**BY-LAWS OF THE JARRELL HIGH SCHOOL ATHLETICS BOOSTER CLUB**

**ARTICLE I**

**ORGANIZATION NAME**

This organization shall be a non-profit, incorporated association named Jarrell High School Athletics Booster Club, also referred to as JHS ABC or JHS Athletics Booster Club. Our address is 1100 W. FM487 Jarrell, TX 76537. The organization’s email address is: [JHSATHLETICBOOSTER@GMAIL.COM](mailto:JHSATHLETICBOOSTER@GMAIL.COM%20%20)

**ARTICLE II**

**PURPOSE**

The purpose of the JHS Athletics Booster Club is to provide encouragement and generate support for the athletic programs of Jarrell High School.

The objectives of the organization are:

1. To support, promote and maintain a high standard of integrity and good sportsmanship in the Jarrell High School Athletic programs.
2. To foster and promote good will, communication and cooperation between parents, students, school and district representatives, coaches and the community.
3. To promote and encourage attendance at Jarrell High School athletic games by parents and friends of athletes, students and faculty of the school.
4. To provide scholarship opportunities for athletes.
5. When requested by the Athletic Director, provide funds to supplement the Jarrell High School Athletic programs as approved by Member vote.

**ARTICLE III**

**MEMBERSHIP**

**Section 1.** Membership is open to any person interested in supporting and encouraging the athletic programs at Jarrell High School. All members shall be required to abide by the Bylaws of the JHS Athletics Booster Club, JISD and U.I.L.

**Section 2.** Only active members shall be permitted to vote upon any matter of business of the organization. Active members are defined as members who have paid their dues and are in good standing with the Booster Club.

**Section 3.** Membership fees shall be set annually by the Executive Board.

**Section 4.** Membership and fees shall be for one fiscal year of the Booster Club. Booster Club fiscal year is from June 1st of the current year thru May 31st of the following year.

Section 5. Non-compliance to school and sporting event rules or disruptive behavior at Board Meetings or school events will result in one warning by the Executive Board.

Second occurrence of non-compliance will result in membership being revoked and loss of accumulated current school year Booster Club points.

**ARTICLE IV**

**GOVERNMENT/OFFICER ELECTIONS**

**Section 1**. **Governing Body**

The Governing body of the JHS Athletics Booster Club shall include:

* President
* Vice President
* Secretary
* Treasurer
* Parliamentarian
* Social Media Relations

These officers will make up the Executive Board. They are elected by the active voting members in good standing.

**Section 2. Sponsor**

The Sponsor shall be the Jarrell ISD Athletic Director. The Sponsor will be a non-voting member of the Executive Board. The Sponsor may designate an alternate to attend meetings in his/her absence, and this alternate, who must be a faculty member or Administrator of Jarrell High School, will satisfy the requirement that the Sponsor be present at all meetings.

**Section 3. Officer Eligibility**

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

1. Be a parent or guardian of a current Jarrell High School Athlete who is involved in a Jarrell Athletics program.
2. Be an active member of the JHS Athletic Booster Club in good standing.
3. Be willing to serve and abide by the JHS Athletics Booster Club by-laws if elected.
4. Eligibility is contingent upon passing the JISD background check.

**Section 4. Elections**

Election of the Executive Board shall take place at the Annual Meeting of the booster club held in May of each year. Nominations will be taken from the floor during the April meeting prior to the May elections. Only those persons who have consented to serve if elected shall be nominated to serve on the Executive Board.

The new officers shall assume their duties at the first regular Booster Club meeting in June.

1. The election of the officers shall be made by voice affirmation when the candidate is running unopposed.
2. If two or more candidates seek the same officer position, voting shall be by written ballot, organized by the current Executive Board.
3. Officers shall serve for one year and may stand for re-election. An officer shall not be eligible to serve more than 2 consecutive years in the same office.
4. The Executive Board can determine if other officer positions are deemed necessary.
5. Executive Board members may NOT receive any compensation or anything of value for their services as an Executive Board member.
6. Executive Board members and Booster Club Members may receive reimbursement for pre-approved expenses incurred on behalf of the Jarrell High School Athletics Booster Club, in accordance with the procedures set forth in these by-laws.

