



GATEWAY ALL SPORTS BOOSTER CLUB BYLAWS

Adopted: August 31, 2015

Amended & Adopted: August 16, 2018

ARTICLE I. NAME

The name of this organization shall be the Gateway All Sports Booster Club, hereby noted as the Club.

ARTICLE II. PURPOSE

Section 1. The purpose of the Club shall be to:

- A. Encourage and support the athletic program of Gateway College Preparatory School and other activities as approved by the Executive Committee.
- B. Foster the continued spirit of good sportsmanship on the part of all Gateway athletics and activities.

ARTICLE III. CONDUCT OF ACTIVITIES

All Club activities will be conducted in accordance with the University Interscholastic League (UIL) Booster Club guidelines, Orenda Education policies and procedures, along with Texas and Federal Laws. All operational and financial activities of the Club shall be kept in separate and distinct accounting, budgeting, reporting, and recordkeeping systems from those recording the business activities of the Orenda Charter Schools and Gateway College Preparatory School.

ARTICLE IV. MEMBERSHIP, DUES, & MEETINGS

Section 1. **Membership**

Membership in the Club shall be open to the following:

- A. Active (voting) Members:
 - a. All faculty members and staff of Gateway College Preparatory School
 - b. All parents of Gateway College Preparatory School athletes
 - c. Alumni of the Club upon approval of the Executive Committee
 - d. Individuals supporting the Gateway College Preparatory School athletic program upon approval of the Executive Committee
- B. Associates (non-voting) Members:
 - a. Any business proprietor
 - b. Gateway College Preparatory School student

Section 2. **Membership Year**

The membership year shall begin July 1st and end June 30th. A \$1,000 minimum remaining balance in the Club account at each year-end shall be maintained and will be used to restock the concession stands for the upcoming year, to buy any new equipment needed by the Club, and for other expenses that are needed.

Section 3. **Dues**

Annual membership dues shall be set by the Board of Directors before the start of each academic year taking into consideration past due amounts. Dues are effective for that year. Those in financial need are not required to pay dues, but must make best and reasonable efforts to perform volunteer service to the Club. Membership dues are used for the Club operating expenses, and are not collected for the purpose of grant allocation(s) to any specific program.

Section 4. Fiscal Year

The fiscal year shall coincide with the membership year.

Section 5. Meetings

- A. A Regular meeting of the Club shall be held on the campus of Gateway College Preparatory School each year in the month of May. A minimum of 7 days notice shall be given to the Membership before the Regular meeting.
- B. Special meetings may be called, if needed, at a time and place set by the Executive Committee. A minimum of 5 days notice shall be given to the membership before all Special meetings.
- C. Any regular or special meeting may be held in a location other than the school buildings as deemed appropriate and feasible by the Executive Committee and such a change be announced to Membership.

Section 6. Quorum

Quorum should consist of 51% or more of the general meeting of voting members.

ARTICLE V. OFFICERS & ELECTIONS

Section 1. Officers

The Officers of this Club shall consist of a President, 4 Vice Presidents, a Secretary, and a Treasurer. In addition to the officers, other representatives shall consist of a minimum of one parent or representative from each sport at Gateway College Preparatory School, that are voted on by the Executive Committee. Coaches may nominate the representatives. All officers shall be dues-paying members of the Club.

Section 2. Nominations

Nominations for the Board of Director positions will be taken from the floor at a meeting prior to the Regular May meeting. If more than one person is nominated for a position, a nomination committee will be formed. Elections will be held at the Regular meeting in May. All nominees must be current dues-paying members of the Club. The newly elected Board of Directors will then vote on Sports Representative nominees.

Section 3. Term of Office

The officers shall serve for a term of one (1) year beginning July 1st and ending June 30th. Offices may succeed themselves if re-elected, but may not hold the same office for more than three (3) years in a row.

Section 4. The Executive Committee

The Executive Committee shall consist of the President, 4 Vice-Presidents, Secretary, Treasurer. The Head of School and the Athletic Director shall be non-voting members and will not count towards the quorum.

Section 5: The Board of Directors

The Board of Directors shall consist of the President, 4 Vice-Presidents, Secretary, and Treasurer.

Section 6. Vacancies

- A. In the event of a vacancy in the office of President, the 1st Vice President shall complete the unexpired term.
- B. In the event of a vacancy in the office both the President and the 1st Vice President, a special election shall be held to fill these vacancies.

- C. In the event of a vacancy in the office of any Vice-President, Secretary, or Treasurer, said vacancy or vacancies shall be filled by the President and approved by the Executive Committee. The vacating officer shall not vote on the replacement.

ARTICLE VI. DUTIES OF THE OFFICERS

Section 1. President

The President shall preside at all meetings of the Club or of the Executive Committee. The President shall also place all approved activities on the school calendar. He/She shall appoint all committees and shall fill vacancies on such committees when necessary. The President shall be Chairperson of the Executive Committee and shall call meetings of this Committee when necessary, or whenever permitted to do so by a majority of the members of the Committee. The President shall perform all other duties regularly pertaining to such office.

Section 2. 1st Vice-President (Volunteer Coordinator – Concessions)

The 1st Vice-President shall be in charge of all purchases made by the Club for the purpose of concessions held at all athletic functions. He/She shall also be responsible for stocking all concession stands with all necessary products needed to properly run the concession stand. He/She shall attend all meetings of the Club and stand in for the President in his/her absence. He/She shall perform all duties assigned by the President. Additional duties are to include setting up, coordinating volunteers, and clean-up of all concession stands, with the cooperation of the various sport representatives.

