

# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007)**

**Amended Date (August 26, 2010)**

**Second Amended date (February 12, 2014)**

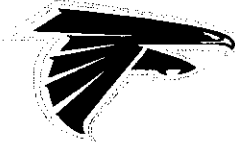
### **ARTICLE 1: NAME**

- A. This organization shall be known as the **"Clear Lake High School Boys' Golf Booster Club"**, hereafter referred to as the Club or the Organization.
- B. The permanent address of this organization shall be – **P.O. Box 890571, Houston, TX 77289-0571.**

### **ARTICLE 2: OBJECTIVES and PURPOSE**

- A. This organization has been formed and shall exist for the primary purpose of promoting a high degree of community and parent interest, support, and sponsorship of the CLHS Boys' Golf program. The following are the key objectives of this organization:
  - a. Support the players and the coaching staff to produce the best possible boys' golf program at Clear Lake High School.
  - b. Elevate the golf team's and players' images in the eyes of the players, school, and community.
  - c. Encourage total community participation in the organization.
  - d. Win or lose, back the boys' golf team through personal involvement in the purpose of this organization.
- B. This organization shall be registered with the State of Texas as a non-profit exempt organization and shall use its own Federal Tax ID number when applicable.
- C. This organization shall be non-partisan, non-shareholding, non-commercial, and non-bargaining.
- D. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under sections 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earning of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forths in the purpose clause herof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not

# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007) Amended Date (August 26, 2010) Second Amended date (February 12, 2014)**

participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision in this document, the purposes will be limited exclusively to exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE 3: MEMBERSHIP and DUES**

#### **SECTION 1: Membership**

- A. The voting membership of this organization shall be limited to parents and legal guardians of students participating in the boys' golf program at Clear Lake High School for the current school year. Active membership will commence upon payment of annual dues and remains active until October 1 of the following school year. A member must have paid his/her dues by October 1 of the current year to have one (1) year's active membership.
- B. Alumni memberships are also available. Alumni members will not have voting privileges.
- C. Sponsorships will be open to local businesses and other friends of the boys' golf program who wish to contribute financial support to the boys' golf program. Sponsors cannot be officers and do not have voting privileges. Sponsorship levels will be determined by the executive board on an annual basis. Sponsorships will be acknowledged publicly in a manner to be determined by the executive board on an annual basis.
- D. The CLHS Principle and the boys' golf program coaching staff are exempt from payment of dues and shall have all rights and privileges of all other voting members.

#### **SECTION 2: Privileges**

- A. Voting power will be held only by dues paying members of the organization.
- B. Only members of the organization shall be eligible to serve in any elected or appointed position.

# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007) Amended Date (August 26, 2010) Second Amended date (February 12, 2014)**

### **SECTION 3: Duties of Members**

- A. It shall be the duty of all members to deposit with any Treasurer the gross amount of all money received on behalf of the organization from any of its activities, and the Treasurer shall accept and record all funds received.
- B. No person shall assume an obligation or commit the organization to any further expenditure or engage in any fund raising effort on behalf of or in the name of the organization, without prior approval of the executive board.
- C. Membership in the organization does not entitle members to free admission to any club activity unless otherwise stated.

### **SECTION 4: Annual Membership Dues**

- A. The organization dues set are set at \$25 per family per school year and may change upon a quorum vote of the membership as prescribed herein. All dues are payable in advance. No member shall be considered in good standing unless dues have been paid for the current year.
- B. Other membership levels are as follows:
  - a. Alumni - \$15
  - b. Birdie - \$50
  - c. Eagle - \$75
  - d. Platinum - \$100