**Section 5. Vacancies**

A vacancy occurring in any Executive Board position may be filled by appointment by the Executive Board, from a general membership vote or left vacant at the discretion of the Executive Board.

**Section 6. Reason to Remove Any Officer**

To remove an officer from the Executive Board, the Executive Board must first receive approval from the Sponsor. An officer may be removed from office for the following:

1. Failure to perform duties
2. Criminal misconduct
3. Unethical behavior in conducting Booster Club business
4. Failure to abide by the by-laws of the JHS Booster Club, JISD and UIL.

**ARTICLE V**

**DUTIES OF THE EXECUTIVE BOARD**

**Executive Board**

Members of the Executive Board shall transact necessary business and be involved with activities in support of the purpose of the booster club on behalf of the booster club general membership. Executive Board members are encouraged to propose ideas, activities and programs in support of the purposes of the Booster Club in order to keep the Booster Club actively involved with the Jarrell High School Athletics programs.

The Executive Board may act on behalf of the Booster Club pursuant to the specific authority delegated to the Executive Board to make day to day decisions as necessary between regular Booster Club meetings. The Executive Board is required to meet once a quarter, separate from general membership meetings. Executive Board members are required to attend a minimum of 3 general membership meetings per year.

**President**

The President shall prepare agendas and shall preside at all general membership meetings, Executive Board meetings and the Annual Meeting. The President shall perform all duties of the office; shall ensure that all decisions of the Executive Board are put into effect; shall appoint committee chairs of all committees formed; shall be an ex-officio member of all committees and have overall leadership and management responsibility for the organization. The President or their designated representative shall serve as liaison between the JHS Athletics Booster Club, the coaches, Jarrell High School and District representatives. The President shall sign all contracts and requests subject to the ratification of the Executive Board. The President shall be able to authorize the disbursement of funds as necessary with the approval of the Executive Board members. The disbursement of funds shall be within good accounting practices and within the policies of the JISD as further described in these by-laws.

**Vice President**

The Vice President shall act as President in the event of the President’s absence, death or incapacity and shall assume the duties for the balance of the term unless the President returns or the vacancy is otherwise filled by the Executive Board. The Vice President shall also perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the organization. He/she will oversee the Treasurer position should there become a vacancy, until the vacancy is filled.

**Secretary**

The Secretary shall provide notices of meetings and shall keep a record of all meetings. The Secretary shall provide a copy of the minutes to Booster Club members. The Secretary shall maintain a copy of these By-Laws, a record of all meetings, minutes, and decisions of the Executive Board and the general membership meetings for use by future board members. The Secretary shall also perform duties assigned by the President and shall implement and support the purposes of the organization.

**Treasurer**

The Treasurer shall prepare an annual budget in coordination with the Executive Board which shall be approved by a majority vote of the Executive Board and presented to the general membership; keep an accurate record of all financial affairs; and be responsible for the Booster Club bank accounts. The Treasurer shall receive all monies due to the booster club and promptly deposit these funds in a financial institution approved by the Executive Board and within the policies of the JISD. The Treasurer shall disburse the funds of the Booster Club only for the purposes approved by the Booster Club. The Treasurer may reimburse pre-approved expenditures made by Executive Board members subject to the receipt of actual proof of such expenditures. The Treasurer shall present a statement of account and profit and loss statement at all general membership meetings and at other times as requested by the President or the Executive Board. The Treasurer shall prepare a full written financial report for presentation at the Annual Meeting. The bank accounts of the Booster Club may be audited by a committee approved by the President or if requested by the Executive Board. All books and records of the Booster Club may be inspected for any proper purpose at a reasonable time upon the request of any Booster Club member.

**Parliamentarian**

The Parliamentarian shall ensure that Robert’s Rules of Order are followed during all meetings and assist the President in maintaining order at meetings. He/she will lead an annual review session of the by-laws for the incoming Executive Board. He/she will ensure UIL compliance for all Booster Club activities. He/she will carry out duties assigned by the President.

**Social Media Relations**

The Social Media Relations Board Member shall promote the Booster Club through social media, advertising and community meetings. Communication shall be positive and approved by the President and/or Executive Board.

