



January 2016

## Frisko ISD Booster Club Bylaws

### ARTICLE I – DEFINITION

“**Club**” shall mean and refer to the Lone Star Football Nation and shall be used interchangeably with the word “organization”.

“**Board**” shall mean and refer to the Board of Directors.

“**Staff**” shall mean and refer to the Lone Star High School sponsors/directors/coaches.

“**Team**” shall mean and refer to any group assembled by the sponsors/directors/coach either as a class or as a school-sponsored activity.

“**Parent**” shall mean the legal guardian of any child as defined by the Texas Family Code Chapter 101 Section 101.003(a) who is enrolled with the Frisko Independent School District.

“**School**” shall mean as defined by the Texas Family Code Chapter 101 Section 101.028.

“**Member**” shall mean any parent or guardian that has paid membership dues.

### ARTICLE II – NAME

The name of this organization shall be Lone Star Football Nation or (LSFN)

### ARTICLE III – OBJECTIVES

**Section 1** - The Club is an independent non-profit organization, organized to support the Team in Frisko Independent School District at Lone Star High School located at 2606 Panther Creek Pkwy, Frisko, Texas, 75033 and dedicated to achieving the following objectives:

- The sole function is to support the educational activities of the designed program.
- Encourage a high level of achievement for the Team and its Members without losing focus that it is the development of the youth that is the primary goal of any educational and sponsored program.
- Promote a closer relationship between the parents, students, and staff in an atmosphere of mutual cooperation, support and respect.
- Provide support to the school and its staff, so they will have the greatest opportunity to help our youth achieve their goals.
- Provide resources, both human and financial, to Team activities. Promote and recognize the Team and the students’ accomplishments.
- Provide an end-of the year banquet or party for the Team to celebrate student achievements for the year.
- Strive to provide resources for post-graduation academic scholarships.

**Section 2** - Activities of the Club shall not conflict with UIL rules and shall act in accordance with UIL Booster Club Guidelines, and the FISD Booster Club Requirements and Operational Guidelines. The organization is organized for charitable purposes within the meaning of Section 501C(3) of the IRS code.

**Section 3** - All Booster Club activities must have the approval of the head coach/director and the campus Principal.

#### **ARTICLE IV – METHODS**

**Section 1** – The Club shall strive to achieve the objectives of the Club by assisting in logistics and providing support through projects, contributions, and membership dues.

**Section 2** – The organization shall be noncommercial, nonsectarian and nonpartisan.

**Section 3** – The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 4** – No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its Members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered when approved by the Club.

**Section 5** - The Club’s fiscal year (“Fiscal Year”) shall be February 1st – January 31st

#### **ARTICLE V – MEMBERSHIP AND DUES**

**Section 1** – Only parents/guardians of students who are actively participating on the Team shall be eligible for membership in the Club.

**Section 2** – All Members shall be subject to such dues, rules, and regulations as may be prescribed by the Club in its by-laws.

**Section 3** - The required membership dues for each Member shall be:

**Friends of Lone Star Football Nation** – Non Voting Member  
**\$25** (non voting club membership – membership designed exclusively for alumni families, non parent relative family, girl friends and friends who want to support the Lone Star Football Nation)

**Blue** – Member  
**\$50** (club membership, website recognition)

**Silver** – Member  
**\$100** (All benefits of Blue plus program recognition and a booster t-shirt)

**Section 4** – Any Member whose child ceases to be a member of the Team will resign from the Club immediately. Membership dues will not be refundable.

**Section 5** – Violation of any provision of these by-laws made in pursuance thereof shall subject such Member to be expelled from the Club. Expulsion is initiated by written letter to be received by the President no less than ten days prior to a regularly scheduled board meeting. The expulsion must be confirmed by two-thirds of the voting board.

**Section 6** - Staff, as defined in Article I, will have honorary Membership in the Club.

**Section 7** – Parents/guardians may join the club at any time; however, dues shall not be pro-rated.

## **ARTICLE VI – BOARD OF DIRECTORS AND ELECTION PROCESS**

**Section 1** – To serve as a Board member of the Club, nominees must be an active member in the Club, and a parent or legal guardian of an active team member. The Officers of the Board of Directors will consist of the following:

- One (1) President
- One (1) 1st Vice President of Operations
- One (1) 2nd Vice President of Social
- One (1) Treasurer
- One (1) Secretary
- One (1) Concessions
- One (1) Corporate Sponsorship/Programs
- One (1) Spirit Wear

