

# **Frisco High School Upper 90 Soccer Booster Club Constitution and By-Laws**

## **CONSTITUTION**

### **Article I - Definition**

“Club” shall mean and refer to the Frisco High School Upper 90 Booster Club and shall be used interchangeably with the word “Club”. “Board” and/or “Officer” shall mean and refer to the Board of Directors.

“Staff” shall mean and refer to the Frisco High School sponsors, directors and/or coaches.

“Team” shall mean and refer to any group assembled by the sponsors, directors and/or coaches either as a class or as a school-sponsored activity.

“Parent” shall mean the legal guardian of any child, as defined by the Texas Family Code Chapter 101 Section 101.003(a), who is enrolled with the Frisco Independent School District.

“School” shall mean the Club’s associated educational institution as defined by the Texas Family Code Chapter 101 Section 101.028.

“Member” shall mean any parent or guardian that has paid membership dues to the Club.

### **Article II - Name**

The name of this organization shall be “Frisco High School Upper 90 Soccer Booster Club”, hereafter referred to as “Upper 90”.

### **Article III - Purpose**

Upper 90 is an independent, non-profit organization. It is an organization of parents and supporters of the boys’ and girls’ soccer teams at Frisco High School, in the Frisco Independent School District (Frisco ISD), located at 6401 Parkwood Blvd, Frisco, Texas, 75034.

Upper 90 is dedicated to achieving the following objectives:

- a) To organize as an exempt organization under IRS 501 (c)(3) requirements and to operate in accordance with the laws and regulations associated with this classification.
- b) To promote the sport of soccer through enthusiasm and encouragement of the athletes.
- c) To provide resources, both human and financial, for team activities.
- d) To provide resources to help raise funds for the organization.
- e) To cooperate fully with coaches, staff, and administration of Frisco High School.
- f) To keep the best interests of the school district forefront.
- g) To keep the best interest of the athletes forefront.
- h) To use all funds received from all sources (in accordance to the UIL and District Rules) for exempt purposes as outlined in these By-Laws, including any funds remaining upon dissolution or dormancy of this Association.
- i) To provide an end-of the year banquet or party for the team to celebrate student achievements for the year.
- j) To strive to provide resources for post-graduation academic scholarships.
- k) To conduct all Booster Club activities with the approval of the head coach/director and the campus principal.

## **BY-LAWS**

### **Article IV – Membership**

Section 1: Only parents and/or guardians of students who are actively participating on the Team (s) shall be eligible for membership in the Club.

Section 2: All members shall be subject to the fee amount decided as annual dues for the given year, as well as rules and regulations as may be prescribed by the Club in its Standing Rules.

Section 3: Any Member whose child ceases to be a member of the Team will resign from the Club immediately. Membership dues will not be refundable.

Section 4: Violation of any provision of these By-Laws shall subject such member to be expelled from the Club. Expulsions are initiated by written letter to be received by the President no less than ten (10) days prior to the next regularly scheduled board meeting. The expulsion must be confirmed by two-thirds of the voting Board.

Section 5: Parents and/or guardians may join the Club at any time; however, dues shall not be prorated.

Section 6: Staff, as defined in Article I, will have honorary membership in the Club.

Section 7: All members shall be required to volunteer during Club-sponsored activities.

## **Article V – Board of Directors and Election Process**

### Section 1: Officers

The Officers of the Club shall be as follows: President, Vice President Special Events, Vice President Volunteers, Media Coordinator, Treasurer and Secretary. The organization will also have special committee positions as outlined in the Standing Rules.