**ARTICLE VI**

**FINANCIAL ACCOUNTABILITY AND TRANSPARENCY**

**Section 1.**

The President and Treasurer will prepare a preliminary budget based on results from the prior year, input from the Executive Board members, and in consideration of adjustments for known events or economic conditions. In addition, the President will meet with the Athletic Director to solicit input on key needs of the programs for the upcoming year.

**Section 2.**

After the consultation with the Athletic Director, the President, with support from the Treasurer, will submit a final budget to the Executive Board for approval at the May Executive Board meeting. A majority vote of the Executive Board is required to approve the final budget.

**Section 3.**

The budget may be modified by the Executive Board, upon majority vote, during the year as more or less money becomes available.

**Section 4. Unbudgeted Requests for Funds Guidelines**

1. No sport specific requests for expenditures will be accepted by the Board from anyone except the Athletics Director. Any sport specific purchases not directed and controlled by the Athletics Director could potentially render an athlete or athlete’s ineligible and are therefore forbidden.
2. Only the Athletics Director may request that Booster Club funds be used in support of any Athletics program(s). The Athletics director will request these funds from the Executive Board in writing. Email is acceptable.
3. Requests for all unbudgeted operational (non-sport specific) 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 at the next regularly scheduled meeting following the expenditure.

**Section 5.**

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

**Section 6. The following officers will be on the signature card at the bank.**

1. Treasurer
2. At least one other officer appointed by the Executive Board

Withdrawals and checks from the JHS Athletics Booster Club account will require one signature from a designated officer listed on the signature card at the bank. Maximum withdrawal is $500.00.

**Section 7.**

The account will have a minimum balance of $750.00 when transferring to the next board.

**Section 8.**

The use of an ATM/Debit card is allowed when pre-approved by the President and an invoice must be delivered to the Treasurer. Checks require approval upon receipt of invoices.

**Section 9.**

The JHS Athletics Booster Club’s fiscal year begins June 1st and ends May 31st. The current Treasurer will be responsible for balancing and closing previous JHS Athletics Booster Club’s fiscal year books along with providing information and updates to the newly elected Treasurer for the upcoming school year.

**Section 10.**

At the end of the Booster Club’s fiscal year, an independent audit must be performed and the report given to the Executive Board in a timely fashion.

**Section 11.**

The audit is to be performed by an audit committee appointed by the President consisting of at least two members of the JHS Athletics Booster Club in good standing. Members with signature authority on the financial account cannot serve on the audit committee.

**ARTICLE VII**

**MEETINGS**

1. **Annual Meeting**

The Annual Meeting of the JHS Athletics Booster Club shall be in May of each year. Members shall be provided with at least seven (7) days written notice of the Annual Meeting. At the Annual Meeting, all annual reports will be received and the new Executive Board and departing Executive Board members shall meet to discuss the status of affairs and transition matters. The departing Executive Board shall transfer all books and papers in their possession and any other items belonging to the booster club to the new Executive Board.

1. **Executive Board Meetings**

Regular meetings of the Executive Board shall be held as deemed necessary by the President or members of the Executive Board. A majority of the Executive Board members shall constitute a quorum. Board members may not vote by proxy. Actions shall be based upon a vote by the Executive Board where the majority approves of the motion presented. If it is not possible to obtain a quorum, the actions taken by the Executive Board members in attendance shall be subject to ratification by the full Executive Board.

1. **General Membership Meetings**

General membership meetings shall be held monthly. A general membership meeting may be held immediately before or after the Annual Meeting or when there are matters requiring that information be provided to the general membership, to approve of or amend these by-laws, or at any other time as determined by the President or members of the Executive Board. A Quorum will require all available Executive Board Members and a minimum of 5 members to conduct business. Actions shall be based upon a majority vote of the general membership. Executive Board members and general members may not vote by proxy. All meetings shall be open to attendance by any Executive Board member, members of the booster club, JISD Coaches, JISD Athletic Directors, JISD Principals, JISD school board members and any other interested JISD employees or parents of students in the JISD District.

