

**CONSTITUTION AND BYLAWS  
VISTA RIDGE HIGH SCHOOL FOOTBALL BOOSTER CLUB**

**ARTICLE I  
Name of Organization**

The name of the organization shall be the Vista Ridge High School Football Booster Club (VRHSFBC).

**ARTICLE II  
Purpose and Dissolution**

**Section 1.** The purpose of the organization shall be to support the Football program at Vista Ridge High School, and promote excellence, pride, and good sportsmanship amongst the student body and community. The organization shall encourage parent, guardian and community involvement and strive to ensure that opportunities continue to be available to the students of Vista Ridge High School.

**Section 2.** The organization shall operate in accordance with established rules and policies of Vista Ridge High School, Leander Independent School District, the University Interscholastic League and the Vista Ridge High School Athletic Booster Club Organization (VRABC).

**Section 3.** Upon dissolution of the organization, the VRHSFBC Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such manner or to such other organizations organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

**ARTICLE III  
Membership and Voting**

Any person shall be eligible for membership in this Association. A member shall be entitled to one vote. Any person may become a member by completing a membership form and paying the required dues as set by the VRHSFBC Executive Board per Article IX. No one shall be entitled to participate in the affairs of VRHSFBC or hold office therein except members in good standing as to payment of their dues.

## ARTICLE IV Officers

According to Leander ISD, Officer must be an approved district volunteer.

Duties of the officers shall include, but are not limited to, the following:

**President:** The President shall preside at all general meetings and at all meetings of the Executive Board. The President shall call special meetings as may be deemed necessary. The President shall preside over ceremonial events and provide general representation for the organization at all Football events. The President and Secretary shall have custody of the VRHSFBC Constitution and Bylaws of the organization. The President will automatically be an ex officio member of any and all committees. The President is responsible for VRHSFBC compliance to all UIL and LISD Booster Club guidelines.

**Vice President:** The Vice President shall assist the President and perform all duties of the President in that person's absence. The Vice President should take over the responsibilities of the President in the event that office is vacated. The Vice President will coordinate the recruitment of committee chairpersons for the committees as listed in Article VIII.

**Secretary:** The Secretary shall keep an accurate record of all regular and special meetings, take care of the correspondence, shall have custody of the VRHSFBC Constitution and Bylaws of the organization along with the Co-Presidents and shall attend to any duty prescribed by the Co- Presidents.

**Treasurer:** The Treasurer shall receive all funds and disburse those funds as approved by the VRHSFBC Executive Board. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings as well as financial reports to the VRABC. The Treasurer shall oversee the collection and deposition of all money by means of receipt, keep complete ledger accounts of the finances, including data logging and properly classifying expenditures. The Treasurer shall be responsible for disbursement of funds and be custodian of the books, vouchers, and financial records of the organization. The Treasurer shall also, with the assistance of the Executive Board of the VRHSFBC be responsible for developing an annual budget for the VRHSFBC. The Treasurer is responsible for ensuring VRHSFBC compliance to Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

**ARTICLE V**  
**Executive Board**

- Section 1.** The affairs of the organization shall be conducted by the VRHSFBC Executive Board. The Executive Board shall consist of the Officers and the Chairpersons of the standing Committees established under Article VIII of these by-laws.
- Section 2.** A quorum of the VRHSFBC Executive Board shall be defined as at least 60% of its members and must include at least two (2) officers.
- Section 3.** The VRHSFBC Executive Board shall act for the organization as necessary between regular meetings, set meeting time and place and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general VRHSFBC membership in regular or called meetings.

**ARTICLE VI**  
**Elections**

- Section 1.** The Nominating Committee shall consist of a chairman and at least three (3) other members chosen by the VRHSFBC Executive Board from the membership at large. The Nominating Committee shall meet in November of each year, to select nominees for officers for the coming year.
- Section 2.** The Nominating Committee shall present its nominees for officers at the general meeting held no later than the end of January. Following the presentation of nominees, additional nominations may be made from the floor by any member. A floor nomination must receive a second in order for the person nominated to become a nominee. Following closure of nominations, officers shall be elected by the membership at large, for a one year term commencing March 1.
- Section 3.** All officers shall be eligible for re-election to the same position not to exceed two (2) consecutive terms.
- Section 4.** Inability by any officer to perform or lack of attendance at three (3) total, regularly scheduled meetings, may result in removal by a majority vote of the VRHSFBC Executive Board.
- Section 5.** Any vacancy in an office occurring during the term of office may be filled by appointment of the VRHSFBC Executive Board.

