointed, led by Executive Vice President, and finances will be audited bi-annually and approved before incoming officers take place.

SECTION 2. Petty cash to be maintained by each committee head. Needed amount to be approved as part of their budget proposal. All cash sales activities will be closed with a dual sign-off process and committee head should make corresponding bank deposit. Active ledger will be maintained by committee head and reported monthly. (Standardized format to be provided by treasurer.)

SECTION 3. Bank signature card for LH ASBC accounts shall contain current Treasurer and President. All individuals with signature authority shall be bonded by the organization.

ARTICLE XI EXPENDITURES FOR SCHOOL

SECTION 1. All expenditures that add to the physical properties of the school district must be approved by the school board or its designee. Finance (Frank Watson)

ARTICLE XII DISBANDMENT OF ORGANIZATION

SECTION 1. Should the LH ASBC at any time disband, any money or other assets shall become the property of the Liberty Hill Independent School District.

ARTICLE XIII RESTRICTIONS

SECTION 1. No part of the net earnings of the association shall incur to the benefit of, or be distributed to its members or officers, provided however, that the Executive Board 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 II of the document and currently adopted Bylaws of LH ASBC.

SECTION 2. No substantial part of the activities of the association shall involve the carrying on of propaganda, or otherwise attempting to influence

legislation, and the association shall not participate in, or in any manner intervene in any political campaign on behalf of any candidate for public office.

SECTION 3. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under Section 501 (c) 3 of the Internal Revenue Code, or corresponding Section of any future Federal Tax code; or (b) by an association, contributions to which are deductible under Section 170 (c) 2 of the Internal Revenue Code, or its corresponding Section in any future federal tax code.

SECTION 4. Upon the dissolution of the association, assets shall be distributed to the Liberty Hill Independent School District for one or more exempt purposes within the meaning of Section 501 (c) 3 of the Internal Revenue Code, or corresponding Section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the District Courts of Williamson County, the county in which the Principal office of the organization is located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV FISCAL YEAR

SECTION 1. Fiscal year for LH ASBC will be from June 01 to May 31.

ARTICLE XV CODE OF CONDUCT

SECTION 1. Members of LH ASBC shall demonstrate good sportsmanship at all times. Sportsmanship defined as, but not limited to:
1) Winning without gloating
2) Losing without complaining
3) Treating opponents and officials with fairness, respect and courtesy

SECTION 2. Governance of said behaviors will be responsibility of all LH ASBC members. Any occurrence not in accordance with guidelines should be reported to a LH ISD representative by any LH ASBC member.

THIS AMENDED CONSTITUTION APPROVED BY A TWO-THIRDS VOTE OF THE LHASBC MEMBERSHIP PRESENT ON THE 12th DAY OF MAY 2008.

President

Vice President