

BYLAWS OF THE REDWATER HIGH SCHOOL ATHLETIC BOOSTER CLUB

ARTICLE I – NAME

The name of this Organization shall be “*REDWATER HIGH SCHOOL ATHLETIC BOOSTER CLUB.*”

ARTICLE II – OBJECTIVES

The objectives of this Organization shall be:

- a. To promote the welfare of each member of the school athletics in school and community;
- b. To create and maintain an enthusiastic interest of both students and parents in various phases and activities of the Athletic Department of Redwater High School;
- c. To lend all possible support, both moral and financial, to all programs of the Athletic Department of Redwater High School; and
- d. To coordinate with those in supervisory positions which may include, but are not limited to, the Redwater Independent School District (“RISD”) Board of Trustees, Superintendent, Athletic Director, etc., to the fullest extent possible for the best interest of the athletes.

ARTICLE III – BASIC POLICIES

The objectives of this Organization shall be promoted through programs directed toward parents, teachers, and the community.

ARTICLE IV – MEMBERSHIP AND DUES

Section 4.01: Any person interested in the objectives of the Redwater High School Athletic Booster Club who is willing to uphold its policies and subscribe to its Bylaws may become a Member upon payment of dues. Dues-paying Members will be considered active Members. There may also be honorary Members as designated by the Executive Committee.

Section 4.02: The minimum annual dues shall be fifteen dollars (\$15.00) per Member, per year.

Section 4.03: An annual enrollment of Members shall be conducted at the beginning of each school year until the last day of December of each calendar year.

Section 4.04: Membership shall run from enrollment and dues paid until the first meeting of the following school year.

Section 4.05: A current membership list will be posted in a prominent location (i.e., school website) and updated monthly as needed.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 5.01:

- a. The Officers of the Organization shall be (i) President, (ii) 1st Vice President, (iii) 2nd Vice President, (iv) 3rd Vice President, (v) Secretary, and (vi) Treasurer.
- b. These Officers shall be elected either by written ballot or by nomination and show of hands by active Members at the April meeting of each year. However, if there is but one nominee for an office, by motion from the floor, the election may be by voice.
- c. Officers shall serve for a term of one (1) year and shall remain in office until the close of the May meeting with the newly elected Officers assuming office at this time.
- d. Officers may serve with no term limits on all officer positions.
- e. Only those who have consented to serve if elected shall be nominated. Should a nomination come from the floor, the person nominated must be in attendance.

Section 5.02: A vacancy occurring in an office shall be filled by a majority vote of the Executive Committee before the next regular meeting. The vacancy may be filled from current elected Officers or a person chosen by a majority of the Executive Committee. Succession of officers (i.e. moving up one position at time) shall not be guaranteed. In case a vacancy occurs in the office of President, the 1st Vice President, whether new or previously elected, shall notify the club membership of the change(s) at the next regular meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section 6.01: The **PRESIDENT** shall preside over all meetings of the Organization and of the Executive Committee; shall be a member ex-officio of all committees EXCEPT the Nomination Committee, and shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Executive Committee or Athletic Director. The President shall also direct each Officer to keep detailed records of their activities in a Procedures Manual to be handed down each year to their successor.

Section 6.02: The **1st VICE PRESIDENT** shall act as an aide to the President and shall perform duties of the President in the absence of that Officer. The 1st Vice President shall also serve as Administrator of the concession stands.

Section 6.03: The **2nd VICE PRESIDENT** shall assist the President and 1st Vice President, and perform duties as designated. The 2nd Vice President shall also serve as Administrator of the concession stands and act as coordinator for other concession activities, if required.

Section 6.04: The **3rd VICE PRESIDENT** shall assist the President, 1st Vice President and 2nd Vice President.

Section 6.05: The **SECRETARY** shall keep accurate written records of all meetings of the Organization and of the Executive Committee, shall post Organization minutes in a prominent location prior to each regular meeting, and shall perform such other duties as may be designated to him/her. All minutes shall be kept and Organization minutes filed for audit.

Section 6.06: The **TREASURER** shall:

- a. Receive all monies of the Organization, keep an accurate written record of receipts and expenditures according to standard accounting procedures, and payout local funds only as authorized by the Organization, the Executive Committee, and/or the Athletic Director.
- b. Post a written statement of accounts at every regular meeting of the Organization and at other times when requested by the Executive Committee, and give an oral report at each regular meeting. The Treasurer shall also make a full written and oral summary report of all monetary activities at the last meeting. A copy of each statement is to be filed with the Secretary's minutes for audit.
- c. Have the authority to question any expenditure which may seem excessive and seek approval for such expenditure from the Executive Committee.
- d. Present the Treasurer's account for annual examination by an auditing service used by the school district, who, satisfied that the annual report is correct, shall sign a statement of that fact at the bottom of the report which will be filed. The Treasurer shall officially transfer all in-order accounts to the incoming Treasurer at the end of the May meeting of each year.