## **ARTICLE 4: GOVERNING RULES and MEETINGS**

- A. The elected officers of this organization shall be: a President, a Vice President, a Secretary, and a Treasurer. This group constitutes the Officers of the Executive Board of the organization. If there are not sufficient volunteers for the positions, the position of Vice President and Secretary shall be combined.
- B. Elections shall occur during the last spring meeting or at the summer meeting, but no later than August 31<sup>st</sup>. **(Aug. 2010)**
- C. Any person elected to an office may not serve more than two consecutive terms in that office. This limitation may be waived yearly by a two-thirds (2/3) majority vote of the members present at the meeting in which officers are to be elected. Anyone who has served more than one-half of a term shall be credited with having served that term. **(Aug. 2010)**

# Clear Lake High School Boys' Golf Booster Club



## ARTICLES of INCORPORATION (Date: April 25, 2007) Amended Date (August 26, 2010) Second Amended date (February 12, 2014)

- D. A member can only hold one office or chairpersonship per term, with the exception of the nominating or audit committees.
- E. Only members who have paid their dues may hold office or may vote on any consideration put to a vote. Voting is limited to one vote per household/family unit.
- F. The fiscal year shall run from July 1<sup>st</sup> through June 30<sup>th</sup>, with elected officers and incoming chairpersons assuming their duties within 60 days of the end of the fiscal year. All official materials pertaining to that office are to be turned over to the new officers at that time, or no later than 14 days after the election. **(Aug. 2010)**
- G. There shall be a minimum of three General Body meetings. They shall be as follows:
  - a. One shall be in the summer and/or early fall for organizational purposes.
  - b. One will be in January; the Nominating Committee will be formed at this time.
  - c. The annual meeting shall be in May or early June (depending on the school calendar) for the election of officers.
  - d. Other meetings may be called as necessary by the President, with approval of the Executive Board.
- H. Quorum at any meeting shall be determined to be a minimum of five (5) voting members at general meetings and three (3) at Executive Board meetings.

### ARTICLE 5: EXECUTIVE BOARD

#### SECTION 1: Members of the Executive Board

- A. Officers of the CLHS Boys' Golf Booster Club
- B. Chairpersons of Standing Committees
- C. CLHS Boys' Golf Team Coach

#### SECTION 2: Duties of the Executive Board

- A. Transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organization.

# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007)**

**Amended Date (August 26, 2010)**

**Second Amended date (February 12, 2014)**

- B. Present a report at the general meetings of the organization
- C. Fill vacancies of officers and chairpersons.
- D. Prepare and submit a budget for the year to the organization for adoption.
- E. Approve routine bills within the limits of the budget.
- F. Any member of the Executive Board that moves or misses three (3) consecutive scheduled meetings, without presenting acceptable reasons to the Executive Board, shall be judged unable to serve. Following a majority vote of the remaining Executive Board, and after being informed by a Board member, his/her position shall be declared vacated. The President will appoint a replacement from the membership for approval by the Executive Board to serve for the remainder of the term.

### **ARTICLE 6: OFFICERS' DUTIES (Aug. 2010, heading number only)**

A. All officers are required to attend the Executive Board and general body meetings. All officers 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.

#### **B. Duties of the President:**

- a. Preside at all meetings of the organization
- b. Confirm a quorum prior to conducting business
- c. Authorized to sign on the bank account
- d. Authorized to sign all contracts for the organization
- e. Ensure the organization is in compliance with all dictates of the school district
- f. See that the by-laws are enforced, and shall perform such duties as usually pertain to this office
- g. Be an ex officio member of all committees, except the nominating and audit committees
- h. Appoint chairpersons of all committees, with the exception of the nominating committee
- i. Have the power to appoint standing and special committees subject to the approval of the Executive Board
- j. Have the power to appoint vacancies within the Executive Board subject to the approval of the remaining Executive Board

