

2014

Denton High School

Tennis Booster Club Bylaws

Article I: Name and Purpose

1. This organization shall be known as the Denton High School Tennis Booster Club, hereinafter the "Club".
2. The Club's purpose shall be to support and assist the Denton High School (DHS) tennis teams and coaches as allowed by the UIL Booster Club Guidelines and the Denton Independent School District (DISD) Booster Club policies and procedures. Such support may include, but is not limited to:
 - A. Promoting interest in the DHS tennis program,
 - B. Fundraising to aid in financing the unmet expenses of the program and special needs,
 - C. Assisting the coaches and players as needs arise,
 - D. Encouraging scholarship, athletic achievement and high morale among the tennis teams.

Article II: Membership

1. Any parent or guardian with a student in the DHS tennis program is automatically a member of this Club.
2. Voting privileges are granted to any member who has paid their yearly activity fee for the Club. There will be one vote allowed for each paid activity fee.
3. Other, non-student, adults who have an interest in enhancing the DHS tennis program are welcome to attend, but will not be eligible to vote.

Article III: Officers, Executive Board and Elections

1. The officers of this club shall be a President, a Vice-President – Administration, a Vice-President – Corporate Development, a Treasurer, and a Recording Secretary.
2. The President and Executive Board will appoint a Member-at-Large – Boys and a Member-at-Large – Girls, after the August meeting.
3. The governing body of the Club shall be the Executive Board which is comprised of the five elected officers, the two appointed Members-at-Large, and the head coach and assistant coach of the DHS tennis team. The coaches will serve in an advisory capacity only and are not eligible to vote.
4. No Executive Board member, or any related company, may profit from tennis team business unless two competitive bids for the expense and prior written approval is obtained from the Coaches and the Executive Board.
5. The Executive Board shall have the power to act for the Club between regular meetings.
6. The officers shall be elected from the membership at the May general meeting.

- a. The membership shall be notified by March 31st of any open board positions by the nominating committee.
 - b. A slate of officers shall be presented by April 30th to the membership.
 - c. The May election may take the form of a voice vote, if there is only one candidate per office, otherwise the election should be by ballot.
7. Each officer is elected to a one year term and is eligible for a one year consecutive re-election to the same office. If no other candidate is available for an office at election time, the current officer may retain office. It is desirable that no person shall serve more than two consecutive years in the same office.
 8. No one employed by the Denton ISD, working at the DHS campus, is eligible to be an officer.
 9. Newly elected officers shall assume their duties June 30th.
 10. Should an office become vacant during the term, it will be filled by a majority vote of the Executive Board. If the office of President becomes vacant, the Vice-President-Administration will assume the office.
 11. An officer or committee chairperson may be removed from office by a quorum vote of the Executive Board.

Article IV: Duties of Officers

1. The President shall:
 - a. Be familiar with the Club Bylaws, UIL Booster Club guidelines, and DISD's Booster Club policies and procedures.
 - b. Coordinate the work of the officers and committees of the Club to ensure that the Club's purposes are promoted and met.
 - c. Prepare an agenda and preside at all meetings of the Club.
 - d. Work directly with the Treasurer to ensure that the Club's financial guidelines, policies and reporting needs are met.
 - e. Appoint and oversee a chairperson to each committee and Members-at-Large, subject to approval of the Executive Board.
 - f. Be authorized to sign any contract or document approved by the Executive Board, as needed.
 - g. Appoint additional committees as needs arise, subject to the approval of the Executive Board.
 - h. Follow-up on the collection past due activity fees with the appropriate members.
2. The Vice-President – Administration shall:
 - a. Be an aide to the President and be familiar with the Club Bylaws, UIL Booster Club guidelines, and DISD's Booster club policies and procedures.
 - b. Preside in the absence of the President.
 - c. Be authorized to sign any contract or document approved by the Executive Board, as needed.
 - d. Be responsible for the maintenance and /or amendments to the By-laws.
 - e. Serve as co-chairperson of the Fundraising Committee, along with the Vice-President – Communications and Corporate Development.
3. The Vice-President – Communications and Corporate Development shall:

- a. Serve as co-chairperson of the Fundraising Committee, along with the Vice-President - Administration, with a special emphasis on facilitating and soliciting corporate donations.
 - b. Be responsible for the maintenance and updating of the DHS tennis website, including announcements, schedules, directions and maps to tournaments and matches, and posting of the general meeting minutes.
 - c. Publicize events of the Club to DHS and the general public, as requested by the Coaches or Executive Board.
4. The Treasurer shall:
- a. Present an annual operating budget for the Club to the Executive Board for approval before their August meeting, based on input from Executive Board members. The Executive Board must approve a budget before the August general meeting. The approved budget will be presented to the general membership at the August meeting.
 - b. Be responsible for all deposits and disbursements to/from the DHS Tennis booster account at DHS, in coordination with the DHS bookkeeper.
 - c. Fund disbursement shall be in accordance with the approved budget or by special approval described herein. Such required financial approvals may be obtained by the Treasurer through electronic means, with the appropriate records maintained.
 - a. All requests for reimbursement must be accompanied by a receipt:
 - b. Budgeted Expenses may be disbursed as needed by the Treasurer's authorization alone, as long as they are within the approved budget.
 - c. Non-budgeted expenses, or over-budget expenses, in excess of \$100.00 will require the approval of the Executive Board.
 - d. Any funds remaining at the end of the academic year, less a \$1,000 balance for the upcoming year start-up costs, shall be used to purchase items which directly benefit the Denton High School tennis program or carried forward into the next year, as decided by the Executive Board.
 - d. Keep a permanent record and account for all financial transactions including:
 - a. Gross income, receipts and disbursements of the Club. The records should consist of the following: a year-to-date income/expense report accurately reflecting the Club's current cash balance; a reconciliation of the Club's internal records to that of the DHS Bookkeeper, if required; income deposit and paid disbursement files including receipts and invoices; and chronological Treasurer's reports.
 - b. Activity fee collection from the membership, itemized by player.
 - e. Prepare and present a Treasurer's report at each club meeting which shall include a comparison of the approved budget to actual income/expenses to date, a verification of the current cash position with the DHS Bookkeeper, and a reconciliation of accounts, if required. Additional reports may be requested by the Executive Board.
 - f. Prepare and present year-end Treasurer's report at the August general meeting comparing the previous year's approved budget to actual income/expenses with an explanation of any major variances, a verification of the Club's current cash position with the DHS Bookkeeper, and a

reconciliation of accounts, if required. Additional reports may be requested by the Executive Board. This year-end report shall be completed by the out-going Treasurer. The in-coming Treasurer will verify the report and present it to the membership at the August general meeting, along with the approved operating budget for the coming year.

- g. The annual Treasurer's report shall suffice as an audit unless demand is made by a majority of voting members at a meeting for an audit. If such a request is made, a committee will be appointed by the President to conduct an audit. No Executive Board member may serve on such an audit committee.
 - h. Present all records to be audited, as requested.
5. The Recording Secretary shall:
- a. Record and maintain attendance and minutes of all meetings of the Club and provide a transcription via email within seven days of each meeting. Minutes of the Executive Board shall be distributed to the Executive Board only. Minutes of the general meetings will be made available to all Club members via the website.
 - b. Establish and maintain an email database of the tennis team members, which will include each player's name, gender, grade, email addresses, and one contact phone number.
 - c. Send out internal communications as requested by the Coach or Club President.
 - d. Write official correspondence at the direction of the Club/Executive Board/officers and maintain a record of all correspondence.
6. The Member-at-Large – Boys and the Member-at-Large Girls shall:
- a. Be appointed by the President and approved by the Executive Board following the August general meeting and will be voting members of the Executive Board.
 - b. Act as liaisons between the Executive Board and the tennis teams.
 - c. Help facilitate activities of the Executive Board, including but not limited to, team snacks, the Club banquet and special projects.