### Section 2: Officer Elections

The Officers of the Club shall be elected by a majority of the active members at the Annual Membership Meeting each year and shall serve in the following capacities:

#### President:

- Presides at all meetings of the organization;
- Communicates with the head coaches and campus principal and/or designee at the principal's request regarding booster activities;
- Resolves problems in the membership;

- Meets regularly with the Treasurer of the organization to review the organization's financial position;
- Schedules annual audit of records or requests an audit if the need should arise during the year;
- Presents ideas and solutions to the Board for forum discussion and enacts resolutions voted for approval by the Board.
- Be a signer on all of the Club's financial accounts.
- Be the signer on all contracts and/or vendor agreements between the Club and a vendor or service provider.
- Work with FEF coordinator and coaches on scholarship selection for seniors

#### Vice President. Special Events:

- Acts as the President's representative in his/her absence;
- Presides at meetings in the absence or inability of the President to serve;
- Performs administrative functions delegated by the President;
- Receives bank statements either through the mail at their home address, a P.O. Box, or electronically.
  - The Vice President shall not be a signer on any of the Club's financial accounts.
  - Upon receipt, the Vice President shall review the activity on the bank statement(s) and cancelled checks. This provides an independent review by an individual not associated with disbursement activity.
- Oversees and coordinates the following events: Alumni Game, FISD tournament, End of Year Banquet, Senior Night, Kickoff Event and Youth Skills Clinic.

#### Vice President Volunteers:

- Oversees and coordinates: Game Day meals, Game Day treats, team dinners, Clock and Scoreboard, and Concessions volunteers.
- Collects all volunteer forms and contract/schedule volunteers as needed for events throughout the year
- Confirms FISD criminal background checks for parent volunteers and chaperones.

- Tracks and reports volunteer hours for athletes/families throughout the year for FEF scholarship purposes

Media Coordinator:

- Oversees and coordinates: Game Day graphics, Game photos, Varsity Banners and Posters, Website and Social Media.
  - Sets up and serves as the supervisor of the Club's website;
  - Sets up and serves as the supervisor of the pictures for each team;
  - Adds pictures to the site for the purpose of a year-end video for the banquet;
  - Coordinates photographer and photo sessions for Varsity team banners and posters;
  - Coordinates the production of the year-end video;
  - Manages the organization's social media accounts and posts as needed.

Treasurer:

- Serves as authorized custodian of the funds of the Club;
- Signs all checks, drafts, and warrants. If value exceeds \$250.00, one additional Board member must also co-sign. Receives and disburses all monies indicated in the budget and prescribed in the By-Laws or as authorized by action of the Club;
- Issues a receipt for all monies received and deposits said amounts on a weekly basis (daily if receipts on hand exceed \$250);
- Presents a current financial report, including bank statements, bank reconciliations, and financial statements to the Board within thirty (30) days of the previous month's end. Copies shall be available for review by the Members within a reasonable time frame, if requested;
- Files current financial reports at the end of each fiscal year with the head coach/director and campus principal;
- Maintains an accurate and detailed account of all monies received and disbursed;
- Reconciles all bank statements as received and resolves any discrepancies with the bank immediately;

- Files sales tax reports as required by the Texas Comptroller's Office, which at a minimum is on an annual basis. Sales tax reports must be filed even if no sales tax was collected for the period reported. If not, a non-filing fee will be assessed by the Texas Comptroller's Office.
- Files annual IRS form 990, 990-T, 990-N, or 990-EZ in a timely manner, but no later than 90 days after the fiscal year end;
- Submits records to audit committee appointed by the organization upon request or at the end of the year.
- Oversees and Coordinates: Sponsors, Spirit Wear, Membership, Concessions, and Audit.

Secretary:

- Keeps accurate records of the proceedings of the organization and reporting to the organization;
- Has a thorough knowledge of parliamentary law and the organization's By-Laws and Standing Rules;
- Reports on any recommendations made by the Board of Directors;
- Maintains the organization's records, including the meeting minutes, approved By-Laws and Standing Rules, any standing committee rules, current membership, and committee assignments;
- Maintains records of attendance of each meeting;
- Conducts and reports on all correspondence on behalf of the organization.

