

## **ALLEN TALLENETTES BOOSTER CLUB BY-LAWS**

Adopted February 16, 2006

Amended January 20, 2007

Amended April 27, 2010

Amended September 2017

Amended September 2018

Amended April 2023

### **ARTICLE I - NAME**

The name of this independent, non-profit organization is the Allen Tallenettes Booster Club (ATBC). The ATBC is a non-profit organization for charitable purposes within the meaning of the 501c (3) of the Internal Revenue Code. The fiscal year starts July 1st and ends June 30th. The mailing address is P.O. Box 154 Allen, TX 75013.

### **ARTICLE II - PURPOSE**

The purpose of this organization is to promote school spirit and to involve parents, students, and community in school activities, programs, and educational opportunities for the Allen Tallenettes Drill Team program in Allen, Texas, USA. In addition, this organization will aid in the financial support of the drill team and promote high moral standards, dance achievement, and service. This will be done to provide an enhanced drill team experience for those students who participate in the school's drill team program.

### **ARTICLE III - ARTICLES OF INCORPORATION**

**Section 1-** Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501c (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 2-** No part of the net earnings of the organization shall inure to benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to by an organization exempt from federal income tax under section 501c (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 3-** In the event of dissolution of the organization, its assets shall be distributed for one or more exempt purposes with the meaning of section 501c (3) of the Internal Revenue code of 1998 as it currently exists or as it may be amended.

#### **ARTICLE IV - METHODS**

**Section 1-** The organization shall strive to achieve our objectives by assisting in logistics and by providing support through projects, contributions, membership dues, and time.

**Section 2-** The organization shall seek neither to direct the administrative activities of the school (including the Drill Team), nor to control its policies.

#### **ARTICLE V - MEMBERSHIP AND DUES**

**Section 1 -** Membership is open to all parents and/or guardians of the Allen Tallenettes Drill Team members who support the objectives of the Allen Tallenette Booster Club and is willing to uphold its policies and subscribe to its by-laws. Only active members shall be allowed to hold any officer and or committee chair position and shall be eligible to vote on matters pertaining to the organization.

**Section 2 -** Dues are paid annually by all members of the organization. It is required that dues be paid on or before the first general Booster Club Fall meeting of the school year. The establishment of dues and all policies pertaining to membership shall be set annually by the Executive Board. Membership dues will be renewable in the Spring for the following fiscal year.

#### **ARTICLE VI - ORGANIZATIONAL STRUCTURE**

**Section 1 -** The ATBC will follow all policies as are determined by the Allen Independent School District and the University Interscholastic League Handbook for Booster Clubs.

**Section 2 -** The government of the organization shall be under the supervision of the Executive Board. All matters concerning the policies of the organization shall be decided by a vote of the Executive Board and no motion shall be carried without a favorable vote from the majority of those present at a duly constituted meeting.

**Section 3 -** A two-thirds ( $\frac{2}{3}$ ) majority of the general membership shall constitute a quorum, and a majority vote of those present shall govern, except where otherwise specifically provided in these by-laws of the organization or Robert's Rules of Order.

**Section 4 -** The Executive Board shall have the power (by two-thirds vote of those present at any regular or special meeting) to dismiss any Committee Chairperson(s) who has not performed allocated duties, provided that all Committee Chairperson(s) and the person concerned shall have

been notified at least (2) days in advance thereof that such action will be considered at the meeting. The person shall have the right to attend the meeting and be heard in this matter.

## **ARTICLE VII - EXECUTIVE BOARD**

**Section 1** - The Executive Board shall be composed of the President, 1st Vice President - Aide to the President and Programs, 2nd Vice President - Fundraising, Secretary, and Treasurer, who shall be elected annually by the General Membership of the ATBC, and each officer shall continue until his/her successor has been elected or a two consecutive year term. The Drill Team Director and Assistant Director shall be present at all Executive Board meetings in an advisory role. All office related materials are to be given to newly elected officers within ten (10) days following the final Spring general meeting.

**Section 2** - The duties of the Executive Board shall be to transact necessary business in the intervals between the organization meetings and other such business as may be referred by the organization, to approve of the standing committees, and to structure the budget for the organization, per the organization's approved By-Laws.

**Section 3**- Any Executive Board member whose child ceases to be a member of the Allen Tallenette Drill Team shall resign his/her position and the vacancy shall be filled for the unexpired term by a current standing member, elected by majority vote of the remaining members of the Executive Board.

**Section 4**- An Executive Board member who misses two (2) consecutive General Meetings without excuse and/or without contacting the President or Secretary to receive assignments made at the meeting will be assumed to have submitted a resignation, and the Executive Board may vote to accept it.

