

**Dripping Springs Tennis Booster Club By-Laws
Adopted November 3, 2015**

ARTICLE I

Name of Organization

The name of the organization shall be the Dripping Springs Tennis Booster Club (DSTBC). (1/12/16)

ARTICLE II

Purpose and Dissolution

Section 1: The purpose of the organization shall be to support the Tennis program at Dripping Springs High School, and promote excellence, honesty, cooperation 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 Dripping Springs High School.

Section 2: The organization shall operate in accordance with established rules and policies of Dripping Springs High School, Dripping Springs Independent School District, the University Interscholastic League and the Dripping Springs High School Athletic Booster Club Organization (DSABC).

Section 3: The organization is established exclusively for charitable purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors, trustees, officers, or other private persons except that the organization shall be able and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof. No substantial part of activities of the organization shall be the carrying on of propaganda or other attempts to influence legislation and the organization shall not take part in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office notwithstanding any other provision of these Bylaws. The organization shall not carry on any activities not permitted to be carried on: (a) by an organization exempt from federal income taxes under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law); or (b) by organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law).

Section 4: Upon dissolution of the organization, the DSTBC 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 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 DSTBC Board per Article IX. No one shall be entitled to participate in the affairs of DSTBC or hold office therein except members in good standing as to payment of their dues.

ARTICLE IV

Officers

The officers shall consist of President, Vice President, Secretary and Treasurer. These positions may be combined , but at least 2 officers must be specified; at a minimum must have two individuals to fill the roles of President and Treasurer. Duties of the officers shall include, but are not limited to, the following: (1/12/16)

President: The President shall preside at all general meetings and at all meetings of the 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 Tennis events. The President and Secretary shall have custody of the DSTBC Bylaws of the organization. The President will automatically be ex officio members of any and all committees. The President is responsible for DSTBC compliance to all DSISD, Dripping Springs High School Athletics Booster Club, UIL and IRS rules.

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.

Secretary: The Secretary shall record and keep accurate minutes of all general and special meetings, and have custody of the DSTBC Bylaws of the organization along with the President. The Secretary shall attend to any duty prescribed by the President.

Treasurer: The Treasurer shall receive all funds and disburse those funds as approved by the DSTBC 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 DSABC. 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 DSABC be responsible for developing an annual budget for the DSTBC. The Treasurer is responsible for ensuring DSTBC 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 DSTBC Board. The Board shall consist of the Officers as established under Article IV of these by-laws.

Section 2: A quorum of the DSTBC Board shall be defined as at least 60% of its members and must include at least two (2) officers.

Section 3: The DSTBC 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 DSTBC membership in regular or special meetings.

ARTICLE VI

Elections

Section 1: The Nominating Committee shall consist of a chairman and at least two other members chosen by the DSTBC Board from the membership at large. In consultation with the Head Coach, the Nominating Committee shall meet in April of each year, to select nominees for officers for the coming year.

Section 2: The formation of a Nominating Committee is not required to elect officers to the DSTBC Board. Under

such circumstances as a Nominating Committee is not formed, the DSTBC will call for nominations taken from the floor at the general meeting held no later than the end of April. All nominations will be considered in consultation with the Head Coach. The nomination process will proceed following Article VI, Section 3.

Section 3: The Nominating Committee or DSTBC Board shall present its nominees for officers at the general meeting held no later than the end of May. 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 by majority vote, for a one year term commencing July 1st to the last day of June the following year.

Section 4: All officers shall be eligible for re-election to the same position not to exceed two (2) consecutive terms. Additional nominations shall be considered for the same position and election to the office shall be held as outlined in Article VI above.

Section 5: Inability by any officer to perform his duties or lack of attendance at three (3) consecutive, regularly scheduled meetings may result in removal by majority vote of the DSTBC Board.

Section 6: Any vacancy in an office occurring during the term of office may be filled by appointment of the DSTBC Board.

ARTICLE VII

Fiscal Year and Meetings

Section 1: The fiscal year of the organization shall begin July 1st and shall end on the last day of June of the following year.

Section 2: Meetings of the DSTBC shall occur a minimum of four (4) times each year or at such other times as may be established by the DSTBC Board. Special meetings shall be held at the call of the President or at the call of any two other officers with a 48 hour notice communicated via email, website posting or other media. (1/12/16)

Section 3: The quorum for all DSTBC general membership meetings shall be those in attendance. Each member has one vote. Decisions shall be made by a majority vote of the members present. Electronic votes may be gathered when necessary for an emergency. (1/12/16)

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 forgoing 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: Fundraising/Sponsorships, Concessions and Hospitality Committee.