#### **C. Duties of the Vice President:**

# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007)**

**Amended Date (August 26, 2010)**

**Second Amended date (February 12, 2014)**

- a. Serve as an aide to the President
  - b. Assume the duties of the President in his/her absence or vacancy
  - c. Serve as chairperson for all fundraising activities
  - d. Authorized to sign on the bank account (only if there is a separate functioning Secretary)
- D. Duties of the Secretary:**
- a. Keep an accurate record of all proceedings of the organization
  - b. Furnish a copy of all minutes to the President for filing with the appropriate school staff and bind a set of minutes to be kept as a permanent record
  - c. Shall conduct all correspondence of the organization as directed by the President
  - d. Issue all notices of all meetings of the organization
  - e. Read all communications directed to the organization at its scheduled meeting time
  - f. Serve as the chairperson for the Audit Committee
  - g. Furnish a copy of the Audit Committee report to the Executive Board
- E. Duties of the Treasurer:**
- a. Disburse funds in accordance with the approved budget, additional disbursements shall be directed and approved by a simple majority of the Executive Board
  - b. Checks require two or three signatures (President, Vice President, Treasurer) but not by the recipient
  - c. Submit a report of funds at regular Executive Board and general body meetings.
  - d. Submit all appropriate state and federal reporting forms with timely payments, if applicable
  - e. Be available, or obtain an alternate, for all fundraising activities so that timely deposits can be made
  - f. Present the financial books to an Audit Committee shortly after the fiscal year concludes or upon departure of the Treasurer from office for any cause. All audits are to be completed prior to the next Treasurer receiving the organization's records
- F. Election of Officers:**
- a. A slate of potential officers shall be presented by the Nominating Committee at the Spring Annual or the Summer general meeting (see Article 4, B)
  - b. Other nominations will be taken from the floor at the general meeting

# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007)**

**Amended Date (August 26, 2010)**

**Second Amended date (February 12, 2014)**

- c. Officers shall be elected by ballot vote; however, if there is only one nominee for an office, a voice vote can be held
- d. Officers shall assume their duties following the close of the school year and shall serve a one year term or until their successors are elected. No officer shall serve more than two consecutive terms in the same office (see Article 4, C)
- e. Any vacancies shall be filled by appointment by the President with approval of the Executive Board. The new officer shall assume said title and duties promptly. Notice of the office change shall be made at the next general meeting.

### **ARTICLE 7: COMMITTEES (Aug. 2010, heading number)**

#### **A. Audit Committee –**

- a. The audit committee chairperson shall be the Secretary; in the case that the Vice President and Secretary positions are combined, the President shall appoint an audit committee chairperson.
- b. The audit committee shall be appointed by the President, with approval of the Executive Board
- c. The audit committee shall consist of the Secretary and two (2) members not related to any current or newly elected officer nor have check signing authority **(Aug. 2010)**
- d. The audit shall be completed within thirty (30) days following the close of the fiscal year
- e. The audit shall be completed prior to the incoming Treasurer receiving the organization's financial records.

#### **B. Nominating Committee –**

- a. The nominating committee shall consist of one elected officer and two to four individuals as recommended by the President
- b. Only current members of the organization can serve on the committee

#### **C. Ad Hoc Committees –**

# Clear Lake High School Boys' Golf Booster Club



## ARTICLES of INCORPORATION (Date: April 25, 2007)

Amended Date (August 26, 2010)

Second Amended date (February 12, 2014)

- a. The President may appoint Ad Hoc committees such as, but not limited to – uniform committee, pre-season social committee, and banquet committee to the needs of the organization
- b. The President shall serve as an ex officio non-voting member of all these committees

### ARTICLE 8: FINANCES (Aug. 2010, heading number only)

- A. Banking:
  - a. Finances belonging to the organization will be deposited into a checking account established through a local bank.
- B. Signature Requirements:
  - a. Withdrawals from the account will require two (2) signatures from any two elected officers listed on the signature card at the bank, limited to the Treasurer, President, and Vice President.
- C. Expenditure Approval:
  - a. Only expenditures identified in the approved budget of the organization will be permitted. The budget may be amended at any meeting, executive or general, with final approval being made at the next regularly scheduled general meeting.
  - b. All expenditures will require a check request form to be properly filled out before any check can be written.
- D. Accounting Year:
  - a. The organization's fiscal year shall run from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.
- E. Financial Audit:
  - a. The financial records of the organization must be audited annually and within thirty (30) days of the closing of the fiscal year.
  - b. The audit report must be filed with CCISD in a timely manner. It shall be presented to the membership at the fall general meeting.
  - c. New business cannot occur until the audit has been completed.
- F. Dissolution:
  - a. Upon dissolution, all assets are to be distributed to school activity fund or a 501 (c) (3) organization. If at the time of dissolution, the named organization of their choice 1. ceases to exist, 2. does not accept the distribution or 3. is not exempt under 501 (c) (3) at the time of dissolution, the assets shall then be distribution for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or



