

ARTICLE I

Name of Organization

The name of the organization shall be the Rouse High School Swim Booster Club (RHSSBC)

ARTICLE II

Purpose and Dissolution

Section 1: The purpose of the organization shall be to support the Swim program at Rouse High School, and promote excellence, pride, and good sportsmanship amongst the student body and community. The organization shall encourage parent, guardian, coaching spouses and community involvement and strive to ensure that opportunities continue to be available to the students of Rouse High School.

Section 2: The organization shall raise funds for the benefit of the Swim Team, as approved by the Officer Board. This shall include but is not limited to: for equipment of members in good standing; an end of the year banquet; and any other items deemed necessary for the team by the coach.

Section 3: The organization shall operate in accordance with established rules and policies of Rouse High School, Leander Independent School District, the University Interscholastic League and the Rouse High School Athletic Booster Club Organization (RABC).

Section 4: 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 corresponding provision of any future United States Internal Revenue law).

Section 5: Upon dissolution of the organization, the RHSSBC Officers shall, after paying or making provisions for payment of all liabilities, dispose of all 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 Officer Board shall determine.

ARTICLE III

Membership and Voting

Any individual/family shall be eligible for membership in this Association. Each membership 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 RHSSBC Officers per Article IX. No one shall be entitled to participate in the affairs of RHSSBC or hold office therein except members in good standing as to payment of their dues. Membership dues will be collected yearly, at the first meeting before school.

Membership in the Booster Club entails volunteer participation in fundraising events each year.

ARTICLE IV

Officers

The officers shall consist of President, Vice President, Secretary, Treasurer, and Historian/Social Media Manager (Note: these may be combined but at least 2 officers must be specified). Each office may be filled by two persons, but if so filled, shall have only one vote. Duties of the officers shall include, but are not limited to, the following:

President: The President shall preside at all general meetings and at all meetings of the Officers. 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 Swim events. The President and Secretary shall have custody of the RHSSBC Constitution and Bylaws of the organization. The President will automatically be official members' any and all committees. The President is responsible for the RHSSBC compliance to all LISD, Rouse High School Athletics Booster Club, UIL and IRS rules.

Vice President: The Vice President shall assist the President and perform all duties for 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 keep and accurate record of all regular and special meetings, take care of the correspondence, shall have custody of the RHSSBC Constitution and Bylaws of the organization along with the President and shall attend to any duty prescribed by the President. The secretary will read the minutes of the previous meeting, as well as post them on the official RHSSBC website.

Treasurer: The Treasurer shall receive all funds and disburse those funds as approved by the RHSSBC Officers. 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 RABC. 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 will collect all membership dues. 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 Officers of the RHSSBC be responsible for developing an annual budget for the RHSSBC. The Treasurer is responsible for ensuring the RHSSBC compliance to Section 501 (c)(3) of the Internal Revenue Code of 1954 as amended.

Historian/Social Media Manager: The Historian/SMM shall be responsible for maintaining a record of the RHSSBC and athletics, operate and maintain all social media outlets (ie: website, Facebook, Twitter). The committee chair is responsible for sharing this information with the RABC as well.

All Officers and Chairpersons shall:

- a) Act as a leader in their respective office or committee and guide the group to accomplish the goals and purposes of the organization.
- b) Keep a good record of their activities to pass onto the next officer
- c) Officers shall deliver to their successor's official material no later than thirty (30) days following the date which new officers assume their duties.

ARTICLE V

Officers

Section 1: The affairs of the organization shall be conducted by the RHSSBC Officers Board. The Officers Board shall consist of the Officers and the Chairpersons of the standing Committees established under Article VIII of these bylaws.

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

Section 3: The RHSSBC Officers 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 RHSSBC membership in regular or called meetings.

ARTICLE VI

Elections

Section 1: The Board shall notify booster club members via email about upcoming board elections for the next school year. The Board shall present its nominees for the officers at the general meeting held no later than the end of May. Following closure of presentation of nominees, officers shall be elected by the membership at large, at that meeting. The term for each position will be one year, from July 1 to June 30 of the following year.

