

**BYLAWS
OF THE
BIRDEVILLE HAWKS WRESTLING BOOSTER CLUB**

Approved September 27, 2023

ARTICLE I – NAME

The name of this Organization shall be the Birdville Hawks Wrestling Booster Club; herein referred to as the “**Booster Club**” or “**Organization**”. The name of such Organization is hereby changed from the prior name Hawk Wrestling Booster Club effective September 2023.

ARTICLE II – OBJECTIVES

The objectives of the Booster Club shall be:

1. To promote the welfare of each member of the Birdville High School (“**BHS**”) wrestling team, in school and in the community;
2. To create and maintain an enthusiastic interest of both students and parents in various phases and activities of the BHS wrestling program;
3. To lend all possible support, both moral and financial to all programs and activities of the BHS wrestling program; and
4. To coordinate with those in supervisory positions which may include, but are not limited to, the BHS Head Wrestling Coach (“**Organization Sponsor**”), BHS Assistant Wrestling Coach, other members of the BHS faculty and administration, and Birdville ISD administration to the fullest extent possible for the best interests of the BHS wrestling program.

ARTICLE III – FISCAL YEAR

The fiscal year of the Booster Club shall begin on August 1 of each year and shall conclude on July 31 of following year. Booster club operations shall generally coincide with the school year.

ARTICLE IV – MEMBERSHIP

Section 1 – Membership Eligibility. Any parent, guardian or adult family member of a current BHS student and any other non-student adult who is interested in supporting the BHS wrestling program and willing to uphold the policies of the Booster Club and subscribe to its by-laws may become an active member upon payment of dues.

Section 2 – Membership Dues. The annual dues shall be established annually by the Budget Committee and Executive Board and communicated to all parents. The Executive Board may waive membership dues based on financial need or other extenuating circumstances.

Section 3 – Membership Enrollment. An annual enrollment of members shall be conducted at the first meeting of the school year. Additional members shall be accepted at any time a

membership form is completed and dues are paid. Membership shall run from the date of enrollment and payment of dues until the first meeting of the following school year.

Section 4 – Membership Meetings. General Membership meetings shall be held at least quarterly during each academic year and at such other times as determined by the Executive Board. General Membership meetings will generally be held at BHS or another location as determined by the Executive Board. A minimum of five (5) members shall constitute a quorum at any General Membership meeting.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1 – Officers of the Organization.

1. The officers of the Booster Club shall be the President, Vice-President, Secretary, and Treasurer.
2. Officers must have a student currently in the BHS wrestling program.
3. These officers shall be elected either by written ballot or by nomination and show of hands by active members at the spring semester meeting. However, if there is but one nominee for an office, by motion from the floor the election may be by voice.
4. Officers shall serve for a term of one year, and shall remain in office until the close of the school year, with the newly elected officers assuming office at this time.
5. No person shall serve more than two consecutive terms in the same office. There is no limit to the number of offices that may be held by any person during the lifetime of their association with the organization and the same person may return to an office that was previously held for two years as long as there has been a period of at least a year that they did not serve in that office before being re-elected to it again.

Section 2 – Nomination of Officers.

1. Nomination Process
 - a. Open Call for Nominations: Announce the nomination period (e.g., via email, at meetings, or on social media) at least 2 weeks prior to the election meeting, which shall be held during the spring Membership meeting.
 - b. Nomination Form: Provide a form that includes:
 - i. Nominee’s name and contact information
 - ii. Position being nominated for
 - iii. Brief statement of qualifications or reasons for nomination
 - c. Self-Nomination: Allow members to nominate themselves.
 - d. Officers shall be elected by a majority vote of the currently-active Booster Club members.
2. Eligibility Requirements
 - a. Must be a member of the booster club in good standing.
 - b. Must have a child participating in the supported program.
 - c. Must agree to the time commitment required for board participation.

- d. Only those who have consented to serve, if elected, shall be nominated. Should a nomination come from the floor, the person nominated must be in attendance.