### **Section 2 - Responsibility of the Board of Directors**

#### **President**

- Preside at all meetings of the organization;
- Meet at least once a month at a minimum with the head coach/director and campus Principal or designee at principal's request regarding booster activities;
- Resolve problems in the membership;
- Meet at least once a month at a minimum with the treasurer of the organization to review the organization's financial position;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Storage Contact
- Submit yearly pass through questionnaire to FEF

#### **1st Vice President of Operations**

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Spring Player Meeting - compiling all information for player packets;
- Fall Player Meeting - collecting and printing of information to be distributed.
- Player Fees - Determine what the player will be receiving. Cost of meals, snacks, scrimmage day meal, two a days and any extras that will be provided;
- Field House Prints designated by the head coach. Coordination of printing with the school office to use library printers. Reframe and hang in field house;
- Game day meals - collection of meal forms and player fee sheets to be entered into a spreadsheet. Coordinate restaurant with head coach as well as delivery dates, times and payments weekly. Open communication with coach for player movement and the relay of information to restaurant of any changes;
- Available to parents regarding meal questions or issues throughout the season;
- Two a days for Junior Varsity and Varsity as well as Scrimmage Day meal coordination

### **2nd Vice President of Social**

- Oversees Social Committee activities including, but not limited to; locker decorations, spirit nights, senior flowers, community pep-rally, community parade and banquet.
- Coordinate volunteers for the pick up and delivery of the tunnel and banners to the game. Hanging and removal of banners. Oversee return to storage unit.

### **Treasurer**

- Authorized custodian of the funds of the organization;
- The treasurer and an additional board member shall sign all checks, drafts, and warrants. All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures.
- Receives and disburses all monies indicated in the budget and prescribed in the bylaws or as authorized by action of the organization;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250);
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within thirty days of the previous month end. Copies shall be available for review by the Members within a reasonable time frame, if requested.
- File current financial reports at the end of each fiscal year with the head coach/director and campus Principal;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the Texas Comptroller's Office (monthly, quarterly, or annually). Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.
- File annual IRS form 990, 990-T, 990-N, or 990-EZ;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Keep record of any funds received electronically from the booster page;
- Post Office - Check weekly at the beginning of season for money or tax information. After September, check a couple of times a month. Hold keys for box.

### **Secretary**

- Keep accurate records of the proceedings of the organization and reporting to the organization;
- Ensure the accuracy of the minutes of the meetings;
- Have a thorough knowledge of parliamentary law, and the organization's bylaws;
- Report on any recommendations made by the Board of Directors;
- Maintain the records of the minutes; approved bylaws and any standing committee rules; and current membership and committee assignments;
- Record all business transacted at each meeting of the organization;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;

## **Concessions**

- Obtain keys to various facility gates and concession stands
- Obtain keys and code to the Booster storage unit and transport concession supplies to concession stand.
- Purchase product to sell at concession stand
- Option to partner with local food vendors to purchase various food options to sell in concession stand; such as Palio's or Chick-Fil-A.
- Calculate cost and sales price of product
- Deliver product to concession stand
- Stock coolers and cabinets with product
- Set up concession stand prior to each game
- After each game, count inventory to determine what was sold during the game.
- Compare cash received versus what should have been collected based on the game's sales.
- Pick up cash box after each game and deposit money within 24 hours of each game.
- Ensure concession stand is cleaned after each game.
- Review inventory to determine product needed for future games, taking into account weather, type of game, and opponent's fan base.
- Transfer product from Lone Star to Memorial Stadium for Varsity home games. After game is complete, load and transfer product back to Lone Star.
- Make sure all product is out of concession stand at the end of the season and return non-perishable supplies to the Booster storage unit.
  - **Volunteer Coordinator - Chair Position**
    - Coordinate with other board members and committee members to contact volunteers with reminders and important information about upcoming events for which they have agreed to work;
    - Keep record of volunteers working for events as well as any switches or cancellations;
    - Report this information to coaches and President to ensure that all parents have opportunities to volunteer and all events have ample volunteers present;

## **Corporate Sponsorship/Programs**

- To seek out and maintain businesses that want to support Lone Star;
- Ad sales;
- Overseeing design and production of our annual program;
- Coordinate distribution of program;
- Arrange with the Treasurer for any money to be deposited within 24 hours of receipt;
- Provide reconciliation to Treasurer.
- Receive bank statements either through the mail at their home address or electronically. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks. This provides an independent review by an individual not associated with disbursement activity;

## **Spirit Wear**

- Handles the current season's offerings of merchandise to promote spirit at Lone Star;
- Coordinate with the Lone Star athletic director and campus principal on pink out, white out, homecoming or playoff t-shirts. Submits all designs for approval to LSHS AD and principal;
- Manage online store and provide financial transaction records from any online sources;
- Oversee distribution of any pre-orders;
- Collect any money from direct sales and arranges for the Treasurer to deposit within 24 hours of receipt;
- Helps to coordinate and plan any spirit nights or team promotion events;
- Maintain and update all social media accounts e.g. Twitter, FaceBook, Instagram...

