

THE TEXAS SCHOOL FOR THE DEAF
ATHLETIC BOOSTER CLUB

The Texas School for the Deaf (TSD)'s Athletic Booster Club exists to enrich students' involvement in athletic extracurricular activities.

TABLE OF CONTENTS

Article I	-	Name
Article II	-	Purpose
Article III	-	Membership
Article IV	-	Officers
Article V	-	Executive Board
Article VI	-	Meetings
Article VII	-	Advisory Board
Article VIII	-	Finance
Article IX	-	Standing Committees Guidelines
Article X	-	Parliamentary Authority
Article XI	-	Dissolution

TSD ATHLETIC BOOSTER CLUB BY-LAWS

ARTICLE I – Name

The name of the organization shall be known as the **TSD Athletic Booster Club**. The TSD Athletic Booster Club is organized as a non-profit under the provisions of the Texas Non-Profit Corporation Act.

ARTICLE II – Purpose

The purpose of the TSD Athletic Booster Club is to support Texas School for the Deaf (TSD) and Athletic Department in their efforts to offer quality athletic programs and experiences to its students by providing financial support and assisting the school in achieving its athletic and extracurricular goals and objectives.

Objectives:

- A. The organization shall assist with morale building and work toward achieving close relationships with parents, school, alumni and community in regards to athletic extracurricular activities at TSD.
- B. The organization shall serve to enhance and support TSD athletic extracurricular programs and other related activities through collective school-community efforts.
- C. The organization shall promote and organize fund-raising project to generate revenue that is designated for athletic extracurricular needs and services.
- D. The organization shall raise funds to support the annual sports banquet for high school, an annual sports reception for middle school and for other athletic extracurricular functions.
- E. The TSD Athletic Booster Club may provide funds for the purchase of awards that may be given to participants of national, regional, and local athletic and extracurricular events held at the school.
- F. The Role of Competition: Participation teaches that it is a privilege and an honor to represent one's school. Students learn to participate in athletic extracurricular activities with good sportsmanship and with the understanding that it is important to try their best at all times.
- G. Roles of the School Administration: All activities, events, and personnel associated with the TSD Athletic Booster Club are under the jurisdiction of the superintendent. The TSD

Athletic Booster Club must recognize this authority and work within the framework prescribed by the school administration.

- H. Role of booster club: School patrons from booster clubs to help enrich the school's participation in athletic, extracurricular activities. The fundraising role of a booster club is very important.

ARTICLE III – Membership

Section 1 – Memberships.

- A. Any individual who is interested in joining the TSD Athletic Booster Club and who is willing to comply with the policies and subscribe to the constitution may become a voting member upon payment of membership dues.
- B. If a member violates any of the principles of the TSD Athletic Booster Club, membership may be denied or revoked to any person at the discretion of the TSD Athletic Booster Club Executive Board.
- C. The Athletic Director and the Director of Support Operations are voting members.

ARTICLE IV – Officers

Section 1 – Officers.

- A. The officers of the TSD Athletic Booster Club shall be as follows: President, Vice President, Secretary, Treasurer and Concession Coordinator. Any two offices may be held by the same person except the offices of President and Vice-President.

Section 2 – Election and Term of Office.

- A. The Officers of the TSD Athletic Booster Club shall be elected at the last meeting prior to the annual sports banquet and the annual sports reception. Each officer shall hold office until the next regular meeting or until a successor is appointed.
- B. The President and the Treasurer shall be elected for a 2-year term during the EVEN year, then during the following year (the ODD year), the Vice-President and the Secretary shall be elected for a 2-year term. This practice will provide an ongoing continuance of Officers serving the Athletic Booster Club; they will be up-to-date on current activities, and will have an opportunity to cross-train new Officers joining.
- C. The Concession Coordinator shall be appointed by the Executive Board. The Coordinator shall serve a two-year term effectively at the time of appointment.

Section 3 - Duties of Officers.

