

Union Hill ABC By-Laws

For Adoption November 15th, 2022, by the Exec. Board of the Union Hill ABC

NAME

The name of this organization shall be the Union Hill Athletic Booster Club (**Hereinafter referred to as The Union Hill ABC**).

PURPOSE

The purpose of this organization shall be to increase participation and enhance support in extracurricular activities of students served by the Union Hill Independent School District. The Union Hill ABC shall be non--□partisan and non--□sectarian. It shall have no part in securing any public office for any person. In accordance with these bylaws, The Union Hill ABC will also follow the guideline set by UIL.

NON- PROFIT STATUS

The Union Hill ABC shall be a non-□profit organization.

MEMBERSHIP

Membership is open to any parent, guardian, or other adult standing in loco parentis for a student at Union Hill ISD desiring to support the above purposes of the organization. Members asked to volunteer throughout the school year to remain in good standing. Members must be current on their dues to apply for the Union Hill ABC Scholarship. All members must submit to the UIL, and Union Hill ISD laws, constitution, regulations, and policies governing athletic competition and booster clubs. The Union Hill ABC will not discriminate on the basis of age, race, color, religion, nationality, or ethnic origin.

MEMBERSHIP TERMINATION

A member may be suspended from participation in club meetings or activities, or membership may be terminated before the end of the stated term only when: 1) a member is given fifteen (15) days prior written notice of the suspension; or 2) termination of membership and the reasons for it and a member is given the opportunity to be heard orally or in writing not less than five (5) days before the effective date of the expulsion, suspension or termination by the Executive Board. Membership shall be terminated for any member who no longer subscribes to all of the policies and requirements of the Union Hill ABC with a majority vote of all members present.

Standards of Conduct – Parents and Union Hill ABC members are expected to follow the same standards of conduct as district employees when chaperoning, sponsoring, or attending student activities, including rules in the campus handbook.

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FINANCES

All donations, grants, or gifts made to the Union Hill ABC shall be accepted or collected only as authorized by the Board. The Board will consult with the Athletic Director to ensure all UIL regulations are followed. All funds of the Union Hill ABC shall be deposited in a timely manner to the credit of the Union Hill ABC. Reimbursements for expenses to club members must be documented with proper approvals. Receipts must be attached.

OFFICERS

The Executive Board shall consist of the Union Hill ABC Officers. The officers of the Union Hill ABC shall consist of a president, vice president, secretary, treasurer.

President -- The president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside over meetings of the organization.
- Appoint committees.
- Regularly communicate with the athletic director or designated district representative regarding booster activities.
- Facilitate resolution of problems in the membership.
- Regularly meet with the treasurer of the organization to review the organization's financial position.
- Schedule an annual audit of records or request an audit during the year if needed.
- Serve as the liaison with members of the broadcast media.

Vice President -- The vice president acts as the president's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve.
- Perform administrative functions delegated by the president.

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Secretary -- The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings and have a thorough knowledge of parliamentary procedure and the organization's bylaws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the Executive Board of the Union Hill ABC.
- Maintain the records of the minutes, approved bylaws and any standing committee rules and committee listing.
- Record all business transacted at each meeting of the Union Hill ABC as well as meetings of any Executive Board meetings in a consistent format that is easily understood.
- Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf of the organization.

Treasurer --The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by action of the Union Hill ABC. When possible, the person elected as treasurer should have some background in accounting. The major duties include, but are not limited to, the following:

- Maintain an accurate and detailed account of all monies received and disbursed.
- Prepare financial reports for each meeting showing income and expenditures.
- Report to the Executive Board on the financial conditions of the Union Hill ABC at any time and provide a yearly report of the Union Hill ABC finances during the month of June.
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the Executive Board within thirty days of the previous month end; copies should be available for review by the general membership within a reasonable timeframe, if requested.
- Issue receipts for all monies received and deposit said amounts on a weekly basis.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.

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Social Media and Events Coordinator -□ The Coordinator will serve as the primary link between social media and the Union Hill ABC. He/she will ensure social media and website is maintained and will provide timely information to the public and will aid in coordinating all special events.

Athletic Director- Serves as advisor to the Union Hill ABC.

ELECTIONS

Each Officer must be a member in good standing for a minimum of one calendar year. Elections of officers shall be by a simple, by majority vote of all members present and voting at a meeting held on or before May 31st of every 1 calendar year. Any Officer vacancies may be filled by a majority vote of the remaining board. The term of officer shall be for (2) years. No person shall occupy the same elected office position for more than three (3) consecutive terms. Only one member of an immediate family may serve on the Executive Board at the same time. Failure of an Executive Board member to attend more than 5 meetings in a calendar year may be just cause for removal from that position. It is strongly preferred that officers have children currently enrolled in Union Hill ISD, it is also recommended officers have children who currently participate or are anticipated to participate in the district athletic programs.

