

CONSTITUTION AND BYLAWS  
VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

**ARTICLE I**  
**Name of Organization**

The name of the organization shall be the Vista Ridge High School Athletic Booster Club (VRHSABC).

**ARTICLE II Purpose and  
Dissolution**

**Section 1.** The purpose of the organization shall be to support the Athletic Coordinator and athletic program at Vista Ridge High School by maintaining the non-profit status for all individual Vista Ridge sport booster clubs, filing required state sales tax and annual income tax reports, and determining the number and amounts of any scholarships that can be offered each year to eligible graduating students who are meet the eligibility requirements. The athletic program is defined as any UIL sanctioned sport at Vista Ridge High School and student athletic trainers.

**Section 2.** The organization shall operate in accordance with established rules and policies of Vista Ridge High School, Leander Independent School District, the University Interscholastic League and the bylaws of the Vista Ridge High School Athletic Booster Club Organization (VRHSABC).

**Section 3:** The VRHSABC is established exclusively for charitable 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 of 1954, as amended. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors, trustees, officers, or other private persons except that the organization shall be able and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof. No substantial part of activities of the organization shall be the carrying on of propaganda or other attempts to influence legislation and the organization shall not take part in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office notwithstanding any other provision of these Bylaws. The organization shall not carry on any activities not permitted to be carried on: (a) by an organization exempt from federal income taxes under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law); or (b) by organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law).

**Section 4.** Upon dissolution of the organization, the VRHSABC Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the

# CONSTITUTION AND BYLAWS VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

assets of the organization in such manner or to such other organizations organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

## **ARTICLE III Membership and Voting**

**Section 1.** Membership of the VRHSABC shall be comprised of the officers of the organization. A member shall be entitled to one vote.

**Section 2.** The Presidents of all individual athletic booster clubs may serve as advisory members of the VRHSABC but will have no voting rights except as defined in Article V, Section 1.

## **ARTICLE IV Officers**

The officers shall consist of President, Secretary, Treasurer, Concession Chair, Membership/Scholarship Chair.

Duties of the officers shall include, but are not limited to, the following:

The **President** along with the Secretary shall have custody of the VRHSABC Constitution and Bylaws of the organization. The President will automatically be an ex officio member of any and all committees. The President is responsible for VRHSABC compliance to all UIL and IRS rules.

The **Secretary** shall keep an accurate record of all regular and special meetings, take care of the correspondence, shall have custody of the VRHSABC Constitution and Bylaws of the organization along with the President and shall attend to any duty prescribed by the President. In the event the President position is vacated during his or her term, the Secretary would assume the duties until such time a new President is nominated and elected.

The **Treasurer** shall receive all funds and disburse those funds as approved by the VRHSABC Executive Board. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings as well as financial reports to the Vista Ridge Athletic Coordinator. The Treasurer shall oversee the collection and deposition of all money by means of receipt; keep complete ledger accounts of the finances, including data logging and properly classifying expenditures. The Treasurer shall be responsible for disbursement of funds and be custodian of the books, vouchers, and financial records of the organization. The Treasurer is

# CONSTITUTION AND BYLAWS VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

responsible for ensuring VRHSABC compliance to Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

The Treasurer, if deemed appropriate, has the right to place minimum accounting and other standards on the individual booster clubs in order for the VRHSABC to retain its 501(c) 3 status. In addition, the Treasurer has the responsibility to report any potential violations with laws or regulations he/she becomes aware of at the individual booster club level to the VRHSABC President and the Athletic Coordinator.

The **Membership/Scholarship Chairperson** shall :

- a. Maintain a member listing of members of each of the individual booster clubs.
- b. Provide consolidated member lists at meetings for voting purposes.
- c. Keep the scholarship packet updated and provide copies to school office by February 1<sup>st</sup>
- d. Appoint independent scholarship committee (3 business leaders from the community).
- e. Provide updated eligible list of seniors by April 1 to VRHS office staff so that only eligible seniors are submitted to scholarship committee.
- f. Make copies and distribute to scholarship committee.
- g. Communicate with committee and once determinations are made, arrange for announcement of scholarships. Work with president on announcement to award winners.