Section 2: All officers shall be eligible for re-election to the same position not to exceed two (2) consecutive terms.

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

Section 4: Any vacancy in an office occurring during the term of office may be filled by appointment of the RHSSBC Officers Board.

ARTICLE VII

Fiscal Year and Meetings

Section 1: The fiscal year of the organization shall begin July 1 and shall end on June 30 of the following year.

Section 2: Meetings of the RHSSBC Officers shall occur up to ten (10) times each year or at such other times as may be established by the RHSSBC Officer Board. The RHSSBC general membership shall meet quarterly (4) times each year or at such other times as may be established by the RHSSBC Officer Board. Special meetings shall be held at the call of the President or at the call of any two other officers with a 24 hour notice communicated via email, website posting or other media.

Section 3: A quorum of the general membership shall be a quorum of the RHSSBC Officers Board, and at least four (4) members-at-large.

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. All meeting minutes shall be posted on rouseswimming.swimtopia.com within (7) business days.

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 which shall be maintained by the Historian.

ARTICLE VIII

Committees

Section 1: The following shall constitute the standing committees of the organization: Fundraising and Membership.

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 two (2) other members. Any voting member of the RHSSBC in good standing shall be eligible for committee chairperson or committee membership.

Section 3: The Fundraising Committee shall be responsible for coordinating all RHSSC fundraising projects, including but not limited to, individual and corporate sponsorships; concessions; merchandising; and the development of the sport program and ad sales. All fundraising must be approved by the RABC and RHS Athletic Coordinator. The Fundraising Committee shall be responsible for ensuring the efficient operations of the concession stands including the provision of all non-Spirit products for sale, the scheduling of volunteers, payment of student groups operating the concession, accounting of receipts, and reporting to the Treasurer. The Fundraising Committee shall be responsible for soliciting vendors to provide Spirit items for sale by the booster club and presenting the designs to the RABC Executive Board, RHSSC officers, and the Athletic Coordinator for final approval. This committee shall be responsible for the ordering and sales of Spirit items throughout the school year.

Section 4: The Membership Committee shall be responsible for soliciting potential members and maintaining a current roster of members, utilizing the website where appropriate.

Section 5: Other committees, either standing or temporary may be established by majority consent of the Officers, as determined necessary.

ARTICLE IX

Income and Expenditures

Section 1: Membership dues and term period shall be established annually by the RHSSBC Officers.

Section 2: Fundraising activities shall be those as determined by the Fundraising Committee and approved by RHSSBC Officers, RABC and RHS Athletic Coordinator. All funds raised in support of RHSSBC activity shall inure to the benefit of the RHSSBC.

- a) Raffles will not be considered or allowed as a fundraiser

Section 3: Funds donated by the RHSSBC to the Athletic Department of Rouse High School shall be contributed in accordance with established rules of the University Interscholastic League and Leander Independent School District.

Section 4: Funds donated to the support of sport activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the RHSSBC Officers.

- a) Requests 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 Coordinator.
- b) 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.
- c) Upon receipt of a properly compiled request for funds, the disbursement of funds may be authorized by majority vote of the Officers.
- d) Disbursement, when properly approved, shall be in compliance with the rules as set for in Attachment A.
- e) The signatures of the RHSSBC Treasurer and one (1) other Officer Member are required on all checks written on all accounts of the RHSSBC. The signature of the RHSSBC Treasurer and one (1) other Officer Member are required on all credit card requisitions prior to transaction.
- f) Request for funds are to be considered in the following order of priority:
 - 1. Emergency;

2. Safety;
3. Capital Expenditures (minimum 2 year life).

Section 5: The RHSSBC Officers 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 RHSSBC Officers or by majority vote of the general membership.

