

**BYLAWS**  
**Clear Lake Forensics Booster Club**

**ARTICLE I - Name**

These bylaws are for the 501 (c) (3) organization known as the Clear Lake Forensics Booster Club (the "Club").

**ARTICLE II - Policy**

The Club shall not interfere with the forensics coach(es) or staff.

**ARTICLE III - Membership and Dues**

Section 1 - Membership:

- a. Any person of legal age (18 years or older) may become a member of the Club upon payment of any dues specified by the Executive Committee.
- b. The annual dues shall be set by the Executive Committee on or before the first regular annual meeting of the Club for individual, family and alumni memberships.

**ARTICLE IV - Government**

Section 1 - General Provisions:

- a. The elected officers of the Club shall consist of a President, three Vice Presidents, a Secretary, a Treasurer and a Parliamentarian. These individuals shall constitute the Executive Committee and shall be elected and serve for a one year term of office to coincide with the Club's fiscal year. They shall have general supervision of the Club between its business meetings, make recommendations to the Club and perform other duties as specified in these bylaws.
- b. Elections will be held at the April meeting. The nominating committee (See Article IV, Section 3 a.) will present a slate of officers to the Club membership. Nominations from the floor are permitted. The election shall be by membership majority vote and shall be by ballot if more than one person is running for a position.
- c. Any person elected to an office may not serve for more than two consecutive terms in that office. A member can hold only one office per term. To be eligible for office on the Executive Board a member must have a current student in the Clear Lake High School Debate Club.
- d. Only a member who has paid dues for the current year shall be entitled to vote at any meeting of the members except at the first meeting of the fall.
- e. The President of the Club shall preside at all meetings of the members. If he/she is not present, a Vice-President or other officer of the Booster Club shall preside.

f. Any elected official missing three consecutive scheduled meetings, without presenting acceptable reasons to the Executive Committee, will be judged as unable to serve. Following a majority vote of the remaining Executive Committee, and after being duly informed by a Committee member, his or her position shall be declared vacated. The committee shall nominate and select a replacement from the membership to serve for the remainder of the year.

g. In the event any elected member is required to move from the area and/or resign from office, his or her place shall be filled in the same manner as stated in Article IV, Section 1.f.

#### Section 2 - Duties of Elected Officers:

a. President - The President shall preside at all Club meetings, be responsible for the overall functioning of the Club and shall notify the officers of meetings and other Club information to be passed on to the parents or guardians of the forensics team students. The President may form committees as required and will assist these committees to serve their purpose. The President may execute contracts in the Club's behalf.

b. Vice-President/Scholarships and Membership- The Vice-President of scholarships shall preside over the scholarship committee, review applications for scholarships with the scholarship committee and work with the coach and the committee to select the scholarship recipient(s). A PARENT OR GUARDIAN OF A SENIOR FORENSICS STUDENT IS INELIGIBLE FOR THIS POSITION. The Vice-President shall be responsible for collecting membership dues and maintaining a listing of current members. This Vice-President is designated as the 1st Vice-President. The 1st Vice-President acts as the President's representative in his/her absence.

c. Vice-President/Fundraising and Sponsorships - The Vice-President of fund raising and sponsorships shall assist the President as required and be responsible for all fund raising and sponsorships activities of the Club. Vice-President of Fundraising and Sponsorships shall be designated as the 2nd Vice-President.

d. Vice-President/Tournaments - The Vice-President of tournaments shall assist the President as required and be responsible for all activities of the Club in matters pertaining to competitions sponsored or hosted by the forensics team at Clear Lake High School. The Vice-President of Tournaments shall be designated as the 3rd Vice-President.

e. Secretary - The Secretary shall record the minutes of all Club meetings, as well as meetings of any executive committee meetings and present minutes of the previous meeting for approval; insure notification of non-school related members; maintain records of attendance at each meeting for each member; conduct and report on all correspondence on behalf of the organization; and will be responsible for maintaining all non-financial documents for the Club.

f. Treasurer - The Treasurer shall have custody of all monies in the Club's general operating fund and maintain an accurate and detailed account of all monies received and disbursed. The Treasurer shall present a current financial report at each meeting including bank statements, bank reconciliations, and financial statements to the executive committee and have copies available for review by the general membership if requested. The Treasurer shall supervise the collection of all monies due, submit all financial records and present a full written financial statement upon the completion of the fiscal year for audit. The Treasurer shall file sales

tax reports as required by the comptroller's office and file annual IRS form 990 in a timely manner.

g. Parliamentarian - The Parliamentarian shall serve as the authority on matters of parliamentary procedure governing the conduct of meetings of the Club, and should be thoroughly familiar with the bylaws of the Club. The Parliamentarian's duty is to *advise* the presiding officer on parliamentary law and matters of procedure when requested.