Section 3 – Vacancy of Offices. A vacancy occurring in an office shall be filled by a majority vote of the Executive Board before the next regular meeting. The vacancy may be filled from current elected officers or a person chosen by a majority of the Executive Board. Succession of Officers (i.e. moving up one position at a time) shall not be guaranteed. In case a vacancy occurs in the Office of the President, the Vice-President, whether new or previously elected, shall notify the Booster Club membership of the change(s) by email or at the next meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 – President. The President shall preside over all meetings of the Organization, and of the Executive Board; be a member ex-officio of all committees; appoint members to the Nominating and Audit Committee; regularly meet or communicate with the Organization Sponsor regarding Booster Club activities and submit administrative documents to the Organization Sponsor for review and approval; regularly meet or communicate with the Treasurer to monitor the organization’s finances; ensure annual audit of records is completed by the Audit Committee; work collaboratively with Organization Sponsor, Executive Board, committees and/or members to procure/provide resources for the Organization and the BHS wrestling team and to coordinate any home events or other team activities; and perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Executive Board or Organization Sponsor.

Section 2 – Vice President. The Vice-President shall generally act as aide to the President; preside at meetings in the absence or inability of the President to serve; perform the duties of the President in the absence of that officer; perform administrative functions delegated by the President; coordinate senior night, end-of-year banquet; work collaboratively with Organization Sponsor, Executive Board, committees and/or members to procure/provide resources for the Organization and the BHS wrestling team and to coordinate any home events or other team activities; and perform such other activities as designated to him/her by the Executive Board.

Section 3 – Secretary. The Secretary shall generally be responsible for maintaining accurate records and coordinating communications on behalf of the Organization; keep accurate written records of all meetings of the Organization and Executive Board; provide notice and an agenda prior to each General Membership meeting; record if a quorum was established at each meeting and business transacted at each meeting; maintain a roster of all Booster Club members and wrestling parents; communicate with members and parents details regarding upcoming events; secure volunteers or donors for home or away events of other activities, as needed; work collaboratively with Organization Sponsor, Executive Board, committees and/or members to procure/provide resources for the Organization and the BHS wrestling

team and to coordinate any home events or other team activities; and perform such other activities as designated to him/her by the Executive Board.

Section 4 – Treasurer. The Treasurer shall generally be responsible overseeing all financial activities of the organization and maintaining books and records related to all receipt and disbursement of Organization funds for review and audit; serve as Budget Committee Chairman and oversee the establishment of an annual budget with input from the Organization Sponsor and Executive Board; manage the Organization’s bank accounts and reconcile bank statements; maintain checkbook, debit card, and other membership/vendor cards, if applicable; provide written financial statements and reports to the Executive Board and at General Membership meetings and to the Audit committee for review and approval; file all required IRS and state tax filings in timely fashion; work collaboratively with Organization Sponsor, Executive Board, committees and/or members to procure/provide resources for the Organization and the BHS wrestling team and to coordinate any home events or other team activities; and perform such other activities as designated to him/her by the Executive Board.

Section 5 – All Officers shall:

1. Attend all meetings of the Executive Board and General Membership.
2. Perform the duties outlined in these by-laws, and those as assigned throughout their term of office.
3. Maintain a **Procedures Manual** detailing the duties, activities and guidelines relevant to his/her office. Deliver to their successors all official materials at the conclusion of the school year. All Manuals from Committee chairs will be received by the President and held until new committee assignments are made.

Section 6 – Any officer who is unable to perform or fails to perform the duties of his office as outlined in these by-laws may be removed from office by a majority vote of the Executive Board.

ARTICLE VII – EXECUTIVE BOARD

Section 1 – Composition. The Executive Board shall consist of the current Officers of the Organization and any Committee Chairs. The members of the Executive Board shall serve until their successors are elected and/or named.

Section 2 – Duties. The duties of the Executive Board shall be:

1. To transact necessary business in the intervals between the Organization meetings, and such other business as may be referred by the Organization;
2. To approve the work of the Committees and others as appointed;
3. To present a report of activities at the regular meetings; and

4. To recommend and approve Organization expenditures within the limits of the Budget.

Section 3 – Meeting. Meetings of the Executive Board shall be held in advance of each General Membership Meeting and at such other times as determined by the President and Organization Sponsor. The date of each Executive Board meeting shall be determined at its first meeting of the year. Executive Board Meetings may be held in person at Birdville High School or by virtual meeting. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President, the Organization Sponsor, or by a majority of the members of the Board.