# **Clear Lake High School Boys' Golf Booster Club**



## **ARTICLES of INCORPORATION (Date: April 25, 2007)**

**Amended Date (August 26, 2010)**

**Second Amended date (February 12, 2014)**

corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then 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.

### **ARTICLE 9: PARLIAMENTARY AUTHORITY (Aug. 2010, heading number only)**

The rules contained in the current edition of "Robert's Rules of Order" shall govern the organization in all cases to which they apply and as to the which they are not consistent with these by-laws and any special rules of order that the organization may adopt.

### **ARTICLE 10: AMENDMENTS (Aug. 2010, heading number only)**

- A. These by-laws may be amended by two-thirds (2/3) majority vote of the members present at any general meeting.
- B. The proposed amendments must have been submitted to the membership at least seven (7) days prior to the general meeting where they are to be approved.
- C. Notice may be served via the previous general meeting, an e-mail, or a newsletter.

# Clear Lake High School Boys' Golf Booster Club

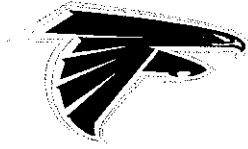


**ARTICLES of INCORPORATION (Date: April 25, 2007)**  
**Amended Date (August 26, 2010)**  
**Second Amended date (February 12, 2014)**

**REVISION LOG:**

<b>Revision #</b>	<b>Revision</b>	<b>Date Approved</b>
1	Article 4: Governing Rules and Meeting Change Item B to read – Elections shall occur during the last spring meeting or at the summer meeting, but no later than August 31 <sup>st</sup> .	8/26/11
2	Article 4: Governing Rules and Meeting Change Item C to read – Any person elected to an office may not serve more than two consecutive terms in that office. This limitation may be waived yearly by a two-thirds (2/3) majority vote of the members present at the meeting in which officers are to be elected. Anyone who has served more than one-half of a term shall be credited with having served that term.	8/26/11
3	Article 4: Governing Rules and Meeting Change Item F to read – The fiscal year shall run from July 1 <sup>st</sup> through June 30 <sup>th</sup> , with elected officers and incoming chairpersons assuming their duties within 60 days of the end of the fiscal year. All official materials pertaining to that office are to be turned over to the new officers at that time, or no later than 14 days after the election.	8/26/11
4	Article 7: Committees	8/26/11

# Clear Lake High School Boys' Golf Booster Club



**ARTICLES of INCORPORATION (Date: April 25, 2007)**  
**Amended Date (August 26, 2010)**  
**Second Amended date (February 12, 2014)**

	Change Section A – Audit Committee, Item (c) to read – The audit committee shall consist of the Secretary and two (2) members not related to any current or newly elected officer nor have check signing authority.	
5	Correct Article Headings as follows:  Article 5: Officers' Duties - Correct heading to be Article 6 Article 6: Committees – Correct heading to be Article 7 Article 7: Finances – Correct heading to be Article 8 Article 8: Parliamentary Authority – Correct heading to be Article 9 Article 9: Amendments – Correct heading to be Article 10	8/26/11
6	Article 2: Objectives and Purpose  Change Section D - as directed by the District Internal Auditor to comply with group exemption with the district.	2/12/14
7	Article 8: Finances  Change Section F – Dissolution: part a – as directed by the District Internal Auditor to comply with group exemption with the district.	2/12/14