Section 2: Committee chairs shall be appointed by the President with the consent of the elected officers. All committees shall be composed of a chairperson and a minimum of 2 other members, unless otherwise noted. Any voting member of the DSTBC in good standing shall be eligible for committee chairperson or committee membership.

Section 3: The Fundraising/Sponsorship Committee shall be responsible for coordinating all DSTBC fundraising projects, particularly with regards to the handling of individual and corporate sponsors, the sale of spirit items and any future ad programs developed. All fundraising activities supported by the tennis program must be approved by

the tennis Head Coach, DSHS Athletic Director and Superintendent of DSISD.

Section 4: The Concessions Committee shall be responsible for ensuring the efficient operations of the concession stands including the provision of all non-spirit items for sale, the scheduling of volunteers, accounting of receipts and reporting to the Treasurer.

Section 5: The Hospitality Committee shall be responsible for refreshments for tournaments or at meetings if necessary, arranging the attendance of special guests and coordinating the athletic banquet.

Section 6: Other committees, either standing or temporary may be established by the Board. Currently these are and can be revised with majority consent of the Board:

By-Laws Committee: The By-laws Committee shall be responsible for maintaining the bylaws of the DSTBC as prescribed by Article X.

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 DSTBC Board. Dates of membership shall correspond to the fiscal year July 1-June 30 or a term as determined by the DSTBC Board.

Section 2: Fundraising/Sponsorship activities shall be those as determined by the Fundraising Committee and approved by the DSTBC Board, the tennis Head Coach, DSHS Athletic Director and Superintendent of DSISD. All funds raised in support of DSTBC activity shall inure to the benefit of the DSTBC.

Section 3: All funds donated by the DSTBC to the Athletic Department of Dripping Springs High School shall be contributed in accordance with established rules of the University Interscholastic League and Dripping Springs Independent School District.

Section 4: All funds donated to the support of sport activities shall be expended only in accordance with these By-laws and supplementary procedures established by the DSTBC Executive Board and with regards to UIL rules. (1/12/16).

- a) Request for funds shall be in the format attached to these Bylaws as Attachment A, and shall bear the signatures of the requesting head coach, the appropriate Committee Chair (if applicable), and the Athletic Director.
- b) All requests for funds must be submitted using the Attachment A – Dripping Springs Tennis Booster Club – Request for Funds form. (1/12/16)
- c) Upon receipt of a properly compiled request for funds, the approval of funds must be authorized by guidelines outlined in Attachment A of this document.
- d) Upon receipt of a properly compiled request for funds, the disbursement of funds may be authorized by majority vote of the Board, which majority shall not be less than three votes, or by a majority vote of the general membership.
- e) Disbursement, when properly approved, shall be only to the Board of Trustees of the Dripping Springs Independent School District with the request that they be dedicated to the purpose for which they were

approved. Funds may not be given directly to the Athletic Department or to Dripping Springs High School.

- f) The signatures of the DSTBC President or Treasurer are required on all checks written on all accounts of the DSTBC. Checks over \$500 must be signed by two approved signers and with adequate documentation. A signer on the account will not sign his/her own check. Deposits need to be delivered to the bank within a week's time. (1/12/16)

- g) Request for funds are to be considered in the following order of priority:
 - 1. Emergency;
 - 2. Safety;
 - 3. Maintenance
 - 4. Capital Assets (minimum 2 year life). (1/12/16)

Section 5: The DSTBC Board authorizes budget amendment expenditures and cannot deviate from budget by more than 20%, except on operating expenditures, without prior approval of a majority vote of a quorum of the DSTBC Board or by majority vote of the general membership.

Section 6: Funds required to pay sales taxes and DSABC assessments shall be provided to DSABC on the schedule determined by DSABC.

Section 7: The DSTBC agrees that payment for the purchasing and procurement of concession stand product and merchandise shall be the responsibility of the DSTBC. The Treasurer of the DSTBC will provide a check to the committee chair or their designate for the purposes of purchasing product and/or merchandise for the operations of the concession stand.

ARTICLE X

Adoption & Amendments

Section 1: The foregoing Bylaws were duly adopted on November 3, 2015 by persons interested in forming the Dripping Springs Tennis Booster Club. (1/12/16)

Section 2: Proposed amendments to these Bylaws may be submitted by any members to the DSTBC Board.

Section 3: Any proposed amendment submitted to the DSTBC Board shall be considered at the next regular meeting of the DSTBC. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting.

