



# Stony Point High School Football Booster Club

## By-Laws

### ARTICLE I. NAME

The name of this organization shall be the Stony Point High School Football Booster Club (referred to as "Football Booster Club").

### ARTICLE II. PURPOSE

The purpose of the Booster Club is as follows:

**Section 2.1:** The purpose of this organization shall be to provide encouragement and support to the Stony Point Football program, to help maintain, improve or expand the program, and to promote positive interaction between the Football Booster Club, school officials, coaching staff, student body, and the community. This organization will also encourage and promote school spirit and sponsor fundraising activities to provide additional funds for the Stony Point Football program and booster club activities.

**Section 2.2:** In the event of a conflict of objectives that occurs between the Executive Board (refer to Article X) and the Sponsor (refer to Article IX), and if such conflict cannot be resolved within thirty (30) days, the Football Booster Club may be dissolved by 2/3 vote of the Executive Board and majority vote of the membership. Additionally, the Football Booster Club may be dissolved by a 2/3 vote of the Executive Board and a majority vote of the membership present at a meeting specially called for this purpose.

**Section 2.3:** Upon dissolution of the Football Booster Club, the Executive Board shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all the assets of the organization in accordance with the laws governing non-profit organizations. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes notwithstanding any other provision.

### ARTICLE III. NON-PROFIT STATUS & CONDUCT OF ACTIVITIES

This Football Booster Club shall be a non-profit organization as described in Section 501c(3) and exempt from taxation under Section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code.

This Football Booster Club shall comply with the Round Rock Independent School District (RRISD) policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.

The Superintendent of the Round Rock Independent School District shall be the final authority in all matters in this regard relating to the Booster Club.



## ARTICLE IV. MEMBERSHIP

**Section 4.1:** Membership in the Football Booster Club shall be opened to all parents of students attending Stony Point High School, faculty, coaches, and staff of Stony Point High School who desire to support The Stony Point Football program. Community members, extended family, businesses, and parents of students attending feeder schools (elementary and middle school) for Stony Point High School who desire to support the Football Booster Club may also become a member of the Football Booster club. Any membership into Football Booster Club will be based on the membership levels previously established by the Executive Board, which shall not be changed or altered without being submitted to the Executive Board for review and approval. All members will abide by the By-Laws of the Booster Club.

**Section 4.2:** Membership fees shall be set annually by the Executive Board. There may be different levels of membership as determined by the Membership Committee (if formed) and agreed upon by the Executive Board. Payment of the annual dues entitles each member to one (1) vote in Booster Club business requiring membership approval, including but not limited to, Officer Elections and amendments to the By-Laws.

**Section 4.3:** The term of membership shall run from Jan 1 till Last day of February of the following year. Dues collected after March 1 will serve as membership dues for the upcoming season.

**Section 4.4:** “Active Member” shall be defined as a member who has paid dues for the current membership year and is in good standing with the Football Booster Club. In addition, Active Members shall be a parent of a football player, trainer, or manager, or a parent of an incoming freshman who intends to seek a position on a team in the spring semester of the membership year. Only Active Members may vote, hold office or chair committees.

**Section 4.5:** “Honorary Member” shall be defined as a member who has paid dues for the current membership, who is not an Active Member, but who desires to support the Football Booster Club. Honorary Members may vote, hold interim office & Ex-Officio until an Active member has expressed willingness to serve, but are eligible to serve on committees or to generally assist in the work of the Football Booster Club.



## **ARTICLE V: MEMBERSHIP TERMINATION**

**Section 5.1:** Membership shall terminate on last day of February, unless the member renews by paying the following year's dues.

**Section 5.2:** A member may be expelled or suspended, and a membership may be terminated or suspended before the end of the school year only when:

- It is determined by a 2/3 vote of the Executive Board that a member no longer subscribes to all of the policies and requirements of the Football Booster Club, or is actively working against approved plans and activities of the Football Booster Club, and membership dues shall not be refunded.
- A member is given fifteen (15) days prior written notice of the expulsion, suspension, or termination of membership, and reasons for it.
- A member is given the opportunity to be heard by the Executive Board, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension or termination.
- The Executive Board, by a 2/3 vote, may decide that the expulsion, suspension, or termination not take place.

## **ARTICLE VI. DUES; USE OF DUES; MONIES PAYABLE TO THE ATHLETIC BOOSTER CLUB**

Annual membership dues for the Booster Club will be determined at the annual meeting. Dues shall be used solely for Booster Club activities.



