

HEBRON HAWK GOLF BOOSTER CLUB BYLAWS

(Last Time Amended: 2/11/2020)

Article I - Name

The name of this organization shall be the Hebron Hawk Golf Booster Club and is associated with Hebron High School (HHS) in Carrollton, Texas (Lewisville ISD). For the purpose of this document the name will be abbreviated throughout as HHGBC.

Article II - Objectives

Section 2.01: To enrich HHS student golfer's participation in the HHS Golf Program and to cooperate with the HHS Principal and Coaches.

Section 2.02: To assist in financing the Golf Program through fundraising projects that support the golf team so they can effectively compete in a full tournament schedule as outlined by the UIL and District guidelines.

Section 2.03: Encourage golf etiquette and sportsmanship among student golfers, with opposing teams and golf course personnel.

Article III – Membership and Dues

Section 3.01: Membership in the HHGBC is strongly encouraged. Membership is open to parents and/or guardians of a Hebron Golf Team member.

Section 3.02: Acceptance of dues as outlined in Section 3.03 from any person will constitute membership in the HHGBC for the team in which the dues were paid. It is a requirement to be a member of the HHGBC to vote on issues/budget pertaining to the HHGBC. One membership paid in full equals one vote. Membership will be from the first HHGBC meeting of the new program year until the last HHGBC meeting of the school year. Members may be admitted at any time during the year and upon payment of a prorated membership due amount to be calculated by the HHGBC Treasurer. If a team player is dismissed and leaves the program in bad standing, as defined by LISD, then no refund is allowed. If a team player leaves the program in good standing, as defined by LISD, a prorated amount will be refunded and calculated by the HHGBC Treasurer.

Section 3.03: Full payment of annual dues is required for membership in the HHGBC meeting. Payment is due in full by September 30th of each year, unless other arrangements are made by approval of HHGBC board.

Section 3.04: Financial participation in fundraising projects is required for members of HHGBC who have a child participating on the Hebron High School Golf Team.

Section 3.05: Annual dues for the upcoming year will be \$300 per team player.

Article IV – Executive Board and Officers

Section 4.01: Officers and their election

- A. Each officer must be a member of HHGBC and in good standing. B. The officers of this organization shall consist of a President, 3 VPs, a Secretary and Treasurer and are collectively referred to as the HHGBC Executive Board. The three (3) VPs include First VP-Fundraising, Second VP-Technology, and Third VP-Social Media/Public Relations (PR).
- B. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.
- C. Officers may not hold the same position for more than two (2) consecutive term years.
- D. President elect must have served in prior leadership role with the HHGBC either as an officer on the Executive Board or as a Committee Chair.

Section 4.02: Nominating Committee:

- A. There shall be a nominating committee elected by the Executive Board mid-term and at least 30 days prior to the election of officers. Elections shall be by plurality. Announcement of nominating committee members can be electronic, as well as consent to serve on nominating committee. The committee shall be composed of at least three (3) members and cannot include a person seeking a board position. One (1) alternative shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following their acceptance.
- B. The nominating committee shall nominate an eligible person for each office to be filled and communicate its nominee slate electronically to the current Executive Board. One (1) month prior to the Election Meeting (last meeting of the year), the nominating chairman will email their slate of officers to all HHGBC members, at which time additional nominations may be made and added to ballot for consideration. The consent of each candidate must be obtained by the nominating committee chairman before his or her name is placed on ballot and prior to the election meeting.

- C. The nominating committee chairman will circulate the ballot during the Election Meeting. Elections shall be by majority vote of all attendees either by show of hands or by written ballot to be determined by nominating chairman. A proxy vote may not be used.
- D. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office. An individual must be a HHGBC member prior to taking office. An officer must be a parent or guardian of a student golfer on the current HHS Golf team to hold office and must be a HHGBC member, in good standing, prior to taking office.

Section 4.03: The Executive Board shall have the authority for all offices and committees.

Section 4.04: A majority of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

Section 4.05: A member of the Executive Board shall temporarily fill a vacancy occurring in any elected office until the next regular meeting of the HHGBC. At that time, the membership will elect a replacement by majority vote. An Officer or Committee Chairman can be removed from office, by a two-thirds (2/3) vote of the HHGBC membership, for failure to perform duties, criminal misconduct, and/or unethical behavior in the organizations business. An Officer or Committee Chairman shall be immediately removed from office if they no longer have a Golf Team Member on the current team.

Section 4.06: No member of the Board will receive any compensation for service to the HHGBC.

Article V – Officer Responsibilities

Section 5.01: The **President** shall:

- A. coordinate the work of the officers and committees of the association.
- B. preside over all meetings of the HHGBC and the Executive Board.
- C. appoint chairmen of special committees subject to approval of Executive Board.
- D. be authorized to sign on bank account.
- E. actively manage the general business of the HHGBC and sign all official documents and shall perform all duties incident to the office.
- F. The President, subject to approval from the Board, shall form, appoint and reside over all committees. Serves as the Executive head of the HHGBC with the full powers to enforce the by-laws.