- A. President - The President shall be the Executive Officer of the TSD Athletic Booster Club and shall, in general, supervise and control the operations of the organization and shall accomplish the goals set for the year. She/he shall preside at the TSD Athletic Booster Club's meetings.
- B. Vice-President - The Vice President shall serve as chair of certain committees of the TSD Athletic Booster Club. All chairs of standing committees shall report to the Vice-President
- C. Secretary - The Secretary shall keep the minutes of the TSD Athletic Booster Club, and shall see that all notices are duly given in accordance with the provision of these bylaws. She/he shall, in general, perform all duties pertaining to the Office of the Secretary as well as other duties may be prescribed by the President.
- D. Treasurer - The Treasurer shall have charge and custody of donations contribution and the budgets of the TSD Athletic Booster Club. The Treasurer shall provide reports of income and expenditures at the general meetings. The Treasurer shall perform all others duties pertaining to the Office of the Treasurer as well as other duties prescribed by the President.
- E. Concession Coordinator - The Coordinator shall assist with volunteer work of TSD parents, TSD students and anyone from the community at TSD's concessions stands for all TSD games where applicable. The Coordinator shall select a person or persons to serve on committee to perform all other duties pertaining to the Concession Coordinator. The Coordinator shall be responsible for ensuring that there are sufficient volunteers for each game and the inventory of food/drinks are stocked up for each game. The Coordinator with assistance from the volunteers shall be responsible for setting up the stand, handling all the transactions made during the game, cleaning/closing the stand. The Coordinator with assistance from the Treasurer or one volunteer shall handle final sales tallies after each game.

Section 4 – Removal of an Officer.

- A. Any elected officer who has not served in the best interest of the TSD Athletic Booster Club may be removed by the Executive Board.
- B. Upon removal, the removed officer shall return all TSD Athletic Booster Club properties including, but not limited to keys, cashbox, files, document, etc.

Section 5 – Vacancies.

- A. Should a vacancy to the Executive Board or other occur, whether by death, resignation, removal, disqualification, or otherwise, a new individual shall be selected by the Executive Board to fulfill the duties of the vacant position for the remainder of the term.

ARTICLE V - Executive Board

Section 1 – Members.

- A. The Executive Board of the TSD Athletic Booster Club shall be as follows: President, Vice President, Secretary, Treasurer, Concession Coordinator, Athletic Director and Director of Support Operations.

Section 2 - Compensation. All board members shall serve without compensation.

ARTICLE VI - Meetings

Section 1 – Meetings.

- A. There shall be at least three (3) meetings each academic year. All meetings shall be open to the public. The President may call a meeting at any time, for the transaction of any necessary business.

Section 2 – Order of Meetings.

- A. The regular general meeting shall proceed in the following order:
 - a. Call to order
 - b. Reading of the minutes of the previous meeting
 - c. Approval of minutes of the previous meeting
 - d. Officers report
 - e. Standing Committees reports
 - f. Unfinished business
 - g. New business
 - h. Election of new officials (last meeting of academic year – April/May)
 - i. Announcements
 - j. Adjournment

Section 3 – Quorum –

- A. There must be at least ten (10) TSD Athletic Booster Club members present to constitute a quorum to conduct a general meeting.

ARTICLE VII - Finance

Section 1 – Checks, Drafts, Etc.

- A. All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of The TSD Athletic Booster Club shall be handled according to the guidelines of the TSD Business Office.

Section 2 – Deposits.

- A. All donations and contributions of funds or other receipts of money raised by the TSD Athletic Booster Club will be deposited to the TSD Athletic Booster Club bank account.

Section 3 – Financial Statements.

- A. Periodic financial statements itemizing all receipts and expenditures shall be made available to TSD Athletic Booster Club members and a copy shall be kept on file in the Director of Support Operations office as a back-up.

Section 4 – Use of Funds.

- A. The Athletic Director should act as the liaison between the athletic department and the TSD Athletic Booster Club and as per agreement between coaches of different sports and the Athletic Director, the Athletic Director can submit their wish list to the Executive Board.
- B. The TSD Athletic Booster Club may only make recommendations on what school function or program it wishes to contribute funds to.
- C. Gifts and financial assistance from the TSD Athletic Booster Club will not be given directly to the students.

Section 6 – Signing of Checks.

- A. The Treasurer, the Concession Coordinator and the President shall sign all checks made by the TSD Athletic Booster Club.

Section 7 – Fundraising.

- A. Fundraising projects are subject to state law and policies. Fundraising activities shall support the educational and athletic goals of the school and shall not exploit students, parents and staff.

Section 8 – Sales Campaigns.