## ARTICLE VII. MEETINGS

**Section 7.1** Membership/General meetings will be open to the public and conducted throughout the school year, or as needed by the Football Booster Club. The Football Booster Club will conduct an annual meeting in February to elect the officers for the next year, as well as, to begin organizing the Club's activities for the upcoming school year.

Executive Board meetings can be open and/or closed to the public and conducted as needed.

**Section 7.2** General membership meetings shall be held on a minimum of three times per year but typically are on a 2X general meeting; 2X board meeting on a monthly basis during the school year and/or summer, subject to Executive Board and Sponsor availability and timing conflicts with Holidays, unless otherwise notified through email and website communication. The Executive Board shall determine the dates for the monthly general membership meetings prior to the first official membership meeting and present to membership for the current school year to be held at Stony Point High School Athletic Wing or another designated location.

Special meetings may be called by the President or the majority of the members on the Executive Board. At least three (3) Executive Board officers must be in attendance and the membership must be notified 72 hours in advance.

3 members shall constitute a quorum for the transaction of business in any meeting of the general membership. For voting purposes, approval will be defined as a simple majority vote of the active, voting members present at any general meeting.

Notice of Football Booster Club meetings shall be posted on the Stony Point Athletics Football Booster Club website, Social Media, or via the membership email list.

**Section 7.3** An Executive Board meeting with Sponsor shall be held as determined by the Executive Board. At least one Executive Meeting will be held following the election of new officers, and one prior to the beginning of the new school year

## ARTICLE VIII. AMENDMENTS

These By-Laws may be amended, in whole or in part any time by the favorable majority of the membership in attendance at any regular meeting.

Any proposed amendment will be read at one meeting and voted on at the next meeting.

All amendments must be in compliance with UIL and RRISD rules or guidelines.



## **ARTICLE IX. SCHOOL SPONSOR**

The Athletic Director for Stony Point High School (or proxy Administrative Liaison) will be an ex-officio member's member and school sponsor's sponsor of the Booster Club with no voting rights in Board decisions. The Athletic Director's responsibilities to the Booster Club will include providing advice to the Board and presenting the Board approved activities to the Stony Point High School Principal (or proxy Administrative Liaison) which the organization's Sponsor.

## **ARTICLE X. OFFICER ELECTION PROCESS**

### **Section 10.1: Officers**

The Football Booster Club Executive Board consists of the following Officers:

- **PRESIDENT**
- **1<sup>st</sup> VICE PRESIDENT OF SPONSORSHIP/ FUNDRAISING**
- **2<sup>nd</sup> VICE PRESIDENT OF MEMBERSHIP**
- **3<sup>rd</sup> VICE PRESIDENT OF MERCHANDISE**
- **4<sup>th</sup> VICE PRESIDENT OF PUBLICITY/ PUBLIC RELATIONS/ COMMUNICATIONS**
- **5<sup>th</sup> VICE PRESIDENT OF EVENTS & SPECIAL PROJECTS**
- **SECRETARY**
- **TREASURER**
- **PARLIAMENTARIAN**

The Club's Executive Board (Board) shall be comprised of each elected Officer. The Webmaster shall serve as an Ex-Officio member of the Executive Board. All Ex-Officio positions are appointed by the President. All Board approved decisions will be presented for approval to the Principal (or his/her proxy) through the Athletic Director.

All Officers will be elected at the annual meeting. The new officers will assume their duties on March 1<sup>st</sup>, following the election, and their attendance will be required at all meetings following the election, to allow for proper transition.

In the event of a resignation or vacancy in the office of the President, the 1st Vice President will assume the Presidency. Any other office vacancy or resignation will be filled, by nomination of the President, by the approval of the Board officers or the Booster Club.

Officers can be removed from office for misconduct or neglect of duty by one of the following:

- a majority vote at a called membership meeting with notice of the vote
- a two-thirds vote at a called membership meeting with no notice of the vote
- a majority vote of the entire membership



## **Section 10.2: Officer Eligibility**

Election for new officers will be held at the general membership meeting in February. Members who are interested in becoming an officer of the Football Booster Club must meet the following eligibility requirements:

1. Be a parent or guardian of a current or incoming Stony Point football player, who is or plan to be involved in the Stony Point Football Athletics program.
2. Be an active member of the Football Booster Club (See Article IV), who is in good standing and actively participates in activities supported by the Football Booster Club.
3. Be willing to serve and abide by the Football Booster Club bylaws if elected
4. Employees of RRISD shall NOT serve as an officer in a financial capacity.
5. The right to hold office shall be confined to active members of the organization, unless no active member of the organization has expressed a willingness to serve as an officer. In the event that no active member of the organization has expressed a willingness to serve as an officer, the members may elect an "honorary member" to serve in an interim officer capacity. In the event a active member and a honoary member are not willing to serve as an officer the incumbent can serve beyond the office term limit(s).