### **Section 5 - Members of the Executive Board**

A. **Drill Team Directors** - The Drill Team Director(s) is to be consulted on all projects, activities, and any other matters concerning the ATBC and the Allen High School Tallenettes Drill Team and can review or revoke any decision. The Drill Team Director(s) is an advisory role and is prohibited from serving as an officer or as a signatory for financial purposes. This is a non-voting role.

B. **President** - The President shall have a general supervision of the organization with the approval of the director(s). They shall preside at all meetings of the organization/Booster Club and of the Executive Board, and shall perform such other duties as may be prescribed in these by-laws or assigned by the organization or by the Executive Board, and shall coordinate the work of the officers and committees, in order that all objectives may be promoted. In addition, this officer will lead the Executive Board in selective

Standing Committee Chairpersons. To hold the President position, a nominee must be an active ATBC member for at least one year.

- C. **1st Vice President - Programs** shall act as an aide to the President and perform the duties of the President in the absence of that officer, oversee or coordinate the committee chairs over all Committees appointed to him/her for the year and shall perform other duties as delegated by the Executive Board.
- D. **2nd Vice President - Fundraising** shall oversee and coordinate all fundraising activities as well as all other Committees appointed to him/her for the year and shall perform other duties as delegated by the Executive Board.
- E. **Secretary** shall record and present the minutes of all meetings of the organization and the Executive Board, file written reports, attain PO Box key, deliver all mail addressed to the Booster Club to the Treasurer and shall perform or oversee or other duties or Committees as delegated by the Executive Board.
- F. **Treasurer** shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the approved budget as authorized by the organization. The treasurer, along with two other Executive Board members, will be signers on booster club checks. The treasurer shall present a financial statement of receipts and expenditures at every meeting of the organization and at the Executive Board meetings, and at other times when requested by the Executive Board, and shall make a full report annually. He/She is also responsible for filing any required Federal and State tax forms, reports, and any other necessary filings. Annually the financial records may be reviewed by persons other than the treasurer. The Executive Board with the treasurer abstaining from voting, will determine if further review and approval of the financial records is required. The treasurer's duties shall begin with the start of the fiscal year, July 1.
  - a. The Treasurer's accounts shall be examined by an Audit Committee, which is made up of three current members of the Booster Club, not on the Executive Board, upon completion of the organization's year ending transactions and fiscal school year ending June 30th. The Executive Board, satisfied the Treasurer's report is correct, should sign a statement of fact at the end of the report.
- G. All contracts must be approved by the Executive Board and executed by the president or treasurer.

## **ARTICLE VIII - OFFICERS AND THEIR ELECTION**

- A.** The Executive Board shall be composed of the President, 1st Vice President - Aide to the President and Programs, 2nd Vice President - Fundraising, Secretary, and Treasurer, who shall be elected annually by the General Membership of the ATBC, and each officer shall continue until his/her successor has been elected or a two consecutive year term. The Drill Team Director and Assistant Director shall be present at all Executive Board meetings.
- B.** A Nominating Committee shall be appointed by the Executive Board from a list of volunteers gathered at the first Spring meeting. The committee shall be composed of at least three (3) current members by March. The members will be selected from current ATBC members. No member planning to run for Executive Board for the next fiscal year shall be a part of the Nominating Committee. The Nominating Committee will vote on the Chairperson for the committee.
- C.** The Nominating Committee will then meet and provide recommendations for each position on the new Executive Board. This recommendation will be announced via email through the membership distribution list and on the Allen Drill Team website exactly two (2) weeks prior to the General Meeting in April. This recommendation will be composed of at least one nomination for each office to be filled. Once the recommendation has been announced to the members, any member wishing to nominate themselves for a position on the Executive Board may do so through an email or letter given to the Nominating Committee Chairperson. This notification through email or letter must be given to the Nominating Committee Chairperson at least one (1) week prior to the General Meeting in April. The Nominating Committee Chairperson will then submit via email a notification of any additional nominations to the members. The members of the Booster Club then have one (1) week to review the recommendation the Nominating Committee has presented as well as any individual nominations. If there is only one nomination, the vote can be acclamation (voice vote); otherwise the vote will be by **written ballot and/or electronic ballot** during the General Meeting in April. **The Nominating Committee Chairperson will announce the results at the end of the General Meeting in April. The new Executive Board will be composed of individuals proposed, who had won a majority of the vote by the members at large who are present at the meeting.**
- D.** Only those persons who consent to serve, if elected, shall be eligible for nomination.
- E.** Each nominee must be an ATBC current member to be eligible for nomination.
- F.** Each Committee Chairperson(s) shall assume their official duties following the end of the current school year and shall serve a term of one year and/or until a successor(s) is elected.
- G.** Executive Board members shall assume their official duties following the end of the current school year and shall serve a term of one year and/or until a successor(s) are elected, limited to a Two Year Consecutive Term.