ARTICLE VIII – COMMITTEES

All committees will be required to keep a *Procedures Manual*, which clearly details their activities, procedures, problems, solutions, and suggestions for the next year. Each manual will be given to the President at the last meeting of the year to be turned over to the next Chairman when appointed.

Section 1 – Standing Committees. The following standing committees shall be created by and serve at the pleasure of the Executive Board: Budget Committee and Audit Committee. The Executive Board may create other Special Committees from time-to-time as may be required to promote the objectives and interest of this Organization. The President shall appoint the Chairmen and members of the Standing Committees, EXCEPT that the Treasurer shall serve as the Chairman of the Budget Committee and appoint members of such committee, and the Chairman of any Special Committee, subject to approval of the Executive Board. Committee Chairmen and members shall serve for the current school year or until their successors have been appointed. The Chairman of any Special Committee may select any number of persons from the active membership to assist on his/her committee. There is no limitation on the number of committees on which a member may serve.

Section 2 – Duties of the Standing Committees. The prescribed duties for each Standing Committee is as follows:

1. **Budget Committee** – The Treasurer will serve as Chairman and shall appoint two additional members from the active membership list to serve on such committees. The Budget Committee shall be responsible for preparation of the annual budget of the Organization. The budget will be prepared and submitted for approval of the Executive Board at the first meeting or each fiscal year.
2. **Audit Committee** – The President shall appoint a two (2) person committee, *but not including the current President or Treasurer*, from currently active members to conduct an annual audit of the finances of the Organization to ensure accuracy and proper handling of funds, timely deposits, and invoices paid. Committee members shall not be considered who have been given authority to access any funds of the Organization. Upon completion of an audit of financial and bank records, they will prepare a report of findings, which will be presented to the Executive Board.

ARTICLE IX – BOOKS AND RECORDS

The Booster Club will maintain the following books and records, which may be maintained and distributed in hard copy or electronically:

Section 1 – Organizational & Governing Documents.

1. Organization By-Laws
2. Designation of Officers
3. Procedures Manual
4. Agenda and Summary of each Executive Board Meeting
5. Agenda and Summary of each General Membership Meeting

Organization By-Laws and Designation of Officers will be provided to the Organizational Sponsor and BHS Principal or other BISD personnel, as requested. All meeting agendas and materials shall be kept indefinitely and filed for audit.

Section 2 – Financial Documents.

1. Operating Budget
2. Financial Statements
3. Year-End Financial Report
4. Audit Report
5. Bank Statements
6. Receipts and Disbursements Journal and Support Documents
7. Tax Filings

The budget will be submitted to the Executive Board for approval at the first meeting of the school year. Organizational Sponsor shall provide an annual list of financial requests to the Executive Board no less than one week prior to the first meeting of the school year, which shall be discussed and approved or denied on a line-item basis by the Executive Board. The Treasurer shall provide a financial report summarizing financial and monetary activities for the school year at the last meeting of the year. A copy of each financial statement and financial report is to be filed with the Secretary's minutes for audit.

There shall at all times be at least two (2) authorized signatories on the Booster Club bank account. Signatories shall be, at a minimum, either the President or Vice-President, and Treasurer and may include other officers or Executive Board members but should not include the Organization Sponsor or any BISD employee.

Section 3 – Membership Documents.

1. Wrestling Parent List – as provided by Organization Sponsor
2. Wrestling Team Roster - as provided by Organization Sponsor and kept up-to-date throughout the school year
3. Booster Club Membership Roster
4. Completed Membership Forms

Section 4 – Recordkeeping.

The outgoing Secretary of the organization will turn records and historical documents over to the incoming officers within thirty (30) days of the election. The new Treasurer will take possession of financial records within thirty (30) days after election and only after the financial records have been audited. Records should be kept for a period of ten (10) years for audit purposes.

ARTICLE X – AMENDMENTS

Section 1 – Bi-Annual Review. The Executive Board shall review these by-laws no less frequently than bi-annually, for any necessary updates.

Section 2 – Amendment Approval. Amendments or changes to these by-laws must have the approval of a majority vote of the active members present and voting at any regular meeting of the Organization. Any desired changes will be communicated to the General Membership no less than one (1) week prior to a General Meeting for review.

This set of by-laws was presented for approval to and approved by the voting members at the General Membership Meeting on September 27, 2023.