

**By-Laws  
Of the  
Marcus Football Booster Club**

**Article I  
Name**

The name of this organization is the Edward S. Marcus High School Football Booster Club, and is associated with Edward S. Marcus High School in Flower Mound, TX.

**Article II  
Articles of Organization**

The articles of organization include (a) the by-laws of such organization and (b) the certificate of incorporation of the Marcus Football Booster Club.

**Article III  
Purposes**

Section 1. The Purpose of the Marcus Football Booster Club is:

- a. To raise money and support for the Marcus Football Program.
- b. To create team spirit by demonstrating that the people in the community support the school and its football program.
- c. To keep the educational goals of competition at the forefront of all policies.
- d. To provide five, \$2000 scholarships, to senior football players involved in the MHS football program; and one, \$1000 scholarship, to go to a graduating senior trainer involved in the MHS football program; and one, \$1000 scholarship, to go to a graduating senior member of The Crew involved with the MHS football program; and one, \$1000 scholarship, to go to a graduating senior football manager, involved with the MHS football program.
- e. To encourage good sportsmanship towards officials, all members, the opposing team, all fans, and visitors.

Article Revision submitted 05/07/2012

Article Revised 09/10/2012

Article Revision submitted 12/09/13

Article Revised 01/06/13

Article Revised 03/16/15

**Article IV  
Basic Policies**

The following are basic policies of the Marcus Football Booster Club:

Section 1. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.

Section 3. The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This organization shall not use any EIN tax number other than its own. The EIN for the Lewisville ISD is not to be used by any booster club for any purpose whatsoever.

Section 5. This organization shall secure a sales tax permit from the Texas Comptroller's Office and shall display the permit in accordance with applicable law.

Section 6. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, 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 Article III hereof.

Section 7. This organization shall prohibit voting by proxy.

- a) This organization shall allow email voting when deemed necessary by the President, when a vote is needed before the next scheduled meeting.

Section 8. No part of the membership roster of this organization shall be sold to any entity or exchanged for services or products without the approval of the majority of the general membership.

Section 9. Upon dissolution of this organization:

- a) After paying or adequately providing for the debts and the obligations of the organization, the remaining assets shall be to yield up and surrender any and all its assets and property to LISD or to another local booster club.
- b) Shall cease and desist from the further use of any name that implies or denotes association with a Lewisville ISD school; and
- c) Carry out promptly, under the supervision of the LISD sponsor or his designee, all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 10. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to the inspection by its members.

Section 11. Only members who have paid dues for the current membership year may participate in the business of this organization.

Revised 12/2012

## **Article V Members and Dues**

Section 1. Membership in this organization shall be made available without regard to race, color, creed or national origin, nor in conflict with the provisions of UIL.

Section 2. A person's paid membership dues allow membership in the organization from April 1 through the last day of March. Membership is non-refundable.

Section 3. Upon payment of annual dues, a person shall have membership in the organization for one year.

Section 4. This organization shall sustain a yearly membership total of at least 100 (one hundred) to remain an active booster club on the Marcus High School Campus.

Section 5. Membership fee shall be determined by the Officers.

Section 6. Rights and Responsibilities of Membership:

- a. The right to vote in the election of officers.
- b. The right to amend and approve minutes of general meetings.
- c. The right to volunteer for committee work.
- d. The right to attend meetings and functions.
- e. The responsibility to uphold and support the principles and purposes of the Booster Club.
- f. The responsibility to promote a positive image of the Marcus Football Program and the Booster Club in our community. Violation of this may result in disciplinary actions.

Article Revision Submitted: 6/21/2011

Article revised 9/12/2011

Article Revision Submitted 12/09/2013

Article revised 01/06/2013

## **Article VI Officers and Their Elections**

Section 1. Each officer must be a member of this organization.

Section 2. No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his family members.

Section 3. Officers and their Election:

- a. The officers of this organization shall consist of a president, 5 vice presidents, a secretary, a treasurer and a treasurer elect.
  1. The President shall appoint a Parliamentarian.
- b. An individual must be a member prior to taking office.
- c. Officers shall assume their official duties by April 1 and shall serve a term of 1 year or until the successors are elected.
- d. No officer shall serve in the same office for more than two consecutive terms unless approved by a majority vote of the officers. One who has served more than one-half of a term shall be credited with having served that term.

Section 4. Officer Nominations

- a. A nominating committee will be elected by the general membership at least one month prior to the election of officers.
- b. The nominating committee shall consist of 3 or 5 members and one alternate. The committee shall elect its own chairperson.

- c. The nominating committee shall nominate an eligible person for each officer position to be filled and report those nominees at the annual general meeting. Additional nominations can be made from the floor at this time.
- d. The nominating committee report must be publicized at least 7 days prior to the meeting.
- e. Only those who have signified consent to serve shall be nominated.
- f. No member shall be in a position to automatically serve.
- g. The sponsor shall not be a member of the nominating committee, or appoint any member of the nominating committee.
- h. The President shall not be a member of the nominating committee, or appoint any member of the nominating committee.