#### Section 3 - Nominating Committee:

a. A Nominating Committee shall be formed by the President by the February meeting composed of an odd number of members (at least three) and shall meet in February or March to nominate a slate of officers to be presented to the Booster Club membership at the April meeting.

#### Section 4 - Support Committees:

a. Committees and their respective Chairpersons shall be appointed by the President to perform assigned functions and support activities. These committees shall serve until completion of the designated support activity or until dismissed by the President.

### **ARTICLE V - Meetings**

#### Section 1 - Regular Meetings:

a. A minimum of two regular meetings of the membership shall be held per semester beginning in August and continuing through May. The first meeting in the fall shall be called by the President after consulting with the coach. The dates for the remaining meetings shall be set at the first meeting in the fall.

b. These meetings shall be held at a location and time to be determined by the President and the Coach.

#### Section 2 - Special Meetings:

- a. Special meetings may be called by the President or by the Executive Committee.
- b. The purpose of the meeting shall be stated in the call.
- c. Three days notice shall be given.

#### Section 3 - Quorum Definition:

- a. Seven Booster Club members shall constitute a quorum.

#### Section 4 - Executive Committee Meetings:

a. Executive Committee meetings may be called at the President's convenience. No financial activities shall occur in these meetings without a quorum and written documentation of the approved expenditures.

## **ARTICLE VI - Finances**

### Section 1 - Banking:

a. Finances belonging to the Club will be deposited into a checking account established through a local bank.

### Section 2 - Signature Requirements:

a. Withdrawals from the account will require two signatures from any two elected officers listed on the signature card at the bank, limited to the Treasurer, President, Vice-President, Parliamentarian and Secretary.

### Section 3 - Expenditure Approval:

a. Only expenditures identified in the approved budget of the Club will be permitted. The budget may be amended at any meeting.

### Section 4 - Accounting Year:

a. The Booster Club's fiscal year is July 1 through June 30 of the following year.

### Section 5 - Financial Audits:

a. The financial records of the Club must be audited annually and the audit report filed with the District in a timely manner.

b. The audit is to be performed at the end of the Club's fiscal year by a committee appointed by the President and consisting of at least two people. Members with signature authority on the financial account cannot serve on the audit committee. The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the President and a resolution reached prior to presentation. All officers of the organization shall make records available as requested by the committee.

## **ARTICLE VII - Parliamentary Authority**

### Section 1 - Rules of the Club:

a. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Club in those cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

## **ARTICLE VIII - Amendments**

The bylaws of the Booster Club may be amended at any time at any regular meeting by a two-thirds vote of the membership present when a quorum is present.

## ARTICLE IX - Conflict of Interest

### Definition

Members of the Board of Directors and staff are expected to reveal any personal, family or business interests that they have, that, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions. A conflict of interest exist wherever an individual could benefit, dis-proportionally from others, directly or indirectly, from access to information or from a decision over which they might have influence, or , where someone might reasonably perceive there to be such a benefit and influence.

Examples of possible conflicts of interest situations with respect to our Association include:

- A board member has a personal or business relationship with the Association as a supplier of goods or services or as a landlord or tenant.
- A staff member as a personal or financial relationship with a client of the Association outside the workplace.
- The Association is employing someone who is directly related to a board member or other staff member.

Conflict of interests (real or perceived) are unavoidable and should not prevent an individual from serving as a director or staff member unless the extent of the interest is so significant that the potential for divided loyalty is present in a large number of situations.

### Procedure for Handling a Conflict of Interest

1. Members of the Board and staff have a duty to disclose any personal, family, or business interests that may, in the eyes of another person, influence their judgment.
2. The Board as a whole has a duty to disclose specific conflicts of interests to Association members, staff and external stakeholders where that interest may, in their judgment affect the reputation or credibility of the organization, and to disclose the Board's procedure for operating in the presence of such conflicts.
3. Board members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. Such exemptions should be recorded in minutes of meetings if normally kept.
4. Any business relationship between an individual (or a company where the individuals is an owner or in a position of authority) and the Association, outside of their relationship as a Board or staff member must be formalized in writing and approved by the Board.