Article V: Committees and Activities

1. The Fundraising committee shall:
 - a. Consist of the Vice-President – Administration and Vice-President – Communication and Corporate Development as co-chairpersons and additional Club members, who sign up at the August general meeting or express interest in the committee.
 - ~~b.~~ Organize fundraising events to raise funds to support the unfunded activities of the Club and/or any special project approved by the Club or Executive Board.
 - c. Solicit and obtain corporate and individual sponsorships and oversee the administration of such donations.
2. The Snack committee shall:

- a. Be divided into two committees – varsity and junior varsity.
 - b. Consist of Club members who sign up at the August general meeting or express an interest in the committee, with a Chairperson for each snack committee to be appointed by the Club President.
 - c. Keep the team supplied with non-perishable snacks and sport drinks, to be funded by the tennis activity fee, as income allows and with the approval of the Executive Board.
 - d. Offer a healthy, fresh fruit snack to players at each home game and the junior varsity challenge matches, to be funded by the tennis activity fee, as income allows and with the approval of the Executive Board.
 - e. Provide additional food items as requested by the Coaches or Executive Board, to be funded by the tennis activity fee, as income allows and with the approval of the Executive Board.
3. The Scholarship committee shall:
- a. Consist of Club members who sign up at the August general meeting or express an interest in the committee, with a Chairperson to be appointed by the Club President. No parent or guardian of a graduating senior may serve on this committee.
 - b. Prepare and distribute DHS tennis scholarship application forms, based on input from the Executive Board, to graduating tennis seniors by January 31st of their graduation year.
 - c. Evaluate the applications and provide the Executive Board with a list of qualified nominations for scholarships by April 15th. The Executive Board will determine the amount of the Scholarship award to be awarded to all qualifying seniors, as funds allow, which will be presented at the May general meeting / spring tennis banquet.
4. The Banquet committee shall:
- a. Consist of Club members who sign up at the August meeting or express an interest in the committee, with a Chairperson to be appointed by the Club President.
 - b. Plan, organize and execute the annual spring tennis banquet, as income allows and based on a budget supplied by the Executive Board, subject to approval by the Coaches and the Executive Board. Any increase in costs over \$100 must be approved by the Executive Board, as outlined herein.
5. The nominating committee shall:
- a. Consist of the tennis coaches, ex officio, and at least 3 Club members, as available, to be appointed by the Club President. No one who wishes to run for office may serve on the nominating committee, including current officers who wish to retain their positions.
 - b. Notify the membership by March 31st of any open board positions.
 - c. Prepare a set of candidates to be presented to the membership by April 30th for vote at the May general meeting. There can be more than 1 candidate per position. The consent of the nominees shall be obtained prior to nomination.
 - d. Conduct and oversee the election of the Executive Board at the May general meeting.
6. Ad-hoc committees shall be formed as needs dictate.

Article VI: Meetings

1. Executive Board meetings shall be held at least three times during the year in August, January and May. They shall be scheduled by the President and will be open to the general membership. Additional meetings may be called as needed. In the absence of a physical meeting, the Executive Board may vote

specific issues by e-mail or other electronic means. Four members of the executive board shall constitute a quorum of the Executive Board.

2. General membership meetings shall be held at least three times during the year in August, January and May. They shall be planned by the Executive Board. Additional meetings may be requested by any voting member of the Club to a member of the Executive Board. General membership votes will be determined by a simple majority, unless otherwise proscribed.
3. All Club meetings shall abide by the new revised Robert's Rules of Order in the event of an otherwise unsolvable dispute.

Article VII: Amendments

1. These By-laws may be amended by a majority vote at any meeting of the Club or by electronic means. Notice of the proposed amendment shall be given at least thirty days prior to the meeting or the call for a vote via electronic means. If an amendment is voted electronically, the membership will have three additional days to reply before a final vote is counted.
2. Any revision or amendment to the By-laws will go into effect upon approval by the membership, subject to DISD and UIL approval.