Section 3: Election Process

- The Election Process for the Board will be clearly outlined in the Upper 90's Standing Rules;
- Each Officer and/or Board Member shall be a member of the Club. It is recommended that the candidate for President is to have served as an Officer of the Board of Directors for the term prior to being nominated. Any exceptions must be approved by the head coach/director or campus principal;

- Only one member of a family may serve as an Officer at the same time, unless they are serving as co-chairs in the same office which limits the family vote to one;
- Employees of the district shall not serve in a financial capacity of this organization. Financial capacity includes holding positions of Treasurer, fundraising chairperson, or serving as a check signer. FISC employees must obtain principal approval prior to serving in a booster club role;
- No Officer or Board member shall be permitted to hold more than one office at the same time;
- There is a two one-year consecutive term maximum that members may serve in the roles of President and/or Treasurer; however, exceptions may be made by the campus principal;
- At no time should the Officers be appointed without the input and approval of the Members;
- The procedures for transition from the previous year's Board to the new Board will be outlined in the Upper 90's Standing Rules;
- Any Officer whose child ceases to be a member of the Team will resign.

#### Section 4: Vacancies in Office

A vacancy occurring in any office (except for the President) shall be filled for the current term by a person elected by a majority vote of the remaining members of the Board with due notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve the remaining term. Should a multiple vacancy (e.g., both the President and Vice President) occur, the succession of offices will be determined by the Board.

#### Section 5: Board Meeting Attendance

Board members shall miss no more than two (2) consecutive scheduled board meetings. Should that instance arise, the Board shall reserve the right to remove that member from office based on a two-thirds majority vote of Board members in favor of action.

## Section 6: Removal from Office

An Officer may be removed from office for delinquency, inefficiency, neglect of duty, or for any other cause in the same manner as prescribed in Article IV, Section 5.

## Section 7: Board Transicion

Outgoing Board Members should serve as mentors to the incoming Board Members.

## **Article VI - Rules**

Robert's Rules of Order shall be in effect at the regular and special meetings of the Club, unless otherwise provided herein.

## **Article VII – Meetings**

Section 1: Notice of all meetings of the Club shall be published at the campus seventy-two (72) hours prior to the meeting date via web page, email, letter, or announcement in class. The notice must clearly indicate the date and time of the meeting and the items to be discussed. All Club meetings must take place on the school premises. In order to provide an optimum level of communication and teamwork, all meetings must be held in the presence of the head coach/director, campus principal or other campus official.

Section 2: The coaches may elect staff member(s) to serve for them if unavailable, but decisions are left to the coaches. This coincides with the policy of Frisco ISD and the requirements of coaches in Frisco ISD Booster Associations. The coach will serve in an advisory capacity, therefore not having a vote.

Section 3: Regular, general membership meetings of the Club shall be held **at least** two times a year and will be called by the President. The first meeting shall be held as soon as practical shortly after the start of the fiscal year during the fall semester. Members present shall



constitute a quorum for the transaction of business at any general meeting of the Club, provided due notice of the meeting has been given. For purposes of this section, Due Notice shall be defined as notification via web page, email, letter, or announcement in class. The privilege of holding office, introducing motions, discussion, committees and voting shall be limited to members of the Club. Voting at any regular, general membership meeting or special meeting will be decided by a two-thirds vote of eligible members.

Section 4: The Board shall meet **at least** three times a year, prior (or in addition) to the regular, general membership meetings, during the school year and other times as necessary. Two-thirds of the voting Officers shall constitute a quorum for transaction of Board business. For purposes of Board voting, each position shall have one vote. Board actions shall be supported by a simple majority of the Board. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes. This will include individual votes cast, totals, and vote outcome. The universal principle applies to all methods of voting, such as, but not limited to, email, phone, or face-to-face voting. Proxy votes are not and will not be permitted.

Section 5: The President or members of the Board may call special meetings, as necessary, provided all Board members are properly notified. Notifications may include, phone, email, text, or website.

Section 6: The Members, as described in Article IV shall have one vote per membership. Payment of dues entitles the member to one vote, no matter the threshold of dues paid or sponsorship dollars given to the Club.

Section 7: The Annual General Meeting shall be held in April or May, at which time final reports of the current fiscal year are shared and nominations and elections for the following fiscal year are held.

Section 8: The privilege of holding office, introducing motions, discussion, and voting shall be limited to members of the Club.