## **Section 10.3: Officer Nominations and Elections**

- Officer elections will be held at the February general membership meeting.
- Any Active Member of the Football Booster Club may make additional nominations from the floor; a nomination must receive a second in order for the nomination to be valid.
- Following nominations, each officer shall be elected for a one-year term commencing March 1st by simple majority vote of the Active Members present at the meeting. If there are 2 or more nominations for an office, the vote will be taken by ballot.
- All officers will be eligible for re-election to the same or another position, except as follows:
  - The President and Treasurer may not serve more than two (2) consecutive one-year terms in the same office. In the event that no active member of the organization has expressed a willingness to serve as an officer, the members may elect an "honorary member" to serve in an interim officer capacity. If there is no active member or honorary member that expresses interest for this position the incumbent(s) can be re-elected to the office.
  - The Vice-Presidents and Secretary may not serve more than three (3) consecutive one-year terms in the same position/office. In the event a active member and a honoary member are not willing to serve as an officer the incumbent can serve beyond the office term limit(s).
  - Only one member of a family/household may serve as an officer at the same time.
  - An officer shall resign his/her office upon their student's resignation or separation from enrollment in the Football program effective no later than the first day of the following month or the end of the membership year, whichever is first.



## **ARTICLE XI. DUTIES OF THE OFFICERS, EX-OFFICIO AND NON BOARD POSITIONS**

### **PRESIDENT:**

He/she shall appoint all Chairpersons of Standing Committees and Special Committees and fill all vacancies that occur during the club year, as provided herein. He/she shall supervise all activities of the Booster Club, including determining the meeting schedule and calling emergency meetings if necessary.

The president shall preside at all Football Booster Club Meetings, manage membership activities, work with all Vice Presidents and committee leads, and maintain a line of communication with the Sponsor. The President shall oversee the function of the Football Booster Club. At all meetings of the membership and Executive Board, the President of the Football Booster Club shall preside. The President may designate an alternate to attend and preside over the meetings in his/her absence, and this alternate, who can be one of the Vice-Presidents or other officer of the Football Booster Club shall preside to satisfy the requirement that the President be present at all meetings. In this instance, the President shall notify, if applicable, the Executive Board of his/her absence a week prior to the scheduled meeting.

### **1<sup>st</sup> VICE PRESIDENT OF SPONSORSHIP/ FUNDRAISING:**

The 1<sup>st</sup> Vice President shall preside at meetings in which the President cannot attend. The 1st Vice President shall assist the President in any Booster Club related activity. The 1st Vice President will also oversee sponsorship & fundraising activities including organizing a fundraising committee.

### **2<sup>nd</sup> VICE PRESIDENT OF MEMBERSHIP:**

The 2<sup>nd</sup> Vice President's primary duty will be to oversee the membership of the club including organizing a membership committee. The 2nd Vice President shall preside at meetings in which the President and/or the 1st Vice President cannot attend.

### **3<sup>rd</sup> VICE PRESIDENT OF MERCHANDISE:**

The 3<sup>rd</sup> Vice President's primary duty will be to oversee the merchandise and program. The 3rd Vice President shall preside at meetings in which the President; the 1st Vice President and/or the 2nd Vice President cannot attend.

The Vice-President of Merchandise shall assist the President as required and be responsible for all Football Booster Club activities related to the following committees, but not limited to, Merchandise, Sponsorship, Membership and all booster events. The role includes working with various vendors to procure merchandise to be sold throughout the year, selling merchandise at all home and some away games, selling merchandise at special events, inventory management, merchandising reports and procuring merchandise included with the various booster membership levels sold.



#### **4<sup>th</sup> VICE PRESIDENT OF PUBLICITY/ PUBLIC RELATIONS/ COMMUNICATIONS**

The Vice President of Publicity shall assist the President as required and be responsible for all Football Booster Club activities related to publicity & communications including, but not limited to, connecting with parents, engaging the community, Game Day Activities, Media Relations, Philanthropic Involvement, Elementary and Intermediate School Involvement, and coordinating with the Webmaster on updates/information to be posted on the Football Booster Club website.