The **Concession Chairperson** shall coordinate concession activities for sporting events held at VRHS.

- a. Generate a Supply/Food list, Order and Stock Food/Supplies.
  - Ordering Coke Products
  - Order Ice for VRHS
    - Check with Trainers (Ice is only used for special booster club events, it is mostly ordered for the trainers)
  - Ordering and Stocking all standard food items
    - Hot dogs, Hamburgers, Sausages
    - Bread Products – Buns, Tortillas
    - Condiments – Ketchup, Mustard, Mayo, Relish, Jalapenos
    - Nacho Cheese, Chili, Pickles
    - Hot chocolate, Coffee
    - Chips (including Nacho Chips and Fritos),
    - Cookies, Candies, Ice Cream, Peanuts, Sunflower Seeds, etc.

Paper Products

# CONSTITUTION AND BYLAWS VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

Plates, Boats, Forks, Spoons, Stirrs, Foil Wrappers, Baggies, Crockpot Bags, Plastic Gloves, Napkins, Paper Towels, cups for hot beverages

- b. Maintaining Equipment – Coke Coolers – Arrange for Repair if needed, Bulbs for Heat Lamp, Propane Tanks for Grill.
- c. Establish menu and pricing for all concessions (to be approved by the Executive Board).
- d. Assign team responsible for working. Each individual sport would be responsible for splitting out what team and parents will be working.
- e. Train Individual Sport Concession Chairs on Procedures
- f. Coordinate all non-VRHS sport concession stand usage. (HMS, Band, Star Steppers, Club Sports)
- g. Develop and implement procedures for concession receipts and deposits
- h. Maintain a clean, sanitary environment for food preparation and service.

## **ARTICLE V Executive Board**

**Section 1.** The affairs of the organization shall be conducted by the VRHSABC Executive Board. The Executive Board shall consist of the Officers of VRHSABC. In addition, the Presidents of all VRHS sport booster clubs will serve as advisory members to the Executive Board but will have no voting rights except in the election of officers each year (in May meeting), and in proposed bylaw changes.

**Section 2.** A quorum of the VRHSABC Executive Board shall be defined as at least three (3) officers.

## **ARTICLE VI Elections**

**Section 1.** The Nominating Committee shall consist of the Executive Committee of the VRHSABC

**Section 2.** Officers shall be eligible for re-election to the same position not to exceed two (2) consecutive terms. A term runs concurrent with the fiscal year for the organization

**Section 3.** Inability by any officer to perform may result in removal by a majority vote of the VRHSABC Executive Board.

**Section 4.** Any vacancy in an office occurring during the term of office may be filled by appointment of the VRHSABC Executive Board.

CONSTITUTION AND BYLAWS  
VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

**ARTICLE VII**  
**Fiscal Year and Meetings**

**Section 1.** The fiscal year of the organization shall begin June 1 and shall end on May 31 of the following year.

**Section 2.** Meetings of the VRHSABC shall occur a minimum of two (2) times each year or at such other times as may be established by the VRHSABC Executive Board. Special meetings shall be held at the call of the President or at the call of any two other officers.

**Section 3.** All questions of parliamentary procedure, not provided for in the forgoing Bylaws shall be decided by reference to Robert's Rules of Order.

**ARTICLE VIII**  
**Committees**

**Section 1.** Committee chairs shall be appointed by the President with the consent of the officers. All committees shall be composed of a chairperson and a minimum of 2 other members.

**Section 2.** The Membership/Scholarship Chairperson shall be responsible for appointing a scholarship committee for the review of all scholarship applications and the awarding of those scholarships. No member of the Scholarship Committee may be the parent, step-parent, family member or guardian of a graduating senior. (Note: The number and amount of scholarships to be awarded each year will be determined in consultation with the Advisory Members in light of available funds )

**Section 3.** The By-laws Committee shall be responsible for maintaining the bylaws of the VRHSABC as prescribed by Article X.

