



# **BOSQUEVILLE**

## **ATHLETIC BOOSTER CLUB**

### **CONSTITUTION AND BYLAWS OF THE BOSQUEVILLE ATHLETIC BOOSTER CLUB REVISED OCTOBER 7, 2018**

#### **ARTICLE I NAME**

This organization shall be known as the BOSQUEVILLE ATHLETIC BOOSTER CLUB, a non-profit organization. Said organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future tax code.

#### **ARTICLE II OBJECTIVES**

The objectives of this organization are:

- a. To provide financial support to the Athletic Department of the Bosqueville ISD.
- b. To provide scholarship opportunities to eligible senior athletes.

#### **ARTICLE III OFFICERS**

The elected officers of this organization shall consist of a President, Vice-President, Secretary and a Treasurer.

#### **ARTICLE IV ELECTIONS**

- Section 1: At the regular scheduled March meeting, nominations for officers vacancies shall be made by the current officers and members present. ~~The new officers will be elected by the members present~~ at the regular meeting in April of each year. The term of office shall begin June 1.
- Section 2: If any elected position becomes vacant with the exception of that of President, the remaining officers shall choose a member to fill the vacancy.
- Section 3: In the case of the President, the Vice-President shall automatically become President and the remaining officers will elect a new Vice-President from the eligible members

#### **ARTICLE V AMENDMENTS**

This constitution may be amended at any regular meeting by a majority vote of those present and voting provided such notice was given at the previous meeting. It may also be amended at a special meeting called for that purpose, with previous notice, and a majority vote.



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### **ARTICLE VI MEMBERSHIP**

- Section 1: Membership to the organization shall be automatic by virtue of payment of the annual dues in the amount of \$40.00 per household. Early bird registration (\$35) for the following year memberships begins at the middle school or high school athletic banquet ( whichever comes first) and ends at the game designated as Meet the Bulldogs.
- Section 2: Payment of regular dues (not Early Bird) is due to BABC no later than October 31<sup>st</sup> of the current year unless approved by the BABC.
- Section 3: You must be an active member in good standing.
- Section 4: Active member is defined as dues paid, active volunteer and 50% meeting attendance.

### **ARTICLE VII MEETINGS**

- Section 1: The meetings of the association shall be scheduled on the first Sunday of each month, from the month of August through the month of May. The meetings shall be open to the entire membership of the association, as well as to the general public. June and July meetings will be board meetings.
- Section 2: Special meeting may be called by the President or by any members of the association by written request to the President.
- Section 3: The President may call an active meeting of officers only if deemed necessary or for any emergency.
- Section 4: The active members present at the meetings shall constitute a quorum for the transaction for business and/or for voting purposes.

### **ARTICLE VIII DUTIES OF OFFICERS**

- Section 1: The President shall:
- a. Preside at all meetings
  - b. Appoint such committees as may become necessary to accomplish the work of the organization. Those committees may include memberships, concessions, fundraising, banquets, track meets and powerlifting.
  - c. Be an ex-officio member to the new incoming President or any incoming officer if needed.
- Section 2: The Vice-President shall:
- a. Assume the duties of the President in his absence.
  - b. In case of death or resignation of the President, the Vice-President shall automatically become President for the un-expired part of the term.



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- Section 3: The Secretary shall:
- Record the proceedings of all the meetings
  - Notify members of meetings via e-mail 7 days prior to meeting.
  - Record and report volunteer hours and meeting attendance, for the purposes of scholarship eligibility.
  - Conduct the general correspondence of the association as directed by the President.
- Section 4: The Treasurer shall:
- Collect all moneys and dues and care for the association's funds.
  - Keep an accurate record of receipts and payments.
  - Pay all bills promptly upon request.
  - Submit a written financial report at each meeting.
- Section 5: The officers shall assist the president in accomplishing the objectives of the association.
- Section 6: Concession/Supply purchasing/duties shall be mutually agreed upon and evenly distributed between card account holders.
- Section 7: All officers, upon leaving or dismissal of the BABC, shall relinquish all social media account authority, Google drive/document access or any other program used, keys, account cards, all paperwork and any other documentation that is property of the BABC and turn it over to the current or new and incoming officers.
- Section 8: Bank Account, Sams Club memberships and Concession Stand Key changes must be made by the President. There are currently 5 concession stand keys in operation. The President, Vice-President, Secretary, Treasurer and the Athletic Director are in possession of the keys. There are currently 4 Sams Club Card in operation. The President, Vice-President, Secretary and Treasurer are in possession of these cards.
- Section 9: In order to change/add/delete the concession stand keys the President has to appear in person with ID to Therrell Alarm on Lake Air Drive. In order to change/add/delete any Sams Club member the President has to appear in person with ID to Sams Club on Bellmead Drive. In the event the current President is no longer available, changes can be made on any of these accounts with a letter signed by the new President on BABC letterhead and a copy of the minutes from the current meeting stating the active President is no longer active and a new President has been voted in.