Attachment A

Dripping Springs Tennis Booster Club - Request for Funds

Please fill out the form below in full, submit to the Dripping Springs Athletic Director for approval and then submit to DSTBC President for presentation. Please include purchase order and any other supporting documentation.

Explanation of Request: (Give a brief description of the request, including amount of funds requested):

Please provide details of the request:

Item(s) requested	Invoice #	Quantity	Cost per Item	Total Cost
			Shipping Cost	
			Total Cost	
Make payment made to:				
Mail payment to:				

_____ **Requestor's Name** _____ **Signature** _____ **Date Requested** _____ **Date Needed**

Dripping Springs Athletic Director/Head Coach Approval:

_____ **Athletic Director** _____ **Signature** _____ **Date**

_____ **Head Coach (if applicable)** _____ **Signature** _____ **Date**

Dripping Springs Tennis Booster Club Approvals:

_____ **Date Received** _____ **Date reviewed by Board** **Approved / Denied / Tabled**

_____ **Booster Club Officer** _____ **Signature** _____ **Date**

_____ **Booster Club Officer** _____ **Signature** _____ **Date**

Funding Request Form Instructions:

Approval Process – Requests will be reviewed and approved by the following levels within the Dripping Springs Tennis Booster Club. Approvals will be based on a majority vote and will follow the quorum guidelines identified in the DSTBC By-Laws. (1/12/16)

- All requests must be reviewed and approved by the Dripping Springs High School Athletic Director and Head Coach.
 - Requests under \$2,000 will be reviewed and approved by the DSTBC Officers.
 - Requests over \$2,000 will be reviewed by the DSTBC Board and approved by the general membership of the DSTBC. (1/12/16)
- Any person wishing to request funds from the Dripping Springs Tennis Booster Club needs to fill out the DSTBC Request for Funds form. (1/12/16)
 - Form needs to be filled out completely by the coach or the person requesting the funds
 - Supporting documentation should be included if available including a purchase order / quote, brochures, pamphlets etc.
 - Total costs including shipping costs need to be included (remember we are tax exempt – EIN: 61-1684312)
- Once the form has been filled out it needs to be submitted to the Dripping Springs HS Athletic Director for approval and signature
- Once the form has been approved by the Dripping Springs HS Athletic Director, the person or the coach needs to submit the form and supporting documentation to the President.
- The President will notify the Executive Board of the request and will have it added to the agenda for the next formal Meeting so the general membership is aware of the request. (1/12/16)
- Requests must be submitted at least 7 days prior to the scheduled formal meeting to be placed on the agenda for that meeting. Requests that are submitted less than 7 days prior to the meeting will be given “best effort” to be placed on the agenda otherwise it will be placed on the next agenda.
- If a request is over \$2,000 the requestor should be prepared to present the request at the Booster Club Board Meeting and /or the formal meeting. If the coach or requestor is unavailable the President can present the request.
- The Dripping Springs HS Athletic Director can submit an Emergency request that will be reviewed by the Officers and placed on the agenda at the meeting if deemed necessary.
- If an emergency request is submitted in-between formal meetings the request needs to be submitted to the President.
 - Emergency Request under \$2,000 - Electronic Vote
 - Email sent to Officers
 - Request is submitted as is, there will be no formal discussion
 - Email responses taken over the next 24 hours from the time the email was sent
 - Voters must reply to sender indicating in Favor, Against or Abstain
 - A running tally of the votes received must be documented, tracked by Secretary
 - Approval will be based on a majority of the votes received (1/12/16)
 - The President will share the results with the Officers and requestor within 48 hours and will also present the final results at the next scheduled board meeting
 - Emergency Request for Funds over \$2,000 (1/12/16)

- Email sent to Board notifying them of the emergency request
 - President or two Board Officers call for a Special Meeting within 24 hours of receiving the request and will schedule a Membership meeting to occur within 1 to 7 days of receiving the request to review and vote on the Funding request.
 - President or Secretary will communicate the meeting to the Membership.
 - A quorum must be present as stated under the By-Laws of the Dripping Springs Tennis Booster Club. (1/12/16)
- Once a request has been approved, the Dripping Springs Tennis Booster Club Treasurer will work with the requestor and/or coach to order the item(s) and then provide payment for the item(s). (1/12/16)
 - All items and invoices should be mailed to: (1/12/16)
 - Dripping Springs Tennis Booster Club
 - P.O. Box 515
 - Dripping Springs, TX 78620