Section 6.07: ALL OFFICERS shall:

- a. Perform the duties outlined in these Bylaws and those as assigned throughout their term in office.
- b. Deliver to their successors all official materials, including procedural manuals, within ten (10) days following the last meeting of the year. All manuals from committee chairs will be received by the President and held until new committee assignments are made.

Section 6.08: Any Officer who is unable to perform or fails to perform the duties of his/her office as outlined in these Bylaws may be removed from office by a majority vote of the Executive Committee.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 7.01: The **EXECUTIVE COMMITTEE** shall consist of the Officers of the Organization, the Chairpersons of Committees, and the Athletic Director. The members of the Executive Committee shall serve until their successors are elected and/or named.

Section 7.02: The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between Organization meetings and such other business as may be referred by the Organization.
- b. To approve the work plans of the Special Committees and others as appointed.
- c. To present a report at the regular meeting.
- d. To prepare and submit to the Organization expenditures within the limits of the budget.

Section 7.03: Special meetings of the Executive Committee may be called by the President, the Athletic Director, or by a majority of the members of the Committee. A majority (four) of the whole (six) shall constitute a quorum.

Section 7.04: When the Organization is approached with a time-sensitive request (response due before next regular meeting) the Executive Committee will meet by telephone with one officer polling the rest, requiring a two-thirds majority (4 of 6) of the officers to pass the request.

ARTICLE VIII – SPECIAL COMMITTEES

Section 8.01: Committees shall be created by the Executive Committee as may be required to promote the objectives and interest of the Organization. These Committees shall be formed as needed.

Section 8.02: The Chairperson of a Committee shall be selected by the President.

Section 8.03: All Committees will be required to keep a Procedures Manual which clearly details their activities, procedures, problems, solutions, and suggestions for the next year. Each manual will be given to the President within ten (10) days following the last meeting of the year to be turned over to the next Chairperson when appointed.

ARTICLE IX – SCHOLARSHIPS

Section 9.01: The Organization shall sponsor scholarships each year for college-bound seniors in the amount of five hundred dollars (\$500.00) per qualifying applicant and not to exceed a total award of five thousand dollars (\$5,000.00) for all qualifying applicants for that year. This amount can be amended by the Executive Committee depending on the current year's finances.

Section 9.02: Scholarship awards will be issued to the recipient or parent with proof of enrollment in an institution of higher learning (i.e., college, university, vocational/trade school).

Section 9.03: College-bound seniors will submit an Application for Scholarship no earlier than the end of the month of April of each year, or at the direction of the Athletic Director.

Section 9.04: Requirements for qualification include the following:

1. Applicant must be a high school senior at Redwater High School;
2. Applicant must have participated in a UIL Athletic Sport for a minimum of two (2) seasons and completed the season in good-standing;
3. Applicant must have a minimum GPA of 2.75 and time of application;
4. Applicant must have taken and qualified for college entrance by ACT or SAT;
5. Applicant must complete the application and submit by two (2) weeks before graduation date;
6. Applicant must include a 200-word essay on the subject designated by the RABC;
7. Applicant must provide two (2) letters of recommendation forms with one (1) being from non-school personnel;
8. Applicant must be or have a family member who is an active RABC member;
9. Applicant must have a parent or family member complete the number of required volunteer hours for their high school career as outlined below. Hours may begin to accrue *no earlier* than the student's 8th grade year.
 - a. For 2018 seniors – 40 volunteer hours total through 2018;
 - b. For 2019 seniors – 60 volunteer hours total through 2019;
 - c. For 2020 seniors and all years thereafter – 80 volunteer hours total through graduation year.

Section 9.04: Recipients will be chosen from these Applications by a Committee consisting of the Athletic Director and the appointed Scholarship Committee. Recipients will be notified in May, or at the discretion of the Athletic Director.

ARTICLE X – PARLIAMENTARY AUTHORITY

The Robert's Rules of Order (revised) shall govern this Organization.

ARTICLE XI – AMENDMENTS

Section 11.01: These Bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the active Members present and voting, provided notice of the proposed

amendment shall have been given at a previous meeting.

Section 11.02: A Committee appointed by the Executive Committee shall review these Bylaws in January on a bi-annual basis for relevancy.

Section 11.03: A Committee may be appointed to submit a revised set of Bylaws as a substitute for these Bylaws by a majority vote of active Members at a meeting of the Organization or by two-thirds vote of the Executive Committee.