#### **5<sup>th</sup> VICE PRESIDENT OF EVENTS & SPECIAL PROJECTS**

The Vice President of Events & Special Projects shall assist the President as required and be responsible for Coordinating/Facilitating Events & Special Projects including, but not limited to, organizing Team Meals, Game-Day Meals, Friday Team Breakfast and Sunday Coaches' Lunch, Friday Night Tunnel Crew, Fundraisers, Homecoming and Spirit (locker room decorations) activities, Banquets and any other special events.

#### **SECRETARY:**

The Secretary shall record the minutes of business of all meetings of the Football Booster Club; the Board of Directors, and the Membership Committee. The Secretary shall issue notices of meetings and agendas, and perform other duties as assigned.

The Secretary shall record the minutes of all Football Booster Club membership and Executive Board meetings. The Secretary shall present minutes of the previous Football Booster Club meeting for approval, ensure notification of non-school related members, circulate rosters, and will be responsible for maintaining all non-financial documents for the Football Booster Club including the UIL Guidelines for Boys Sports and Stony Point Athletics Football Booster Club By-Laws. The Secretary shall also assist the President with membership activities. The Secretary shall issue notices of meetings and agendas, and perform other duties as assigned. The Secretary shall provide meeting minutes to the Stony Point Athletics Football Booster Club webmaster to be posted, after approved, on the website.

#### **TREASURER:**

The Treasurer shall have custody of all monies in the Football Booster Club's general operating fund and will sign all of the Football Booster Club checks in addition to the President or one of the Vice-Presidents appointed as a signer on the account. He/she will be empowered to make necessary disbursements of funds approved by the Board of Directors and the General membership. He/she will receive all dues, fees and monies for the Club. He/she will keep a record of all receipts and expenditures; render a statement of account at each meeting and make them available to Board members. He/she will ensure that financial information including fundraising summaries, present a full written financial report upon the completion of the Fiscal Year and any information needed for federal, state or local taxes shall be provided.

#### **PARLIAMENTARIAN:**

The Parliamentarian's primary duty is to advise the presiding officer on parliamentary law and matters of procedure when requested. The Parliamentarian should be thoroughly familiar with the By-Laws and Roberts Rules of Order, in addition to any standing rules of the group on which he/she serves.





## ARTICLE XII: COMMITTEES

- Section 12.1:** The Executive Board shall create committees as deemed necessary to carry out the work of the Football Booster Club.
- Section 12.2:** The President shall appoint the chairpersons of committees with the approval of the Executive Board.
- Section 12.3:** Only Active Members of the Football Booster Club shall be eligible to serve as chairperson of a committee; both Active Members and Honorary Members may serve on committees.
- Section 12.4:** Committees and/or committee chairpersons shall NOT commit the Football Booster Club to any financial expenditure or contract without the approval of the Executive Board and the membership.
- Section 12.5:** A standing committee chairperson may pass their proxy to a member of their committee if they are unable to attend a meeting.
- Section 12.6:** All standing committee chairpersons shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.
- Section 12.7:** All committee chairpersons shall present a regular status of work to the Executive Board for review as requested.
- Section 12.8:** The President shall be a member ex officio of all committees except the Audit Committee and the Scholarship Review Committee if the President has a student eligible for consideration for a scholarship.

## ARTICLE XIII: EX-OFFICIO POSITION

The Club's Executive Board (Board) shall be comprised of each elected Officer. The Webmaster shall serve as an Ex-Officio member of the Executive Board. All Board approved decisions will be presented for approval to the Principal (or his/her proxy) through the Athletic Director.

### **Webmaster:**

The Webmaster shall update the website weekly with team scores, Booster meeting minutes, and any announcements from the Booster Board.

## ARTICLE XIV. PARLIAMENTARY AUTHORITY

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



## ARTICLE XV: FINANCES

**Section 15.1:** A preliminary budget for the upcoming year must be approved by the general membership at the May meeting to allow for expenditures to occur during the summer. A final budget for the year must be approved by the general membership at the August meeting. All expenditures must be from the approved budget or covered in amendments to the budget that are approved by the general membership at subsequent meetings.

**Section 15.2:** Finances belonging to the Football Booster Club will be deposited into a checking account established through a local bank.

**Section 15.3:** Withdrawals from the Football Booster Club account will require two signatures from any two elected officers listed on the signature card at the bank.

**Section 15.4** Employees of the District shall NOT serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions of treasurer, fund-raising chairperson, or serving as a check signer. Any and all positions that are responsible for the ultimate safeguarding or disposition of funds may not be held by District employees. Substitutes are not District employees. Therefore, this policy does not apply.