#### Section 5. Vacancies

- a. In case a vacancy occurs in the office of president, the first vice president will take over as president.
- b. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.

#### Section 6. Reason to remove:

By two-thirds (2/3) vote of the executive board an officer, chairman, or member shall be removed from office/membership for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

Article Revisions submitted: 6/21/2011

Article Revised: 09/12/2011

Article Revision Submitted 12/09/2013

Article Revised: 01/05/2014

Article Revised: 02/06/2017

### **Article VII Duties of Officers**

#### Section 1. The President shall:

- a. Coordinate the work of the officers and committees of the organization.
- b. Confirm that a quorum is present before conducting any business at any meeting of the organization.
- c. Preside at all meetings of the organization.
- d. Appoint a parliamentarian.
- e. Appoint chairmen of special committees subject to approval of the executive board.
- f. Be authorized to sign on bank accounts (two of three authorized signatures shall be required on all checks).
- g. Call a meeting of newly elected officers within (15) days after election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary.
- h. Be a member ex-officio of all committees except the nominating and audit committee.
- i. Submit a copy of its bylaws and standing rules to the Marcus High School principal.
- j. Submit to LISD accounting office and principal forms required by Lewisville ISD.
- k. Oversee assigned standing and ad hoc committees.

Section 2. The Vice Presidents shall:

- a. First Vice President – Promotions
  1. Act as an aide to the president and
  2. Preside in the absence of the president
  3. Oversee assigned standing and ad hoc committees
- b. Second Vice President – Game Day
  1. Act as aide to the president and
  2. Oversee assigned standing and ad hoc committees
- c. Third Vice President - Communications
  1. Act as aide to the president
  2. Oversee assigned standing and ad hoc committees
- d. Fourth Vice President - Events
  1. Act as aide to the president
  2. Oversee assigned standing and ad hoc committees
- e. Fifth Vice President - Social Media
  1. Act as aide to the president
  2. Oversee assigned standing and ad hoc committees

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the association.
- b. Maintain a compilation of the organizations minutes
- c. Be responsible for all organization correspondence, media relations and school communications
- d. Have a current copy of the bylaws
- e. Maintain a current membership list
- f. Oversee assigned and standing ad hoc committees

Section 4. The Treasurer shall:

- a. Have custody of all funds of the organization;
- b. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for five years;
- c. Make disbursements in accordance with the budget adopted by the organization
- d. Sign on bank accounts (two of three authorized signatures shall be required on all checks)
- e. Present a financial report, both written and verbal, at every meeting of the organization and as requested by the executive board or the organization.
- f. Make full report at the annual meeting
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, section 4 of these bylaws; and
- h. Submit books to the audit committee as requested
- i. Oversee assigned standing and ad hoc committees

Section 5. The Treasurer Elect shall

- a. Work under the direction of the Treasurer to be the 2<sup>nd</sup> checkpoint of all money going through the Booster Club.
- b. Learn the treasurer process to take over the position following the treasurers term if elected by the general membership.

Section 6. The Parliamentarian shall

- a. Maintain a record of the bylaws and standing rules

- b. Be available to the President at all board and general meetings, and advise the President of bylaws and/or parliamentary procedure upon request
- c. Oversee the nomination of the audit and nominating committees

Section 7. All Officers shall:

- a. Attend all meetings of the organization.
- b. Perform the duties outlined in these bylaws and those assigned periodically.
- c. Recommend all standing committee chairs or co-chairs.
- d. Deliver to their successor or the president all official materials within fifteen (15) days following the date at which their successor assumes their duties.

Article Revision Submitted 12/09/2013

Article Revised 01/05/2014

Article Amended 11/01/2016

Article Revised 02/06/2017

### **Article VIII Duties of Sponsor**

The sponsor of the organization shall not be a member or have voting privileges on the executive board.

### **Article IX Meetings**

Section 1. This organization shall hold a minimum of 6 meetings a year.

- a. Regular meeting dates will be established by the executive board at the first meeting of the fiscal year. Time and dates will be announced to the membership at its first meeting of the fiscal year. Five days' notice shall be given if change of date is needed.
- b. The annual meeting held in February shall be for the purpose of receiving year end reports of officers and to accept nominations to the board.
- c. The regular meeting held in March shall be the turn-over meeting.
- d. A majority of the total number of members of the executive board shall constitute a quorum at general and executive meetings.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board, at least three days' notice having been given.

Article revision submitted: 6/21/2011

Articles revised: 09/12/2011

Articles revision submitted: 12/09/2013

Articles revised: 01/05/2014

### **Article X Executive Board**

Section 1. The executive board shall consist of the officers of the organization and the chairmen of the standing committees.

Section 2. The sponsor of the organization shall not be a member nor have voting privileges on the executive board but shall attend board meetings.