MEETINGS

The Union Hill ABC will meet the first Monday of every month and at all other meetings called by the President. The annual meeting will be held in the month of June. A majority of the Executive Board members shall constitute a quorum. Special meetings may be called by the President, or by a majority of the members of the Executive Board with at least a 24 hour notice being given. Minutes of all meetings will be available upon request. A campus administrator or his/her designee shall be present at all meetings of the Union Hill ABC.

Any items wanting to be placed on the agenda must be turned in the Wednesday before the scheduled meeting.

Executive Board Members will meet 30 minutes prior to the scheduled monthly meetings.

FISCAL YEAR

The fiscal year will begin on June 1st and end on May 31st.

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FUNDRAISING

All Union Hill ABC fundraising projects must receive written or verbal approval from the Athletic Director or Union Hill ISD administration prior to any fundraising project. The Union Hill ABC shall retain control over the initiation of the expenditures and the details of the project. The project must receive majority approval from the Executive Board before adoption and initiation as a club project.

USE OF CLUB FUNDS

The Athletic Director shall serve as the Union Hill ABC advisor. The Executive Board shall direct all fund uses. Single item expenses that exceed \$500, or the same item if aggregated over 3 months exceeds \$500, shall be voted on by the officers of Union Hill ABC. Annual expenses do not require approval. Funds must support school activities and scholarships. Union Hill ABC funds shall not be given to students. Funds shall not support athletic camps, clinics, private instruction or similar activity outside of school. Funds may be used to provide pre--□season and post--□season meals or banquets as provided within the UIL Booster Club Guidelines.

PARLIAMENTARY RULES

In all meetings of the Union Hill ABC, the proceedings shall be governed by Robert's Rules of Order. The order of meetings will be: Call to Order, Reading of the Minutes, Treasurer's Report, Officer Reports, Committee Reports, Old Business, New Business, Athletic Department Report, Athletic events and Adjournment.

DISSOLUTION CLAUSE

In the event The Union Hill ABC is dissolved, all funds collected by the Union Hill ABC toward the promotion of education within the Union Hill ISD and not used toward that purpose shall be used to pay all debts and liabilities incurred by the Union Hill ABC. Any remaining monies shall be donated to Union Hill ISD.

These bylaws may be changed at a meeting by a two-□thirds (2/3) vote of the members present at the meeting. Proposed changes will be emailed to the Union Hill ABC members, posted on the internet site, and notice of proposed by-law revisions will be listed on the agenda. Proposed changes will be discussed at a regular/called meeting of the Union Hill ABC, with a vote taken at the next regular/called meeting.

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Check Signatures

- There will be 2 signatures on the signature card at the bank.
- Individuals may not sign checks written to themselves, their spouse or other family members.

Bank Signatures will be as follows:

1. *President*
2. *Treasurer*

Deposits

- All income received and turned in to the treasurer for deposit must be submitted with an Income Deposit Form showing the purpose of the deposit and totals for cash, check and coin. The form must be signed by the club member responsible for the deposit. The treasurer will accumulate deposit forms and make deposits. The Income Deposit Form will serve as a receipt of funds submitted to the treasurer.
- The Treasurer will prepare and make all deposits in a timely manner as they are received. If the income is greater than \$1000, deposits should be made on the next business day.
- Club income will always be turned in to the treasurer or another officer with the accompanying Income Deposit Form. Income will not be dropped off and left unattended in a mailbox of an officer or placed in another designated area to be picked up later.

Invoices

- All vendor invoices or expenses incurred with vendors should be submitted to the treasurer for proper payment and tracking.
- Expenses will be paid based upon priority and the due date listed on the invoice.
- Expenses to be paid must be accompanied by an invoice, along with receipts or some form of documentation requesting the expense must be paid. Supporting documentation must be maintained for all expenses.

Startup Cash

- Startup cash should be requested by submitting a request to the treasurer at least 1 business day prior to the event.
- Startup deposits shall not be co-mingled with other club deposits. If \$200 was requested, then a \$200 deposit should exist when the funds are returned.

Miscellaneous

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Scheduled meetings and agenda must be posted on all social media platforms of The Union Hill ABC websites by the Friday before the scheduled meeting.

ATHLETIC BOOSTERS

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the UIL Constitution and Contest Rules. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), UIL Constitution and Contest Rules. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction, or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), UIL Constitution and Contest Rules.
- Schools must give prior approval for any banquet or get-together given to students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), UIL Constitution and Contest Rules.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics (anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete). See Section 441(a), UIL Constitution and Contest Rules. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv), UIL Constitution and Contest Rules.
- Student athletes may accept small “goodie bags” consisting of cookies, candy, and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), UIL Constitution and Contest Rules.