

BY-LAWS of the LBJ Football Booster Club
Lyndon Baines Johnson High School
7309 Lazy Creek Drive
Austin, Texas 78724
As adopted on September 1, 2009

Article I – Name

The name of the organization is the LBJ Football Booster Club, hereinafter referred to as “the Booster Club.”

Article II – Purpose

The purpose of the Booster Club is to promote the Football Program at Lyndon Baines Johnson High School (“LBJ”) by:

- Fostering school spirit and supporting activities related to the LBJ Football Program;
- communicating activities related to the Football Program;
- sponsoring fund raisers in support of the needs of the Football Program as determined by the AD/Head Football Coach;
- obtaining support and sponsorship of the Football Program;
- recognizing players and coaches as appropriate and authorized by LBJ;
- sponsoring pre-season and post-season functions

Operating within the guidelines of the University Interscholastic League (UIL), the Austin Independent School District (AISD), LBJ and these Bylaws.

Article III – Fundraisers

- The Booster Club is allowed **three fundraisers a year.**
- All purchases and activities must be approved by the AD/Head Football Coach after approval of the Booster Club Executive Board.
- Each fundraiser must occur within a 10 day period
- All extra funds will be submitted to the LBJ general fund to be used at the principal’s discretion.

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Article IV – Members

Annual membership is open to any person wishing to join the Booster Club in support of the Football Program at LBJ. All members must be registered with the Booster Club.

A member in “good standing” has registered as a member of the Booster Club AND has paid the annual membership dues.

Only members in “good standing” have voting rights within the Booster Club.

All members may hold committee chair positions.

Article V – Executive Board

**** Only members that are in “good standing” AND are the parent, guardian, or adult family member of an LBJ/LASA student may run and become elected to the Executive Board of the Booster Club.**

**** All Executive Board members will attend officer training sponsored by LBJ.**

Section 1: The Executive Board is composed of six (6) positions:

President: The President presides at all business meetings and executive board meetings. The President serves as an ex-officio member on all committees and acts as the overall liaison. The President guides the officers and committees in carrying out the objectives of the Booster Club and enforces the provisions of the rules governing booster clubs of the University Interscholastic League (UIL), the Austin Independent School District (AISD), and LBJ and of these Bylaws.

Vice President: The Vice President, at the request of the President or in the President’s absence, may perform any of the duties of the President. In addition, the Vice President may coordinate special projects as required.

Secretary: The Secretary in the absence of the President and Vice President may perform any of the duties of the President. In addition, the Secretary may coordinate special projects as required. They shall record all proceedings from executive board meetings and regular membership meetings and provide a copy to LBJ Principal, Athletic Director, and the Booster Club members. The Secretary will assist in preparing thank you letters for sponsors and may prepare a periodic newsletter for players and parents/guardians. The secretary may also assist the coach in creating and maintaining a roster of players and their parents.

Assistant Secretary: The Assistant Secretary will assist the Secretary in performing any of the duties of the Secretary and will perform the Secretary duties in the absence of the Secretary.

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Treasurer: The Treasurer is required to attend bookkeeping training offered by AISD staff to insure financial records are accurately kept. The Treasurer assists in financial planning of activities and prepares an annual budget for the Booster Club.

The Treasurer oversees the financial activities for the Booster Club using sound general accounting principles. This includes receiving and disbursing all Booster Club dues, funds and issuing receipts as required. He/she also oversees the maintenance of financial records and provides written financial reports to the President and members at each board meeting. This also includes ensuring that all monies are double counted and signatures obtained from both counters for all funds raised over \$100.

The Treasurer will provide a written financial report after each fundraiser to President and members. At the end of the school year, the Treasurer will turn in all reports, receipts, and receipt books to the LBJ bookkeeper.

Assistant Treasurer: The Assistant Treasurer will assist the Treasurer in performing any of the duties of the Treasurer and will perform the Treasurer duties in the absence of the Treasurer. The Assistant Treasurer will be required to take bookkeeping training offered by AISD staff to insure financial records are accurately kept.

Section 2 – Officer Elections:

Officers shall be elected on an annual basis. The term for each officer is one year. Officers may be re-elected to the same position. Nominations and elections for officer positions will be solicited from members prior to the last regular meeting and may be taken from the floor during the end of season function or last membership meeting. Voting may be accomplished by ballot or show of hand. Elected officers shall assume their official duties following the end of season function. (Preferred)

Section 3 – Officer Vacancies:

Executive Board vacancies will be filled for the remainder of the term by appointment of the President and confirmed by the remaining members of the Executive Board. In the event that the position of President becomes vacant, the position shall be filled (in order) by the Vice President, Secretary, or Treasurer.

Section 4 – Officer Recall:

Any elected officer may be recalled by the Booster Club membership. A recall motion shall be made in accordance with Roberts Rules of Order Newly Revised. Written notice containing specific complaints must be presented to the Executive Board at least two weeks prior to the

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presentation of the recall meeting. A two-thirds majority of the votes cast shall sustain the recall.

Section 5 – Office Documents and Files:

All officers shall deliver to their successors any official material as early as possible, but not later than one month following the date on which the new officers assumed their duties.

Article VI – Committees

Section 1 – General:

The Executive Board may create such committees, as it deems necessary to accomplish the goals and carry on the work of the Booster Club.

Section 2 – Committee Membership:

The Chairs of all Committees are ex-officio members of the Executive Board with voice but no vote at Executive Board meetings. The Chairs and/or membership of committees are selected from general membership volunteers and confirmed by vote of the Executive Board. The President is an ex-officio member of all standing committees.

Article VII – Governance

Section 1 – Quorum: Ten percent (10%) of the eligible voting members in good standing shall comprise a quorum for the Booster Club meetings. A majority of the filled officer positions shall comprise a quorum for Executive Board meetings.

Section 2 – Voting: Each member in good standing shall have one vote. Except as otherwise provided, all matters which require action by ballot shall be decided by a majority of votes cast at a meeting for which there is a quorum.

Section 3 – Meetings: The Booster Club shall hold a minimum of two (2) meetings per month. Specifically called meetings may be scheduled by the President of the Executive Board or by written request of at least five (5) voting members. A minimum of one week notice of a meeting must be given by announcement, phone, email or mail to membership for a meeting to be deemed as having proper notice.

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Section 4 – By-Laws Amendments: By-laws may be amended by vote after the written amendment (s) has been made available for review by all members. A two-thirds majority of votes cast shall sustain the amendment at any meeting that meets quorum and notification requirements as previously outlined.

Section 5 – Budgeting and Funding: LBJ Football Booster Club funds will be used to fund the Football Program as approved by the AD/Head Football Coach. Requests for funding specific equipment or specific events shall be submitted to the Booster Club at least two months prior to the event. The Booster Club Executive Board will present all requests at general meetings for approval. All funded items will be approved by the AD/Head Football Coach.

Section 6 – Dissolution: The Booster Club shall use its funds and other assets exclusively to advance the mission and purpose stated in these by-laws. The Booster Club may be dissolved at the direction of the LBJ Principal or upon approval of seventy-five percent (75%) of the voting membership of the Booster Club. Upon dissolution of the Booster Club, any remaining funds or other assets shall be distributed to the LBJ General Fund at principal's discretion.