- H. All Executive Board positions shall keep documentation containing a record of work completed during the year and shall turn it over to his/her successor within two (2) weeks after fiscal school year end, June 30th.
- I. A vacancy occurring on any Committee or Executive Board, shall be filled for the remaining term by a current standing member at large, elected by a majority vote of the remaining members of the Executive Board.

#### **ARTICLE IX- STANDING AND SPECIAL COMMITTEES AND CHAIRPERSONS**

**Section 1-** Standing and special committees shall be created by the Executive Board as may be deemed necessary to promote the objective and carry on the work for the ATBC. All committee work shall be undertaken with the consent of the Executive Board. Special committees created and appointed for a specific program shall cease to exist upon completion of the assigned work.

**Section 2 -** The President shall be an ex-officio member of all committees except the Nominating Committee and Audit Committee.

**Section 3 -** Special committees include, but are not limited to:

- Nominating committee - responsibilities and actions outlined in Article VI.
- Audit committee - responsibilities and actions outlined in Article VII, Section 5F.
- Scholarship committee -
  - A Scholarship committee shall be appointed by the Executive Board from a list of volunteers gathered at the first Spring meeting. The committee shall be composed of at least three (3) current members by March. The members will be selected from current ATBC members. No Senior parents are allowed to be on the Scholarship committee. The Executive Board shall appoint a committee chair from the list of volunteers.
  - The Scholarship committee is responsible for ensuring that the guidelines set forth in the Application Requirements and Process by the Executive Board are followed by each applicant. The committee will review applications that are submitted by current Tallenette Senior team members and score each applicant according to a rubric outlined by the Executive Board. The committee will name a winning recipient and a follow-up recipient, in the event that the winning applicant is also the winning applicant of the annual Lindorfer scholarship. The winner will be announced at the annual Tallenette banquet.

**Section 4 -** Any committee chairperson whose child ceases to be a member of the Allen Tallenette Drill Team shall resign his/her position and the vacancy shall be filled for the unexpired term by appointment from the Executive Board.

**Section 5** - Committee Chairpersons will be responsible for managing the committee, communicating with the board, general membership and gathering individuals that volunteer to assist with the committee as needed. Committee Chairpersons will be responsible for being fiscally responsible and within the guidelines of the fiscal year budget.

#### **ARTICLE X - MEETINGS**

**Section 1** - Regular meetings (General Meetings) of the ATBC shall be held at least two (2) times per year, called by the President. The first meeting shall be held as soon as practical. Members present shall constitute a quorum for the transaction of business at any General Meeting of the ATBC, provided due notice has been given. For purposes of this section, due notice shall be defined as notification via, email, website, telephone, or letter.

**Section 2** - Prior notice of all meetings of the organization shall be issued at least five (5) days in advance of such General Meeting.

**Section 3** - Robert's Rules of Order, newly revised, shall govern all proceedings of all meetings except where they conflict with the approved By-Laws of the organization.

**Section 4** - Executive meetings shall be held at least two (2) times per year, called by the President. The first meeting shall be held as soon as practical. Board Members present shall constitute a quorum for the transaction of business at any Executive Meeting of the ATBC,

**Section 5** - The Executive Board will set the ATBC's calendar for major projects, fundraising projects, game-day activities, membership drives, General Meeting dates, Executive Board meeting dates and operating budget by the first Fall ATBC General Meeting. The ATBC Executive Board shall make this calendar available to members.

#### **ARTICLE XI - FINANCIAL POLICY AND ASSETS**

**Section 1**- The Executive Board shall endeavor to forecast revenue and expenses from various activities and will keep such forecasts as accurate as possible throughout the year. General Membership must approve an annual budget for the ATBC at the August General Meeting. The Executive Board may amend and approve necessary budget changes, in amounts up to \$500.00. Any budget modification greater than \$500.00 must be approved by a majority vote of the General Membership.

**Section 2** - All income shall be placed in a common treasury. Monetary funds of the organization shall be deposited with an acceptable bank approved by the Executive Board. Principal signing authority for withdrawal of funds shall be by the Treasurer. All checks shall require 2 authorized signatures. A minimum of 3 Officers will be designated as check signers.

By signing a check, the signatories certify that the expenditure appears to be in accordance with the budget. Signatories cannot be members of the same household. If a check is payable to an authorized signatory, then that person may not sign the check.

**Section 3** - Large deposits will be defined as any deposit \$250 or greater and will require a deposit within 24 hours. Any deposit less than \$250 will require a weekly deposit.

**Section 4** - For accuracy, a second counter will be required for any deposit of \$250 or greater.

#### **ARTICLE XII - BY-LAWS AMENDMENTS**

**Section 1**- The By-Laws of the Allen Tallenettes Booster Club may be amended, repealed, or revised at any ATBC General Meeting, by a majority vote of membership quorum required, present and voting. Membership shall be given at least fourteen (14) days notice before the meeting at which such proposed change shall be submitted to vote.