Section 3. A member shall not serve as an officer or chairman with the organizations executive board while serving as a paid employee of, or having purchasing contracts with the organization.

Section 4. The duties of the executive board shall be to:

- a. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. Present a report at the regular meetings of the organization.
- c. appoint an audit committee consisting of not less than three members, who are not authorized signers, at least 30 days before the annual meeting, to audit the treasurer's accounts.
- d. Fill vacancies of officers and chairmen.
- e. Submit a budget for the upcoming fiscal year to the organization for adoption.
- f. Ensure that the organization, through its practices and policies, does not violate such rules and regulations that govern UIL.

Section 5. Meetings

- a. Regular meetings of the executive board shall be held prior to each organization meeting, the time to be fixed by the board at its first meeting of the fiscal year.
- b. A majority of the executive board members shall constitute a quorum at all meetings.
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board at least three days' notice being given.

Article Revisions Submitted 6/21/2011

Articles revised 09/12/2011

## **Article XI Standing and Ad Hoc Committees**

Section 1. Only members of the organization shall be eligible to serve as chair/co-chair or members of committees.

Section 2. The officers may create such standing and ad hoc committees as it may deem necessary to carry on the work of the organization. The term of each chairman shall be one year or until selection of a successor.

Section 3. Current Standing Committees include but are not limited to:

- a. Spirit Wear
- b. Concessions
- c. Fund Raising
- d. Photography and Video
- e. Hospitality
- f. Membership
- g. Team Reps and Senior Mom
- h. Picture Day
- i. Game Day Set Up
- j. Street Signs
- k. Web Master
- l. Scholarship
- m. Welcome Back

- n. Athletes in Action
- o. Programs
- p. Banquet
- q. Run with the Marauders
- r. Media
- s. Corporate sponsorships
- t. Volunteers
- u. Hydration
- v. 8<sup>th</sup> grade Rep
- w. Senior Night
- x. Adopt an Athlete
- y. Signing Day
- z. Meet the Coaches
- aa. Spring football kick off
- bb. Physicals
- cc. Meet the Marauders
- dd. Fall parent meeting
- ee. Alumni Association

Updated committees listed 01/06/2014

Updated committee listed 11/01/2016

## **Article XII Fiscal Year**

Section 1. Beginning January 1, 2012, a short fiscal year will run from January 1, 2012 to March 31, 2012. The fiscal year will then run from April 1 to March 31 thereafter.

Section 2. An audit committee consisting of not less than three members, who are not authorized signers, shall be nominated by the executive board at least 30 days before the last meeting of the fiscal year.

Section 2. The audit committee report shall be adopted by the organization.

Article Revision Submitted 06/21/2012

Article Revised 09/1/2011

## **Article XIII Parliamentary Authority**

The rules contained in the current edition of "The Everything Robert's Rules" Book shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

## **Article XIV Amendments**

Section 1.

- a. These bylaws may be amended at any meeting of the organization, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall be given at the previous meeting or fifteen days prior to the meeting at which the amendment is voted upon. Each amendment to the bylaws shall be provided to the membership through regular communication

- channels at least 15 days prior to the meeting at which the amendment is voted upon or at the previous meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a majority vote of the executive board. The requirement for adoption of revised set of bylaws shall be the same as in the case of an amendment.
  - c. After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of the bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.

Submitted 03/2008

Revised 8/25/2008

Revised 02/18/2009

### **Article XV Charity/Gifting Guidelines**

The booster club throughout the year sends gifts to individuals due to illness, surgery, births and or deaths. They are also asked to make charitable donations to help football families that are in financial need. To remain consistent in our gift giving and charitable contributions, the below guidelines have been established. These guidelines are solely dependent upon the booster club officers being notified by the coaches and/or the families when a gift giving and/or charitable circumstance arises.

- a. Marcus Football Player and/or Staff that has surgery, injury, or illness; will receive a greeting card from the MFBC.
- b. MHS staff and LISD administration that have surgery, illness, injury; will receive a greeting card from the MFBC
- c. Marcus football staff that have a birth or adoption: \$50 gift card
- d. Marcus football player and staff that have a death in their family (parents or siblings) \$75 flowers/gift
- e. Death of MHS staff or LISD administration: \$75 flowers/gift
- f. Death of any of the participants in the Friday Night Groups: \$50 flower/gift
- g. Donations asked for by MHS or LISD: The MFBC is periodically asked to provide donations to different events such as Project Celebration and LISD events. These requests for donation will be voted on by the executive board.
- h. Financial need for football families: there are circumstances when a football family may require financial assistance. Due to personal nature of these situations, the matter will be kept in strict confidence, but the executive board will need to vote for approval of expenditure.
- i. All exceptions to the above guidelines are to be voted on by the MFBC executive board.

Revised added article 5/17/2009

### **Article XVI Prudent Reserve**

A prudent reserve of club funds of at least \$20,000 shall be kept at all times and only accessed by a vote of the general membership.

Revised added article 9/21/2011