**Section 15.5:** Unbudgeted Requests for funds must follow these guidelines:

- The Varsity Football Coach must request the funds from the Executive Board in writing. Email is acceptable.
- Requests for all unbudgeted expenditures must be submitted in writing (email is acceptable) and be approved by the Executive Board and the membership. Unbudgeted expenditures up to \$500 per occurrence may be approved by the Executive Board between regularly scheduled meetings to meet a requirement deemed an emergency or immediate need by the Executive Board; such expenditures will be brought before the membership for explanation and approval at the next regularly scheduled meeting following the expenditure. The Treasurer will disburse the funds after securing the two required signatures, neither of which may be the payee.

**Section 15.6:** The Football Booster Club's fiscal year begins March 1st and ends last day of February. The current Treasurer will be responsible for closing the previous STPHSFBC Fiscal Year books along with providing information and updates to the newly elected Treasurer for the upcoming school year.

**Section 15.7:** At the end of the Football Booster Club's fiscal year, an independent audit is recommended but not required. An internal financial report is required for review by an internal audit committee and presented to the previous/current board by April 1. In 2018, RRISD decided however NOT to require an independent financial audit.

**Section 15.8:** An internal audit is to be performed by an audit 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. Booster insurance requires an internal financial audit.



## ARTICLE XVI. FUNDRAISING GUIDELINES

All Booster Club athletic fundraising activities must be processed, reviewed and approved by the Club's Board before the fundraising activity is held. Each Booster Club may have fundraisers in each academic school year and each fundraiser must be approved by the Board. Each Booster Club may have only two (2) fundraisers per academic year that can be exempt from State Sales Tax. All non-tax-exempt fundraisers will be recorded and included in our financial report. All fundraising activities will be governed by the RRISD and UIL guidelines, and state and federal laws and regulations.

Any Athletic Booster Club may sell merchandise (non-food items only) at any Stony Point Athletic event.

## ARTICLE XVIII: GENERAL

**Section 18.1:** No substantial part of the acts of the Football Booster Club shall be carrying out propaganda or otherwise attempting to influence legislation or other activities not permitted in an organization exempt from federal income taxes under Section 501(c)(3).

**Section 18.2:** The current version of “Roberts Rules of Order” shall govern the Football Booster Club in all cases in which they are not in conflict with these bylaws or the RRISD Booster Club Guidelines.

**Section 18.3:** Any situation not explicitly governed by these bylaws shall be governed in accordance with the Round Rock Independent School District (RRISD) policies, University Interscholastic League (UIL) regulations, and Federal and Texas State laws for booster clubs.

**Section 18.4:** The Football Booster Club may elect to implement a scholarship program. In the event that a scholarship program is implemented, the requirements shall be consistent with the district requirements for scholarship programs, including the creation of a Scholarship Review Committee, as outlined in the district Booster Club Guidelines.

## ARTICLE XIX: WHISTLEBLOWER PROTECTION

**Section 19.1** In keeping with the policy of maintaining the highest standards of conduct and ethics, STPFBC will investigate any suspected fraudulent or dishonest use or misuse of STPFBC’s resources or misconduct by Executive Board members, consultants, or volunteers.

**Section 19.2** Executive Board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as a “whistleblower”), pursuant to the procedures set forth below.

**Section 19.3** A person’s concerns about possible fraudulent or dishonest use or misuse of resources or misconduct should be reported to the Executive Board President, Vice President, and STPHS Principal. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a report may be made to the RRISD Fraud Hotline (information is available on [http:// www.roundrockisd.org](http://www.roundrockisd.org)).

People must be cautious to avoid baseless allegations.



**Section 19.4** All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and the Executive Board. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

**Section 19.5** STPFBC will protect whistleblowers as defined below:

a. STPFBC will use its best efforts to protect whistleblowers against retaliation. Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that STPFBC and/or RRISD can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel.

b. Executive Board members, consultants, and volunteers of STPFBC may not retaliate against a whistleblower. Whistleblowers who believe that they have been retaliated against may file a written complaint using the RRISD Formal Notice of Grievance (FNG Local) process.

## **ARTICLE XX: DOCUMENT RETENTION AND DESTRUCTION**

**Section 20.1** In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by STPFBC in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate STPFBC's operations by promoting efficiency and freeing up valuable storage space.