Section 5.02: The **First Vice President – Fundraising** shall:

- A. be the aide-to-the-President.
- B. preside in the absence of the President.
- C. support and oversee the activities of all fundraising activities and act as chairman over all fundraising committees and committee chairs.
- D. review annual fundraising goals with Executive Board and present during HHGBC meetings.
- E. submit fundraising forms to the HHS Administration for approval as needed.

Section 5.03: The **Second Vice President – Technology** shall:

- A. support and maintain the HHGBC website
- B. coordinate monthly with HHS head coach and post website updates regarding team announcements, tournament scores, booster club updates, etc.
- C. coordinate and aide Third VP - Social Media/Public Relations to showcase pictures on website, social media platforms, and annual banquet video.

Section 5.04: The **Third Vice President - Social Media/Public Relations** shall:

- A. act as the primary HHS student Golf Team photographer and coordinate any public relation/marketing needs on behalf of HHGBC and HHS Golf Team.
- B. act as liaison with HHS yearbook staff and provide team photos for inclusion.
- C. coordinate all photo activities for tournaments, homecoming, fundraisers and annual banquet/party activities with HHS coaches.
- D. recommend, select, and utilize social media platforms (like facebook, twitter, shared photo albums, etc.) to showcase Golf Team photos.
- E. journal the collection of photos taken by HHGBC members, coaches, and community and create an electronic history for HHGBC. F. oversee the preparation of the annual banquet slideshow (at the end of a school year) including the collection of HHS senior class photos.

Section 5.04: The **Treasurer** shall:

- A. act as custodian of all the funds associated with HHGBC.
- B. keep and organize an electronic book of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks.
- C. make disbursements in accordance with the budget adopted by the organization.
- D. act as signer on bank accounts.
- E. present a financial report at HHGBC's Annual, Mid-Term and Election Meeting and as requested by the Executive Board.

- F. The proposed operating budget should follow Article VI - Financial Guidelines as outlined in Section 6.05.
- G. Preside in the absence of the President and First VP - Fundraising.

Section 5.05: The **Secretary** shall:

- A. record the minutes of each HHGBC meeting and Board Member meetings and distribute electronically afterwards to appropriate members.
- B. maintain a compilation of HHGBC minutes.
- C. be responsible for correspondence.
- D. organize and maintain a current membership roster for distribution.
- E. provide and maintain attendance sheets for all HHGBC meetings.
- F. Provide reminders in advance of all meetings along with proposed agenda when possible.

Section 5.06: The **Head Golf Coach** is responsible for all duties outlined by the Lewisville Independent School District and presides over all HHGBC activities. The HHS Principal and Coaches of the Golf Team are honorary, non-voting members of this organization.

Article VI – Financial Guidelines

Section 6.01: HHGBC will establish a bank account. All funds derive from, membership dues, fundraisers, contributions, tournaments, etc., will be deposited into the approved account.

Section 6.02: The HHGBC bank account will be balanced monthly, stored electronically, and submitted by Treasurer for approval to the Executive Board members at each board meeting as outlined in Section 5.04.

Section 6.03: Numbered checks and bank issued check cards will be used for all purchases and expenditures, all receipts, invoices, etc., will be maintained by the Treasurer and kept on file for auditing.

Section 6.04: Checks require a single signature; however, oral or written authorization should be obtained from one other member of the Executive Board. Authorized signors may include the President, Treasurer, and Secretary. In the event a credit/debit card is utilized, oral consent from one of the authorized signers listed in this section is required.

Section 6.05: The Treasurer will prepare and present an Annual Operating Budget for approval by the Executive Board prior to the first HHGBC Annual membership meeting of the school year. The budget must include an asset carry forward equal to at least 10% of current fiscal year expenditures. The proposed

budget should be sent out via email to HHGBC prior to voting on the budget. Budget approval will require two-thirds (2/3) vote of the membership in attendance at the meeting. A proxy vote may not be used. The Treasurer will present a written account of HHGBC club finances including year to date actual and budget variances at each HHGBC meeting.

- Section 6.06: The Executive Board may prepare and submit a revised annual budget at a general meeting, as needed, and seek approval by 2/3 vote of the membership in attendance at the meeting.
- Section 6.07: At the conclusion of each fundraising event, all monies will be counted and verified by the Treasurer and one other member of the HHGBC. If the Treasurer is not present, two HHGBC member must count the money and sign a voucher. The Treasurer will recount the monies upon possession with a HHGBC member present.
- Section 6.08: Original or clear photocopies of receipts are required for HHGBC members to be reimbursed for their expenses. The person who made the purchase will sign and date the receipt, indicate the purpose for the purchase, and include the "HHGBC Check Request" form.
- Section 6.09: All expenditures must be approved by Treasurer. Any expenditure over budget by \$500 must be approved by the Executive Board. E-mail discussion and voting is an acceptable form of conducting business between regularly scheduled meetings. If the budget variance is deemed significant, the Executive Board should seek approval by majority vote of the general membership.

