

WILLIAM J. BRENNAN HIGH SCHOOL

CONSTITUTION AND BY-LAWS OF THE BRENNAN BEAR ATHLETIC BOOSTER CLUB (Updated May 2018)

ARTICLE I – OFFICIAL NAME

Section A: The official name of this organization shall be the Brennan Bear Athletic Booster Club.

ARTICLE II – PURPOSE & OBJECTIVES

Section A: The purpose of this organization shall be to promote and provide financial support to the athletic program and the Spirit Organizations at William J. Brennan High School. This includes the coaching staff and spirit sponsors and should follow laws set forth by the IRS in accordance with section 501 (C) (3) of the IRS code.

Section B: It shall be the policy of this organization to give complete support to the athletic and Spirit Organizations and to avoid any action which would interfere or violate any policies set forth by Brennan High School, Northside Independent School District or the University Interscholastic League (UIL).

Section C: To promote attendance, enthusiasm and unity within the William J. Brennan attendance zone and community. All booster members should handle school and booster related endeavors with professionalism and respect, fully understanding their role as an ambassador of the school and booster club.

Section D: The operating and accounting year shall be from June 1st through May 31.

ARTICLE III – MEMBERSHIP & DUES

Section A: Membership: Any individual who is interested in the purpose and objectives of the William J. Brennan Athletic Booster Club and agrees to abide by the By-laws of this organization may become a member. Annual dues will be recommended to the Athletic Coordinator and approved by the Brennan administration. Members must have a son/daughter who participates in

athletics or the Spirit Organization at Brennan High School. (Membership will run from July 1st through June 30th).

Section B: Honorary Membership: Honorary members shall consist of the following persons and will have non-voting status in the Brennan Bear Athletic Booster Club.

1. The Superintendent, Assistant Superintendents, Athletic Director and Assistant Athletic Directors of

the Northside Independent School District.

2. The Principal and Vice Principal of William J. Brennan High School.

3. All Head Coaches and assistant coaches of William J. Brennan High School.

4. The William J. Brennan High School Spirit Sponsors.

5. Faculty members of William J. Brennan High School and their spouses.

6. Exception to above: Any member(s) with a child participating in UIL sports or the Spirit Organizations

of William J. Brennan High School will be a paying member(s).

ARTICLE IV – OFFICERS, RULES AND COMMITTEES

Section A: This club hereby adopts the latest edition of Robert's Rule of Order to govern the conduct of all meetings.

Section B: The officers of the organization shall be nominated and elected by written ballot at the meeting in April.

Section C: The elected officers of the Brennan Bear Athletic Booster Club shall be the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer and will serve from July 1st through June 30th.

Section D: Nominations shall be made by a Nominating Committee consisting of three Board

Members and two members designated at the February meeting. Advance consent from candidates shall be secured by the Nominating Committee. After presentation by the Nominating Committee, The President of the organization shall provide an opportunity to accept nominations from the floor. Each nominee must be a paid member of the organization in good standing. If there is more than one nominee for a position, voting shall be by written ballot.

Section E: Officers may not serve for more than two (2) successive terms in the same position and must have a child involved in athletics or the Spirit Organizations.

Section F: Vacancies occurring in all elective offices shall be filled by appointment by the Board of Directors and such appointments shall be for the balance of the unexpired term.

Section G: Special meetings may be called by a majority vote of the Executive Board, called by the Athletic Coordinator, and / or the Principal or campus administration representative. Additionally, the Executive Board may meet prior to the regular meeting to discuss the business of the club or at any time at the discretion of the President, or a majority of the officers of the Executive Board.

Section H: The Athletic Coordinator and / or the Principal reserve the right to remove any board member(s) at any time, for any reason.

Section I: Suggested committees for the Brennan Bear Athletic Booster Club are as follows: Membership/Publicity, Concessions, Spirit/Procurements, Fundraising, Hospitality/Banquet, Sports, Nomination, Auditing and Scholarship.

ARTICLE V – DUTIES OF OFFICERS

Section A: The President

It shall be the duty of the President to preside at all meetings, regular and special. He/She shall establish committees and appoint committee heads as may be needed to promote the objectives and interests of the organization. Committee heads will assemble committee members as needed. In his/her absence the 1st Vice President shall fill in as the replacement for that meeting followed by the 2nd Vice President, Secretary and Treasurer. This position will be a one (1) year term, unless voted into a second term.