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

Section 7: The RHSSBC shall contribute to the RABC a portion of their NET (profit) proceeds raised by all fundraising activities once the costs of such items have been paid, with the exception of concession proceeds described in Article IX, Section 9. The specific portion to be contributed is subject to change and as such, will be determined by RABC each year.

Section 8: The RHSSBC agrees that payment for the purchasing and procurement of concession stand product and merchandise shall be the responsibility of the RABC. The Treasurer of the RABC 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 Constitution and Bylaws were duly adopted on August 11, 2010 by persons interested in forming the Rouse High School Swim Booster Club.

Section 2: Proposed amendments to these bylaws may be submitted by any member to the President. The President shall submit the proposed changes to the RHSSBC Officers.

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

AMENDMENTS

Senior Scholarship approved and added 2/5/2012 (Attachment B)

 Removed per RHS Main Athletic Booster Club 3-27-2014

Various verbiage approved and added 11/27/2012

Bylaws reviewed and updated 06/29/2015

Bylaws reviewed and updated 06/05/2017

Bylaws reviewed and updated 03/8/2019

Attachment A

Rouse High School Swim Booster Club - Request for Funds

Please fill out the form below in full, submit to the Rouse Athletic Coordinator for approval and then submit RHSSBC 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 and the sport for which the funds or donation(s) are being 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

Rouse Athletic Coordinator/Head Coach Approval:

_____ Athletic Coordinator	_____ Signature	_____ Date
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Head Coach (if applicable)	Signature	Date
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Rouse High School Swim Booster Club Approvals:

_____	Approved / Denied / Tabled
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Date Received	Date reviewed by Exec Board
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_____ Booster Club Officer	_____ Signature	_____ Date
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_____ Booster Club Officer	_____ Signature	_____ Date
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Funding Request Form Instructions:

Approval Process – Requests will be reviewed and approved by the following levels within the Rouse High School Swim Booster Club. Approvals will be based on a majority vote and will following the quorum guidelines identified in the RHSSBC Bylaws.

- All requests must be reviewed and approved by the Rouse High School Athletic Coordinator and Head Coach.
 - Requests under \$1,000 will be reviewed and approved by the RHSSBC Officers.
 - Requests under \$2,500 will be reviewed and approved by the Officers.
 - Request over \$2,500 will be reviewed by the Officers and approved by the general membership of the RHSSBC.
- Any person wishing to request funds from the Rouse High School Swim Booster Club needs to fill out the RHSSBC Request for Funds form.
 - 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: 37-1566063)
- Once the form has been filled out it needs to be submitted to the Rouse HS Athletic Coordinator for approval and signature.
- Once the form has been approved by the Rouse HS Athletic Coordinator, the person or the coach needs to submit the form and supporting documentation to the President.
- The President will notify the rest of the officers and the persons 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.
- 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 \$1,000 the requestor should be prepared to present the request at the Booster Club Board Meeting and/r the Formal Meeting. If the coach or requestor is unavailable, the President can present the request.
- The Rouse HS Swim Team Coach can submit an Emergency request for funds 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 \$500 - 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 (at least 3 votes must be received and at least 1 vote must be from the President or Vice President).
 - 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 \$1,000
 - Email sent to the Officers notifying them of the emergency request
 - President or two Board Officers call for a Special Meeting of the Swim Booster Club Board within 24 hours of receiving the request and will schedule Swim Booster Club Board meeting to occur within 1 to 7 days of receiving the request to review and vote on the Funding request.
 - A quorum of the Swim Booster Club Board must be present as stated under the Bylaws of the Rouse High School Swim Booster Club
- Emergency Request for Funds over \$2,500
 - Email sent to the Officers 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 Bylaws of the Rouse High School Swim Booster Club.
- Once a request has been approved, the Rouse High School Swim Booster Club Treasurer will work with the requestor and/or coach to order the item(s) and then provide payment for the item(s).
- All items and invoices should be mailed to:

Rouse High School
 Attention: Rouse High School Swim Booster Club
 1222 Raider Way
 Leander, TX 78641
 512-570-2000