Article VII – Fundraisers

- Section 7.01: Fundraisers will be proposed by the Executive Board and voted upon by the general membership at the Annual Meeting (first booster club meeting) of the school year. Selection of fundraisers will be done by majority vote. A proxy vote may not be used.
- Section 7.02: Each Fundraiser Chairperson is on a volunteer basis. It shall be the duty of each Chairperson to coordinate the assigned activities from start to finish with oversight from the HHGBC Vice President – Fundraising. The purpose of each fundraiser is to raise money for the HHGBC to fund the HHS Golf Team needs.
- Section 7.03: The Chairperson of any committee must submit any planned expenditures above the approved budget to the Executive Board before spending or agreeing to spend said amount.

Section 7.04: Seniors grants will be funded by fundraising. This will be a budgeted line item each year. To be eligible to receive a grant for higher education, each senior must meet the grant guidelines established by booster club and as follows:

- A. Golf Student must be in good standing with HHS;
- B. Golf Student will be eligible for a \$100 annual grant credit for each year their parents/guardians are a members of HHGBC. Total grant amount, per Golf Student, will not to exceed \$400.
- C. Golf Students must be a registered senior at HHS and currently on the HHS golf team upon graduation to receive their grant monies.

Article VIII – Fiscal Year

Section 8.01: HHGBC financial fiscal year will start at the first HHGBC meeting following tryouts.

Article IX – Meetings

Section 9.01: The HHGBC will meet a minimum of three (3) times between the months of September and May. The exact date, time, and location of the meetings will be determined by the Executive Board.

- A. The first meeting (Annual Meeting) shall occur within the first 30 days of a new school year (generally in September).
- B. The second meeting (Mid-Term) shall occur within 30 days after LISD winter holiday break and the nomination committee and audit committee will be announced (generally in January).
- C. The third meeting (Election Meeting) shall occur within the last 60 days of a school year. (generally in April/May).

Section 9.02: At least two (2) members of the Board and at least 5% of the HHGBC membership must be present in order to constitute a Quorum. Attendance is for parents/guardians, and coaches. Golf Team members are not asked to attend.

Section 9.03: The President shall conduct the HHGBC meetings. The President may call a special meeting or rescheduled regular meeting of the HHGBC with 3 days notice.

Section 9.04: Committee meeting dates will be set by the Chairman of each committee.

Article X – Executive Board

Section 10.01: The Executive Board shall consist of the officers of the association and the chairmen of standing committees.

Section 10.02: A member shall not serve an officer or chairman of the HHGBC's Executive Board while serving as a paid employee of, or having purchasing contracts with HHGBC.

Section 10.03: The duties of the Executive Board shall:

- A. transact necessary business in the intervals between HHGBC general membership meetings and such other business as may be referred to by HHGBC.
- B. present a report at the general membership meetings.
- C. approve Plans of Work of all officers and committee chairmen.
- D. appoint an audit committee consisting of not less than three (3) members, who are not authorized signers, at least thirty (30) days before the Annual Meeting (first meeting of the school year), to audit the treasurer's accounts.
- E. create standing and special committees.
- F. fill vacancies of officers and chairmen.
- G. prepare and submit a budget for the year to HHGBC for adoption.
- H. approve routine bills within the limits of the budget.
- I. ensure HHGBC's, through its practices and policies, does not violate such rules and regulations that govern UIL.

Section 10.04: Executive Board Meetings

- A. Executive Board Meetings shall be held prior to each HHGBC membership meeting. The time to be fixed by the Executive Board at its first meeting of the year.
- B. A majority of the Executive Board members shall constitute a quorum.
- C. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, at least three (3) days notice being given.

Article XI - Publicity and Marketing

Section 11.1: All Publicity will comply with LISD guidelines.

Article XII – Amendment and Ratification

Section 12.01: These bylaws may be amended or altered. The proposed amended bylaws should be sent out electronically to the membership prior to the meeting at which the amendment is voted upon. Bylaw amendments will require two-thirds (2/3) vote of the membership in attendance at the meeting. A proxy vote may not be used.

Section 12.02: After adoption by 2/3 vote at a HHGBC meeting, a copy of the bylaws (and any standing rules) as amended or revised and dated shall be sent to HHS Principal and HHS Golf Coach.

Section 12.03: It is recommended that HHGBC review, and if necessary, amend its bylaws at least every three (3) years.

Date Bylaws were last reviewed (by Executive Board):

January 21, 2020

Date proposed Bylaw amendments were presented for vote (to general membership):

February 11, 2020.

Date Bylaw amendments were approved and adopted (by general membership vote):

February 11, 2020.