- A. Community-wide sales campaigns should be coordinated through the TSD administration to minimize simultaneous sales campaigns.

Section 9 – Expenditures.

- A. Any event expenditures in excess of \$150.00 must be approved by the Executive Board. Expenditures must be accounted for by keeping receipts and documentation. The reimbursements when applicable, will be made by check(s).

Section 10 – Financial Discrepancies.

- A. If there is a serious financial situation that warrants an investigation, the matter shall be referred to the Executive Board.

ARTICLE IX - Standing Committees

Section 1 – Committees.

- A. The President shall appoint the chairperson of the following standing committees with the approval of the Executive Board. The term of each chairperson shall be one year and any two committee chairpersons may be held by the same person.
 - a. Membership
 - b. Fundraising
 - c. Team Parent
 - d. Scholarship
 - e. Audit
 - f. Any other committees that are needed to promote the objectives and interests of the TSD Athletic Booster Club.

Section 2 – Chairpersons.

- A. Each Chairperson with exception of Concession Coordinator shall report to the Vice-President.

Section 3 - Committee Duties.

- A. The duties for each committee are described in the Guidelines attached at the end of the By-Laws below.

ARTICLE X - Parliamentary Authority

- A. Robert's Rule of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of the TSD Athletic Booster Club.

ARTICLE XI - Dissolution

- A. In the event of the dissolution of the TSD Athletic Booster Club, the assets of The TSD Athletic Booster Club shall be distributed by the **Executive Board** to the Texas School for the Deaf Foundation for deposit and used towards the TSD Athletic Department.

Last Revision on February 10, 2016

Guidelines for the Standing Committees:

A. Membership

- a. Shall obtain broad community (parents, TSD staff, friends, deaf community, hearing community) involvement in the TSD Athletic Booster Club through the solicitation of memberships
- b. Shall promote and educate the community about the purposes and benefits of the TSD Athletic Booster Club through all available means, words of mouth and/or media outlets
- c. Shall assist the Treasurer with updating membership list and details, if necessary.

B. Fundraising

- a. Be responsible for creating ideas / projects and/or coordinating activities / events to raise funds for the TSD Athletic Booster Club.
- b. Shall work with the Executive Board to ensure the validity of these projects / activities / events before proceeding.
- c. Shall advertise all events through all available means and/or media outlets
- d. Shall document all the procedures and proceeds for each project, activity and event.
- e. Shall turn in the monies from the fundraising occasion to the Treasurer.

C. Team Parent

- a. Shall use his/her **creative ways** to boost the moral and the “**RANGER**” spirit for all the sport teams at TSD.
- b. The chairperson shall select a group of parents for any teams in the program to fire up the “**RANGER**” spirit.
- c. Moreover, the chairperson or this team of parents can solicit or accept any volunteers who are willing to serve on this committee in order to create a greater “ripple effect” of the “**RANGER**” spirit.
- d. Examples of what Team Parents can do are:
 1. Create or draw “**SPIRIT**” signs for the games or pep rally.
 2. Pen Pals system for the players

D. Scholarship

- a. Every year TSD Athletic Booster Club will award scholarships to one senior female student-athlete and one male senior student-athlete at the Sports Awards Ceremony.

- b. The scholarship amount shall be determined by the Executive Board.
- c. The chairperson (and the Vice-President) shall meet with the Athletic Director to discuss the senior candidates and their accomplishments.
- d. The chairperson shall select 2 members/persons on her/his committee and they cannot be a senior parent or guardian.
- e. This committee shall meet, discuss the candidate's' credentials and do the selection process based on the pre-determined criteria.
- f. After the selection of the recipients, the chairperson shall notify the Vice-President confidentially.
- g. The President or the Vice-President shall announce the female and male recipients of the TSD Athletic Booster Club Scholarship at the Sports Awards Ceremony.

E. Audit

- a. At the end of the fiscal year, an audit of the TSD Athletic Booster Club's financial records should be conducted. The audit should be performed by individuals who are independent from day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals.
- b. Upon completion of the audit, the audit committee shall make a report to the general membership using an Audit Report template. Any discrepancies noted shall be brought to the attention of the president of the TSD Athletic Booster Club and a resolution reached prior to presentation. All officers of the TSD Athletic Booster Club shall make records available as requested by the committee.

INSERT Financial Policy here