Section 9: The order of business of any meeting shall be as follows:

- Call to Order
- Establish quorum
- Approve minutes from the previous meeting.
- Head Coach's/Director's Report
- President's Report
- Treasurer's Report
- Vice President's Report
- Old Business
- New Business
- Adjournment

### **Article VIII – Coach**

Being trusted with the best interest of the Frisco High School soccer program by the district, the Coach holds the right to veto any motion presented at any meeting of the Upper 90 Soccer Booster Board or General Membership.

### **Article IX – Budgeting and Expenditure Authority**

Section 1: The board shall have authority to allocate funds for the general operating expenses of the Club in support of the aforementioned objectives.

Section 2: The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year. All monies received by the Club shall be turned over to the Treasurer, who shall deposit same in local depository in the Club's account. Deposit receipts shall be obtained by the Treasurer and permanently retained as part of the Club's financial records. No monies shall be expended by the Club except by a check or draft. If the check is for one of the officers, he/she cannot be one of the signers.

Section 3: All expenditures will be approved and agreed upon by the Board and the director/head coach.

Section 4: The Treasurer shall have custody of all funds of the Club.

Section 5: All expenditures will be paid through the Upper 90 bank account by check or draft. The Treasurer shall supply the bank with a signature card with any changes at the end of the Upper 90 fiscal year. The Treasurer shall obtain monthly statements from the bank and shall retain such statements as part of the Upper 90 financial records.

Section 6: All contracts, checks, other orders for payment, receipt or deposit of money and access to securities of the Upper 90 are required to have two signatures if value exceeds \$250.00. The Treasurer and President shall sign all checks, drafts, and warrants.

Section 7: An audit shall be conducted by at least two (2) individuals at the end of each fiscal year to check for accuracy of the books.

Section 8: Scholarship should be the primary focus for fundraising objectives. The funds raised each year will determine the number of scholarships given, with a minimum of two (2) scholarships awarded per year. At the end of each year Upper 90 will designate net income as allocated to scholarship for the following year. Awarding of the scholarships will keep in line with the Frisco Education Foundation requirements along with following the additional requirements and criteria of the Frisco High School Upper 90 Booster Club as listed in the Standing Rules.

Section 9: The ability of students and coaches to accept gifts and awards must follow the UIL Guidelines as outlined in Subchapter O of UIL Constitution and Contest Rules.

Section 10: Hardship exemptions will be available for those families that require financial support for activities sponsored by the Club.

Section 11: The fiscal year for the Club will start on June 1st and end on May 31st.

## **Article X – Special Committees**

Special committees and their chairpersons shall be created by the Board as may be deemed necessary to promote the objectives and carry on the work of the Club. All committee work shall be

undertaken with the consent of the Board. Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work. One Board member shall be an ex-officio member of all committees, except the Nominating Committee.

**Article XI – Amendments**

These Bylaws may be amended at any meeting of this Club by a majority vote of the members present or by a two-thirds vote of the Board, providing that prior notice of the proposed amendment (s) have been given. For the purposes of this section, due notice shall be defined as notification via email, website, phone call, written letter, or discussion at a general meeting. A committee may be appointed to submit a revised set of by-laws as a substitute for these By-Laws only by a majority vote at a general membership meeting of the Club or by a two-thirds vote of the Board.

Signatures of the Board:

PRESIDENT: \_\_\_\_\_  
VICE-PRESIDENT: \_\_\_\_\_  
MEDIA COORDINATOR: \_\_\_\_\_  
TREASURER: \_\_\_\_\_  
SECRETARY: \_\_\_\_\_

Date approved: \_\_\_\_\_

**Frisco High School  
Upper 90 Soccer Booster Club  
Constitution and By-Laws**

**Appendix I**

FHS Upper 90 Soccer Booster Club Constitution and By-Laws  
reviewed and amended on: June 27th, 2019

FHS Upper 90 Soccer Booster Club Constitution and By-Laws  
reviewed and amended on: August 8th, 2019

FHS Upper 90 Soccer Booster Club Constitution and By-Laws  
reviewed and amended on: May 1st, 2020