**Section 3 - Election Process**

- Nominations may be made in advance or from the floor during the annual meeting with the consent of those nominated.
- Cumulative voting is not allowed. Absentee ballots are not allowed. Proxy ballots are not allowed.
- Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.
- Each officer shall be a Member of the Club. The candidate for President is to have served as an Officer of the Board of Directors for the term prior to being nominated. Any exceptions must be approved by the head coach/director and campus Principal.
- Only one member of a family may serve as an officer at the same time, unless they are serving as co-chairs in the same office which limits the family vote to one.
- Employees of the district shall not serve in a financial capacity of this organization. Financial capacity includes holding positions of treasurer, fundraising chairperson, or serving as a check signer.
- No officer shall be permitted to hold more than one office at the same time.
- There is a two one-year consecutive term maximum that Members may serve in the roles as the President or Treasurer, however, exceptions may be made by the campus principal.
- Transition from the previous year's Board to the new Board will be one in which the previous Board member will assist with the transfer of documents and data to the newly appointed Board member until the new member is comfortable.
- A board vacancy that occurs during an unexpired term shall be filled by the remaining members of the Board.
- Any Officer whose child ceases to be a member of the Team will resign.

**ARTICLE VII – RESPONSIBILITIES OF BOARD MEMBERS**

**Section 1** – Board members shall miss no more than two consecutive scheduled board meetings. Should that instance arise, the board shall reserve the right to remove that member from office based on a two thirds majority vote of board members in favor of the action.

**Section 2** – Board members shall conduct themselves morally and ethically at all times.

**Section 3** – If Board members consistently fail to comply with these by-laws, the Board reserves the right to remove that member from office based on a two-thirds majority vote of Board members in favor of the action.

**Section 4** – Outgoing Board members should serve as mentors to the incoming Board members. This period will begin after the elections and may last until the beginning term as outlined in Article VI, Section 3.

**Section 5** – Board members shall attend a training session with the head coach/director and the campus Principal prior to the start of their term.

## ARTICLE VIII – MEETINGS AND VOTING

**Section 1** – Notice of all meetings of the organization should be published at the campus seventy-two (72) hours prior to the meeting date. The notice must clearly indicate the date and time of the meeting and the items to be discussed. All booster meetings must take place on the school premises. In order to provide an optimum level of communication and teamwork, all meetings must be held in the presence of the head coach/director or campus Principal.

**Section 2** – The Club will conduct regularly scheduled general meetings. Members present shall constitute a quorum for the transaction of business at any general meeting of the Club, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via web page or e-mail or letter or announcement in class. The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Club.

**Section 3** – The board shall meet, with the presence of the director/head coach or principal’s designee, monthly, and prior to all general meetings during the school year and at other times as necessary. Two-thirds of voting officers shall constitute a quorum for transaction of board business. For purposes of board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the board of directors. If necessary, the President may poll the board to record their vote. All board voting shall be documented and published in the board minutes. This will include individual votes cast, totals, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) e-mail, phone or face to face voting. Proxy votes are not and will not be permitted.

**Section 4** – Special meetings may be called by the President or members of the board as necessary, provided all board members are properly notified. Notification may include phone or e-mail.

**Section 5** – Members as defined in Article I and described in Article V shall have one vote per individual membership and a maximum of 2 votes per family membership.

**Section 6** – Staff as defined in Article I will have the same voting privileges as members.

**Section 7** – Only active Members in good standing shall be permitted to hold office or vote upon any matter of business of the organization.

**Section 8** - The order of business of any meeting shall be as follows:

- Call to Order
- Establish quorum
- Discuss and revise the minutes from previous meeting
- Head Coach’s/Director’s Report
- President’s Report
- Treasurer’s Report
- Vice President’s Reports
- Old Business
- New Business
- Adjournment

**Section 9** - Conflicts of Interest may occur whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, if this happens the board shall ensure that:

- The interest of such officer or director is fully disclosed to the board of directors.
- No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
- Any transaction in which a director or officer has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of the organization.
- Payments to the interested officer or director shall be reasonable and shall not exceed fair market value.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

## **ARTICLE IX – BUDGETING AND EXPENDITURE AUTHORITY**

**Section 1** – A proposed annual budget shall be prepared by the Treasurer and presented to the general membership for a vote at the first general meeting of the school year. A majority of those present at the meeting will pass the budget for adoption for the school year and become the operating budget for the Club. The board shall have authority to allocate funds for the general operating expenses of the Club.