## ARTICLE VII

### Fiscal Year and Meetings

- Section 1.** The fiscal year of the organization shall begin June 1 and shall end on May 31st of the following year.
- Section 2.** Meetings of the VRHSFBC shall occur a minimum of nine (9) times each year or at such other times as may be established by the VRHSFBC Executive Board. Special meetings shall be held at the call of the Co-President or at the call of any two other officers.
- Section 3.** A quorum of the general membership shall be a quorum of the VRHSFBC Executive Board.
- Section 4.** A reasonable effort shall be made to inform the general membership of time and place of each meeting of the organization, not less than five days prior to the date of the meeting via email, website posting or other media.
- Section 5.** All questions of parliamentary procedure, not provided for in the foregoing Bylaws shall be decided by reference to Robert's Rules of Order.

## ARTICLE VIII

### Committees

- Section 1.** The following shall constitute the standing committees of the organization:  
**Membership, Sponsorship, Communications, and Merchandise.**
- Section 2.** Committee chairs shall be appointed by the President with the consent of the elected officers. All committees must have a chairperson. Any voting member of the VRHSFBC in good standing shall be eligible for committee chairperson or committee membership upon being an approved LISD volunteer.
- Section 3.** VRHSFBC shall be responsible for coordinating all VRHSFBC fundraising projects, particularly with regards to the handling of Spirit Item sales. All fundraising must be submitted and approved in accordance with UIL and LISD guidelines.
- Section 4.** **The Membership Committee** shall be responsible for soliciting potential members and maintaining a current roster of members, utilizing the website where appropriate.
- Section 6.** **The Communications Committee** shall be responsible for facilitating the exchange of approved information between the VRHSFBC and all other constituencies; the student body, parents, faculty, and coaches of VRHS students; and the community-at-large, via whatever means are deemed appropriate. Specific

responsibilities include, but are not limited to, the VRHSFBC newsletter, website, and football program.

**Section 7. The Merchandise Committee** shall be responsible for soliciting vendors to provide Spirit items for sale by the booster club and presenting the designs and merchant selections to the Executive Board and Athletic Director for final approval. This committee shall be responsible for the ordering and sales of Spirit items throughout the school year.

**Section 8. Other committees**, either standing or temporary may be established by the Executive Board. Currently these are:

**Special Events Committee-** The Special Events Committee shall be responsible for door prizes at each regularly scheduled general membership meeting, arranging the attendance of special guests such as coaches, and coordinating the Athletic Banquets.

**Nominating Committee-** The Nominating Committee shall be responsible for coordination of the annual officer election process established pursuant to Article VI of these bylaws.

## **ARTICLE IX**

### **Income and Expenditures**

**Section 1.** Membership dues and term period shall be established annually by the VRHSFBC Executive Board.

**Section 2.** Fundraising activities shall be those as determined by the VRHSFBC and approved by the VRHSFBC Executive Board and VRHS Athletic Coordinator. All funds raised in support of VRHSFBC activity shall inure to the benefit of the VRHSFBC.

**Section 3.** All funds donated by the VRHSFBC to the Athletic Department of Vista Ridge High School shall be contributed in accordance with established rules of the University Interscholastic League.

**Section 4.** All funds donated to the support of sport activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the VRHSFBC Executive Board.

**Section 5.** Funds required to pay sales taxes and VRABC assessments shall be provided to VRABC on the schedule determined by VRABC.

## ARTICLE X

### Adoption & Amendments

**Section 1.** The foregoing Constitution and Bylaws were duly adopted on August 31, 2009 by persons interested in forming the Vista Ridge High School Football Booster Club.

**Section 2.** Proposed amendments to these Bylaws may be submitted by any members in good standing to the Officers for review on April 1.

Notations of amendment dates are listed as follows:

Amendments changing Co Presidents to President & Vice President.

Change of Fiscal Year. Date approved - February 12, 2010

Bylaws reviewed and updated in its entirety by Officers - May 8, 2018