**ARTICLE VIII**

**STANDING AND SPECIAL COMMITTEES**

The Executive Board may create standing and special committees as well as ad hoc committees deemed necessary to promote the purposes of and to carry on the work of the JHS Athletics Booster Club. The President shall appoint a chairperson to each committee. The appointed chairperson shall serve for one (1) school year or until the committee is dissolved/completed its task during the school year, or until the appointment of a successor.

**ARTICLE IX**

**PROPERTY RIGHTS**

Membership in the JHS Athletics Booster Club shall not vest any of the members with any title, property rights, or rights having monetary value of any kind whatsoever, including, but not limited to, property rights in the school, the school’s name, logos, or in the JHS Athletics Booster Club.

**ARTICLE X**

**AMENDMENTS**

These by-laws shall be approved during a meeting of the JHS Athletics Booster Club general membership. A majority hand vote of members in attendance is required for ratification, subject to procedures set forth above. Amendments to these by-laws may only be made by written recommendation to the Executive Board. Upon approval by a majority vote of the Executive Board, the proposed amendments shall be presented in writing to the general membership. Ratification of the proposed amendments requires a majority hand vote of the members present at any general membership meeting, subject to the ratification procedures set forth above.

**ARTICLE XI**

**RELATIONSHIP WITH THE SCHOOL AND ATHLETIC DEPARTMENT**

The JHS Athletics Booster Club shall operate in full support of the school, its administrators, the athletic directors, the athletic department, and the coaches. At no time shall the booster club make recommendations or become directly involved in the day-to-day operations of the school athletics programs. The booster club serves only to support and facilitate the Jarrell High School Athletics programs and has no role in deciding the direction of policy established by the building and district athletic directors and the building principal.

**ARTICLE XII**

**SOCIAL MEDIA/EXTERNAL COMMUNICATIONS**

All social media communications and external communications shall be communicated based on current JISD rules and via a JISD approved platform. JHS Athletics Booster Club may only share Jarrell High School Athletics pages and Jarrell High School Athletics communications. Sharing of all other external social media and external communications is not permitted.

**ARTICLE XIII**

**GENERAL**

**Section 1. Scholarship Program**

1. The JHS Athletics 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 and criteria the committee uses to award scholarships. All awarded scholarships will be paid directly to the University, College or Trade School and all awards will require proof of enrollment prior to payment.
2. One of the ways that a student may enhance their scholarship application is through Volunteer Participation Points. Volunteer participation points are defined as direct participation by athletes or their family members in events and activities sponsored by JHS Athletics Booster Club or Jarrell High School Athletics for the purpose of fund raising or event operations. Volunteer participation points can be accumulated in the following ways:
3. Family members and Athletes are awarded one point for each instance of volunteering during JHS Athletics Booster Club fund raising events or helping with JHS athletics events operations. These opportunities are available via sign-up sheets created by JHS Athletics Booster Club or Athletics.
4. Family members are awarded 2 points for participating in a Committee created by the JHS Athletics Booster Club.
5. Family members are awarded 5 points for participating as part of the Executive Board.

The accumulation of Volunteer Participation Points over the Athlete’s 4 years are considered when the Scholarship Committee is evaluating each student’s scholarship application.

**Section 2.**

The current version of “Robert’s Rules of Order” shall govern the JHS Athletics Booster Club meetings and proceedings in all cases except when in conflict with these by-laws or JISD rules.

**Section 3.**

No substantial part of the acts of the JHS Athletics 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).

**ARTICLE XIV**

**DISSOLUTION**

The JHS Athletics Booster Club may be dissolved by a majority vote of the Executive Board and a majority vote of the general membership. If for any reason the JHS Athletics Booster Club is dissolved, the remaining funds in the booster club bank accounts will be used for the benefit of the Jarrell High School Athletics program until all funds are exhausted. If necessary, any such funds will be turned over to the Jarrell High School for safekeeping and disbursement. The bank account funds as well as any other assets of the booster club shall not inure to the benefit of any member or private individual, nor to JISD or District Athletic Department, but instead will be used for the support of the Jarrell High School Athletics program.

Approved by the Executive Board effective this 30th day of March 2025.

These by-laws shall replace any previously issued and authorized by-laws of the Jarrell Athletics Booster Club or its predecessor booster clubs.