**Section 4.** The Nominating Committee shall consist of the officers of the VRHSABC and be responsible for coordination of the annual officer election process established pursuant to Article VI of these bylaws.

**Section 5.** Other committees, either standing or temporary may be established by the Executive Board.

CONSTITUTION AND BYLAWS  
VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

**ARTICLE IX Income and  
Expenditures**

**Section 1.** All funds donated by the VRHSABC to the Athletic Department of Vista Ridge High School shall be contributed in accordance with established rules of the University Interscholastic League.

**Section 2.** Funds required to pay sales taxes and VRHSABC assessments shall be provided by all individual school athletic booster clubs to VRHSABC on the schedule determined by VRHSABC.

**Section 3.** Funds for scholarships shall be gathered by the VRHSABC Treasurer from the individual school athletic booster clubs each year. Clubs are asked to contribute a minimum of 5% of their annual profit to this fund, with the understanding that, based on the needs of the athletic program, the money will be applied to scholarships or to the financial needs of the year to come. Such will be determined by the VRHSABC Executive Board under the advisement of the VRHS Athletic Coordinator.

**Section 4.** Use of concession stand at VRHS. VRHSABC will stock and maintain concession stands located at Vista Ridge High School. Individual sport clubs will be assigned dates for working the concession stand for a percentage of the gross sales (Example: Volleyball sport club will work during all Volleyball home games). The percentage will be set by the Executive board each year. Income from the concession stand will be used for scholarships or to meet the needs of the athletic department. Such will be determined by the VRHSABC Executive Board under the advisement of the VRHS Athletic Coordinator.

**Section 5.** If applicable, an annual budget should be presented to the VRHSABC Executive Board for approval.

**Section 6.** The Vista Ridge High School individual athletic booster clubs Treasurer's are responsible for maintaining an accurate account of all funds received and disbursed by their club. On a quarterly (or monthly, if applicable) basis, the individual booster club Treasurer's will submit to the VRHSABC Treasurer a copy of their financial statements, sales tax worksheet and payment for any sales tax owed. If the information and payment is not received on a timely basis and the VRHSABC incurs penalties and interest, the individual booster club will be responsible for reimbursing the VRHSABC for such penalties and interest incurred.

CONSTITUTION AND BYLAWS  
VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

**ARTICLE X Adoption &  
Amendments**

**Section 1.** The foregoing Constitution and Bylaws were duly adopted on **May 7, 2009** by the Booster Club Presidents and officers of the VRHSABC.

**Section 2.** Proposed amendments to these Bylaws may be submitted by any members to the Chair of the Bylaws Committee. If approved by the Bylaws Committee, the proposal shall be submitted to the VRHSABC Executive Board.

**Section 3.** Any proposed amendment submitted to the VRHSABC Executive Board shall be considered at the next regular, or called meeting of the VRHSABC. The amendment shall be adopted if it receives a majority vote of the Executive Board and Booster Club Presidents in attendance at the meeting.

**ARTICLE XI: USE OF FUNDS**

The VRHSABC will set aside a portion of the earnings from membership dues for the scholarship fund each year. In accordance with Article VIII, Section 2, the executive board will set this rate at the beginning of each school year. Money in the savings account earmarked for the scholarship fund can only be used for the purpose of funding scholarships.

CONSTITUTION AND BYLAWS  
VISTA RIDGE HIGH SCHOOL ATHLETIC BOOSTER CLUB

**Amendment I**  
**Fiscal Year Change**

**Article and Section affected by this amendment:** Article VII (Fiscal Year and Meetings), section 1.

**Nature of change:** Change the fiscal year boundary dates specified in Article VII, section 1.

**Previous section text:**

**Section 1.** The fiscal year of the organization shall begin June 1 and shall end on May 31 of the following year.

**Revised section text:**

**Section 1.** The fiscal year of the organization shall begin July 1 and shall end on June 30 of the following year.

**Rationale for change:**

This change is proposed in order to better accommodate the LISD school year and retain the VRHSABC board throughout a complete school year.

**Approved by the VRHSABC executive board:**

**Date:** May 16, 2011