**Section 2** – The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year. All monies received by the Club shall be turned over to the Treasurer, who shall deposit same in local depository in the Club’s account. Deposit receipts shall be obtained by the Treasurer and permanently retained as part of the Club’s financial records. No monies shall be expended by the Club except by a check or draft. If the check is for one of the officers, he/she cannot be one of the signers.

**Section 3** – All expenditures will be approved and agreed upon by the Board and the director/head coach.

**Section 4** – The Treasurer shall have custody of all funds of the Club.

**Section 5** – All expenditures will be paid through the Club’s Account by check. The Treasurer shall supply the bank with a signature card with any changes at the end of the Club’s fiscal year. The Treasurer shall obtain monthly statements from the bank and shall retain such statements as part of the Club’s financial records.

**Section 6** – All contracts, checks, other orders for payment, receipt or deposit of money, and access to securities of the Club are required to have two signatures. The treasurer and other designated board member shall sign all checks, drafts, and warrants.

**Section 7** –An audit shall be conducted by at least 2 individuals at the end of each fiscal year to check for accuracy of the books.

## **ARTICLE X – STANDING AND SPECIAL COMMITTEES**

Such Standing and Special Committees and their Chairpersons shall be created by the board as may be deemed necessary to promote the objectives and carry on the work of the Club. All committee work shall be undertaken with the consent of the Board of Directors. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work. The President shall be an ex-officio member of all committees except the Nominating Committee.



## ARTICLE XI – FUNDRAISING GUIDELINES

**Section 1** – All fundraising activities shall be reviewed and approved by the head coach/director, and campus Principal.

**Section 2** – Reference specific departmental and district booster club guidelines for expectations regarding student involvement in booster club fundraising activities.

### **Lone Star Guidelines:**

- Must receive Coach and Administrative approval in advance
- May have **ONE fundraiser a year that involves students** (see admin for conditions on this)
- If students do any selling, money goes to the students activity account, NOT booster
- All spirit wear must only use approved logos, lettering and colors per LSHS administration

## ARTICLE XII – SCHOLARSHIPS

**Section 1** – The Club may provide post-graduation Academic Scholarships to graduating seniors of the Team. Any student in good standing according to the head coach/director and campus principal are eligible to apply for scholarships.

**Section 2** – Eligibility requirements include the completion of the Frisco Education Foundation (FEF) Scholarship Application.

**Section 3** – All scholarships will be awarded through the Frisco Education Foundation (FEF) and their panel of judges. The FEF committee has no investment in our organization or team.

**Section 4** – Awarded scholarship amounts must meet limitations, expectations, and guidelines set forth by Frisco Education Foundation (FEF), and be approved by the director/head coach and campus principal.

**Section 5** - Players will earn a set amount per year as determined by the LSFN and their parent's active membership in the Booster Club. Players must be a member of a Team for both their Junior and Senior years at Lone Star High School in order to receive a scholarship. Parents of players must, at a minimum, be active members for their son's Junior and Senior years. An active Booster member is defined as one who participates in 5 hours of volunteer service and has paid dues in full by the opening of the scholarship window set yearly by FEF.

## ARTICLE XIII – AMENDMENTS

**Section 1** – These by-laws and Club Addendum shall be jointly reviewed on an annual basis by the head coach/director, campus Principal, and the Club officers. Once reviewed, changes to the Club Addendum may be amended at any regular meeting (general meeting of this organization) by two-thirds vote of the members present and voting, providing notice of the proposed amendments have been given. For the purposes of this section, due notice shall be defined as notification via newsletter or web page of e-mail or written letter, or discussion at a general meeting. The Club Addendum must be approved by the director/head coach and campus principal. Copies of the bylaws and Club Addendum must be on file with the head coach/director and campus Principal. In addition, an exempt organization must report name, address, and structural and operational changes to the bylaws to the IRS. If the Club files an annual return (Form 990), it must report the changes on the return.

#### **ARTICLE XIV – ADOPTION**

**Section 1** – After approval from the head coach/director and campus Principal, a two-thirds majority vote of members present at any general membership meeting shall be sufficient to give these bylaws and Club Addendum full force and effect.

#### **ARTICLE XV – DISSOLUTION OF THE CLUB**

If the Club has been judged by the Principal or FISD Administration to be disruptive to the educational activities or goals of the program or group, the Club may be dissolved. All monies, after resolution of all debt, will be transferred to Lone Star High School.