Section 3. The 2nd Vice-President (Media Coordinator)

The 2nd Vice-President shall assist the President, perform any duties assigned by the President, attend all meetings of the Club, and perform all duties of the President and 1st Vice-President in case of their absence at the meetings. The 2nd Vice-President shall serve as Chairperson for all media communications, as well as, maintenance of the Gateway Athletic Booster Club website. These updates shall include all approved minutes. He/She shall assist in all other Club fundraising activities.

Section 4. The 3rd Vice-President (Fundraising Coordinator)

The 3rd Vice-President shall assist the President, 1st Vice-President, and the 2nd Vice-President, perform any duties assigned by the President, attend all meetings of the Club, and perform all the duties of the President, 1st Vice-President, and the 2nd Vice-President in case of their absence at the meetings. Duties shall also include but are not limited to planning, forming committees, and carrying out all tasks related to any fundraising events as are allowed by the University Interscholastic League Booster Club Guidelines.

Section 5. The 4th Vice-President (Parliamentarian & Communications Chair)

The 4th Vice-President shall assist the President, 1st Vice-President, and the 2nd Vice-President, and 3rd Vice-President, perform any duties assigned by the President, attend all meetings of the Club, and perform all duties of the President, 1st Vice-President, 2nd Vice-President, and the 3rd Vice-President in case of their absence at the meetings. He/She shall act as parliamentarian at the Club meetings and maintain all communications to the volunteers/member to include maintenance of a current email/telephone list.

Section 6. Secretary

The Secretary shall perform any duties assigned by the President, shall attend all meetings and be responsible for a complete and accurate record of the proceedings of all meetings of the Club and of the Executive Committee. A copy of the proceedings of all meetings shall be provided to the Executive

Committee within 72 hours of each Regular and Special meetings of the Club. The Secretary shall assist in all fundraising activities of the Club.

Section 7. Treasurer

The Treasurer shall perform any duties assigned by the President, shall attend all meetings and maintain financial records for the organization, establish operating and special fund accounts, give reports on financial status as required by the President and countersign on all Club disbursements. At the end of the term of office, all bank records, record books, and other personal properties of the Club shall be turned over to the Auditing Committee for their audit. He/She shall assist in turning over all of these items to the incoming Treasurer. He/She shall assist in all fundraising activities of the Club.

Section 8. Sport Representatives

Each sport shall consist of a minimum of one parent or representative from each sport. Their role shall be to act as the liaison between the Executive Committee and the parents and/or coaches of their respective sports. The Sports Representatives will be responsible for all volunteer coordination and communications among parents. He/She shall attend all Club meetings and shall assist with all Club fundraising activities.

ARTICLE VII. COMMITTEES

Section 1. Committees

- A. **Auditing:** It shall be the duty of the Executive Committee to have an annual report/tax return prepared by the federal due date by an appointed external committee. Audit will be conducted after the last regularly scheduled meeting in June and report its findings to the Club. The annual report/tax return shall be completed prior to the books being turned over to the new Treasurer.

- B. **Nominating:** It shall be the duty of the Nominating Committee to select a slate of proposed officers to be elected at the last regular meeting in May of each year. Nominations will also be accepted from the floor at the May meeting of the Club. Nominating committee can be formed with a minimum quorum.

ARTICLE VIII. RULES OF PROCEDURE

In all meetings of the Club or Executive Committee, Robert's Rules of Order (Revised) shall govern parliamentary procedure.

ARTICLE IX. FINANCE

All Club financial activities shall be recorded in a Booster Club account. Subject to 501c3 guidelines and filings. The President and Treasurer shall be listed as authorized signers on the Club's bank account.

- A. The funds of the Club shall be used solely to further the purpose expressed in Article IV.
- B. The President of the Club shall have the authority to authorize expenditures of up to one hundred dollars (\$100) each month when it is not feasible to call a special meeting of the Board of Trustees. A report of expenditures shall be given at the next meeting.
- C. Because the Club is an organized a non-profit organization per section 501 (c) 3 of the Internal Revenue Code, no Club officer or member shall have any legal or equitable ownership in any of its property or assets. In the event of the dissolution of the Club, all Club funds, property, and assets shall be donated to the Athletic Department of Gateway College Preparatory School.

- D. All funds collected by the officers or members of the Club shall be deposited in the designated Club account.
- E. The Treasurer shall issue a reimbursement check within seven (7) days after receipt provided that the expense has been authorized. Sales tax shall not be reimbursed unless approved by the Board of Directors.
- F. A debit card may be used by another Executive Committee member for Club expenses with authorization from the President and Treasurer. All receipts must be turned in to the Treasurer.
- G. Total expenditures cannot exceed the approved budgeted amounts without approval of the Board of Directors

ARTICLE X. FUNDRAISING GUIDELINES

Club fundraising activities for each fiscal year must be approved by the Club Board of Directors before the activity is held. All Club fundraising activities shall be governed by the UIL Booster Club Guidelines, Orenda Education policies and procedures, and State and Federal laws and regulations. The Athletic Director and the Gateway Head of School shall be consulted prior to beginning projects.

ARTICLE XI AMENDMENTS

This document may be amended, wholly or in part, by the favorable votes of the majority of the membership in attendance at any Regular or Special meeting, provided that a majority of officers are in attendance and that a two-week notice has been given to membership. A majority of officers is defined at 75% of the current officers.