### ARTICLE IX MONETARY MATTERS

- Section 1: Any officer, that is so designated, will sign checks for the expenditures. All checks must have two (2) signatures. All officers must be on the bank account.
- Section 2: Expenditures in the amounts of \$500.00 or less may be approved by the officers of the association. Expenditures of more than \$500.00 must be approved at a regular or called meeting by a majority vote of the members present. Expenditures of up to \$250.00 shall be at the discretion of the president of the association, except for purchases for concession stand supplies.



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- Section 3: In the event of the dissolution of the organization, all funds will be transferred to the Athletic Department of the Bosqueville ISD.
- Section 4: Any expenditures for the Athletic Department shall be requested by the Athletic Director of the Bosqueville ISD.
- Section 5: Concession stand funds and district wide registration funds shall be accounted for under dual control.
- Section 6: Anyone paying cash for memberships will receive a cash receipt.

### ARTICLE X SCHOLARSHIPS

Scholarships to graduating seniors may be awarded annually, subject to availability of funds. The number and amount shall be voted on by the scholarship committee if applicable and/or officers and members present at the scholarship meeting.

Following is the scholarship criteria:

- Section 1: Application shall be made on the form provided by the association and must be submitted by the requested date.
- Section 2: Student applicants must have lettered in (1) or more varsity sports. Cheerleading is included as a sport.
- Section 3: The student applicant must have exhibited excellent sportsmanship and have a good citizenship record in school, which will be verified by the AD and campus principal.
- Section 4: The student applicant must have maintained at least an 80 average in their Junior and Senior Year, which will be verified by the campus guidance counselor.
- Section 5: The student applicant's parents must have been an active member (ARTICLE VI, Section 4) of the Bosqueville Bulldog Athletic Booster Club for the student's junior and senior years.
- Section 6: Scholarship money will be divided evenly among the qualified applicants.
- Section 7: Once approved, scholarship recipients must show proof of enrollment to request and receive the Scholarship funds.
- Section 8: Student applicant's parent must perform at least 12 hours of service to the Bosqueville Bulldog Athletic Booster Club during their student's 9<sup>th</sup> – 12<sup>th</sup> grade years. Hours of service must be recorded by an officer of the association. If parents are unable to perform the required volunteer hours then the student has the option to fulfill the parents portion.
- Section 9: Student applicant must serve at least 12 hours of service to the Bosqueville Bulldog Athletic Booster Club during their 9<sup>th</sup> – 12<sup>th</sup> grade years. Hours of service must be recorded by an officer of the association.
- Section 10: The Bosqueville Bulldog Athletic Booster Club Scholarship Committee has final discretion over who receives scholarships.



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Section 11: Scholarships must be used during the school year immediately following high school graduation of the scholarship recipient, except in the case that the scholarship recipient has received a full scholarship for their first year in which case the scholarship may be used the second school year. (Added 8/3/16) After the scholarship application has been approved, the student has until December 31 of the 4th year following approval. As of January 1, the funds will no longer be encumbered for scholarship use and the application becomes null and void.

### **ARTICLE XI**

#### **ATHLETIC WISH LIST PROCESS**

The Athletic Booster club will vote to approve Athletic Department wish list items as needed each school year. Fall sports needs (football, cross country, volleyball) will be voted on at the August meeting, Basketball and Powerlifting needs will be voted on in November and Spring sports needs (track, golf, tennis, baseball and softball) needs will be voted on in January. The process for wish lists requests and approvals is as follows:

- The Athletic Director will consult with the coaches to determine their needs and requests.
- Requests will be submitted in writing to the Superintendent for pre-approval.
- Once approved, the Athletic Director will submit the wish list requested items, in writing, to the Athletic Booster Club board members, no later than 1 week prior to the meeting at which the items will be voted on.
- The BABC board will review the requests and seek any additional information or clarification needed.
- The Athletic Director will present the requests to the general membership at the corresponding monthly meeting.
- The general membership will then discuss and vote on the requested items. All items are subject to review and discussion and items may be approved as requested or partially, based upon the current financial status.
- Once the items are approved, the Athletic Booster Club treasurer will issue a check to the Bosqueville Athletic Fund for the amount voted on and the Athletic Director will provide receipts within 45 days of receipt to the Athletic Booster Club for the purposes of sound record keeping and reference, unless extenuating circumstances have been approved.
- Failure to comply with the process may lead to future denial of requests.

### **ARTICLE XII**

#### **DISSOLUTION**


Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Code, or the 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 a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such

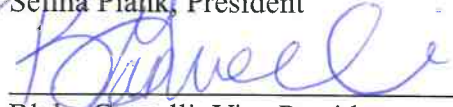


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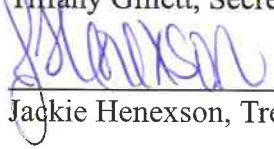
organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto, subscribed our names this 7th day of October, 2018.

  
\_\_\_\_\_  
Selina Plank, President

  
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Blake Garvelli, Vice President

  
\_\_\_\_\_  
Tiffany Gillett, Secretary

  
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Jackie Henexson, Treasurer