**Section 20.2** STPFBC follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.



<b>a. Corporate Records</b>	
Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Executive Board and General Meeting Minutes	Permanent
Executive Board Policies/Resolutions	Permanent
Bylaws	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	10 years
Insurance Policies	Permanent
<b>b. Accounting and Corporate Tax Records</b>	
Annual Audits and Financial Statements	10 years
IRS Forms 990 and 990-T Tax Returns	Permanent
General Ledgers	10 years
Business Expense Records	10 years
IRS Forms 1099	10 years
Journal Entries	10 years
Invoices	10 years
Sales Records (box office, concessions, spirit sales)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
<b>c. Bank Records</b>	
Check Registers	10 years
Bank Deposit Slips	10 years
Bank Statements and Reconciliation	10 years
Electronic Fund Transfer Documents	10 years
<b>d. Donor and Grant Records</b>	
Donor Records and Acknowledgment Letters	10 years
<b>e. Scholarship Committee Materials</b>	
Scholarship Committee Materials	7 years

**Section 20.3** Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

**Section 20.4** STPFBC’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping STPFBC operating in an emergency will be duplicated or backed up at least every week and maintained off-site.



**Section 20.5** STPFBC's Secretary is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Section 20.6** Failure to follow this policy can result in possible civil and criminal sanctions against STPFBC and possible disciplinary action against responsible individuals. The President and Treasurer will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

## **ARTICLE XXI: CONFLICT OF INTEREST**

**Section 21.1.** STPFBC Executive Board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that Executive Board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an Executive Board member is in a position to influence a decision that may result in personal gain or gain for a relative as a result of STPFBC's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Executive Board member is similar to that of persons who are related by blood or marriage.

**Section 21.2:** No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if an Executive Board member has any influence on any material business transactions, it is imperative that he or she discloses to the Executive Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

**Section 21.3:** Personal gain may result not only in cases where a Executive Board member, or a relative has a significant ownership in a firm with which STPFBC does business, but also when a Executive Board member, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving STPFBC.

## **ARTICLE XXII: AMENDMENTS**

**Section 22.1:** Proposed amendments to these bylaws may be submitted by any Active Member to the Parliamentarian copying the Secretary, who will submit the proposed amendments to the Executive Board.

**Section 22.2:** Any amendment approved by the Executive Board shall be considered at the next general membership meeting as defined below:

- These bylaws may be amended at any general membership meeting of the Football Booster Club with a 2/3 vote of the Active Members present. These amendments must be read at a meeting, discussed, and voted on at the same meeting, provided that a 72 hour or more notice of the proposed amendment(s) was given prior to the meeting.
- To be adopted, any amendments approved by the general membership must then be approved by both the Sponsor and the Principal.



## ARTICLE XXIII: REFERENCES

1. RRISD Booster Club Guidelines
2. Stony Point Football Booster Website
3. UIL Booster Club Guidelines

Ratified:	By Booster Club Membership
By:	President, SPHS Football Booster Club
Date:	August 31, 2009
Approved By:	Anthony Watson, Principal, Stony Point High School
Approved By:	Craig Chessher, Athletic Director, Stony Point High School

Ratified:	By Booster Club Membership
By:	President, SPHS Football Booster Club
Date:	March 06, 2017
Approved By:	Anthony Watson, Principal, Stony Point High School
Approved By:	Craig Chessher, Athletic Director, Stony Point High School

Ratified:	By Booster Club Membership
By:	President, SPHS Football Booster Club
Date:	April 26, 2018
Approved By:	Anthony Watson, Principal, Stony Point High School
Approved By:	Craig Chessher, Athletic Director, Stony Point High School

Ratified:	By Booster Club Membership
By:	President, SPHS Football Booster Club
Date:	February 19, 2018
Approved By:	Anthony Watson, Principal, Stony Point High School
Approved By:	Craig Chessher, Athletic Director, Stony Point High School



History of these bylaws:

- Amended October 2006
- Amended August 2009 to include the Webmaster as an Ex-Officio member of the Board, delete specific dues amounts, add section for removal of officers, and correct spelling and grammatical errors.
- Amended March 2017 to include changes to annual meeting from April to February, as well as, when new officers assume duties which was changed from June 1st to March 1st, and to correct spelling and grammatical errors.
- Amended April 2018 to better align the the Booster Club Fiscal year with the football season. The booster fiscal year will run from March 1<sup>st</sup> of the current year through the last day of February of the following year. This realignment will better prepare the new administration to connect with coaches, administration, parents and the community prior to the next football season. This realignment will improve sponsorship and board planning for the next season.
- Amended Dec 2018 to define archiving documentation process and reposition infrastructure.