Section B: 1st Vice President

It shall be the duty of the 1st Vice President to assist the President by being responsible for the following committees: Varsity Concessions, Spirit/Procurements, and Membership/Publicity. He/She will also assist the President in the discharge of his/her duties and officiate in his/her absence. This position will be a one (1) year term, unless voted into a second term.

**Section C: 2nd Vice
President**

It shall be the duty of the 2nd Vice President to assist the President by being responsible for the following committees: JV and Freshman Concessions, Fundraising, Hospitality/Banquet, and Sports. He/She will also assist the 1st Vice President in the discharge of his/her duties and officiate in his/her absence. This position will be a one (1) year term, unless voted into a second term.

**Section D:
Secretary**

It shall be the duty of the Secretary to keep the minutes of all meetings and send out and read all correspondence. Copies of all minutes will be distributed to all members of the Board of Directors, the School Principal, and the Athletic Coordinator. This position shall be a one (1) year term, unless voted into a second term.

**Section E:
Treasurer**

It shall be the duty of the Treasurer to receive all monies of the organization and keep accurate records of receipts and expenditures. He/She shall present a statement of account at every meeting of the organization. The treasurer shall have custody of the funds and other monies due the club, and shall deposit same in the organizations bank account. All funds to be deposited in the bank weekly. Payment and disbursements should only be made with approval of the Board of Directors and authorized signatures. The Treasurer or another designated board member, should annually submit the taxes of the booster club to the IRS prior to July 1st and upon submission, should communicate the tax submission to both the Athletic Coordinator and the Principal.

***ARTICLE VI – MEETINGS AND
VOTING***

Section A: There will be regular meetings during the calendar year, to be held on the first Monday of each month. If a holiday falls on any of the designated Mondays, then the meeting shall be held

on the following Monday. The option to hold a second meeting on the third Monday of the month can be exercised as determined by committee members. Alternate meeting dates and times can be approved by the Athletic Coordinator and / or the Principal or campus administration representative as necessary.

Section B: A vote shall be carried by a simple majority of the voting members present. All final decisions and official actions of the Booster Club are reserved for, and at the discretion of, the Athletic Coordinator and / or the Principal.

ARTICLE VII – FINANCE

Section A: The club will operate on monies generated from year to year through fundraising projects, participation in the Northside Booster Association concession sales, membership dues, and spirit item sales.

Section B: Any request for funds and / or equipment needed must come from, and be pre - approved by, the Athletic Coordinator.

Section C: All monies, except those designated for scholarship funds, will be used to operate the booster club. Monies not used to pay for supplies, spirit items, or other overhead expenses will be donated to the general athletic activity fund at the close of the current school year, with disbursement at the discretion of the Athletic Coordinator and Principal.

Section D: The books of the organization will be audited once a year by three (3) members not affiliated to any of the board members elected to said position. The Treasurer will be available during the audit to answer questions of the auditors as necessary. The completion and results of the audit should be communicated with the Athletic Coordinator and / or Principal in a timely manner.

ARTICLE VIII – SCHOLARSHIPS

Section A: This organization will expend monies raised throughout the year for up to five (5) deserving graduating students each year. When monies in the scholarship account exceed \$5,000, the excess balance will be placed in the general account of the Booster Club. These scholarships shall be open to any graduating senior athlete in good standing with the school and a paid member of the athletic booster club. Consideration shall include athletic participation, leadership, academic standing and parent participation in booster club activities. All final decisions of the number of scholarships awarded and how the monies will be divided must meet final approval of the Athletic Coordinator and / or the Principal.

Section B: Scholarships are to be posted.

Section C: The Scholarship Committee will consist of four (4) members. This will be made up of the Athletic Coordinator, who shall be non-voting, and three Booster Club members. No parents of a senior shall sit on this committee.

Section D: Deadlines will be determined by the Scholarship Committee and will be strictly enforced.

ARTICLE IX – BY-LAWS AND AMENDMENTS

Section A: The By-laws will be reviewed annually in the month of January and must meet final approval of the Athletic Coordinator and / or the Principal.

Section B: Any proposed amendment to the Constitution may be submitted, in writing, to the Booster Club Board. Amendments can be approved by majority vote of the Booster Club. All final decisions and official actions must meet final approval of the Athletic Coordinator and / or the Principal.