

## **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, and the University Interscholastic League.

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. A maximum of one membership shall be granted to each family unit. 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). Any member in good standing is eligible to serve as an Officer. A member in good standing is defined as a member whose dues are up to date and who is in compliance with LISD volunteer policies, and with no outstanding violations 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 an official member of all committees. The President is responsible for the RHSSBC compliance to all LISD, 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 the office is vacated.

**Secretary:** The Secretary shall keep an 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 shall keep record of RHSSBC Officer board electronic (i.e. text and email) discussion and voting that occurs outside of board meetings and present at the next RHSSBC Officer meeting for approval and addition to meeting minutes. The secretary will read the minutes of the previous meeting, as well as post them in the official RHSSBC shared

documents/files. General meeting minutes will be posted to the team's website in a secure manner for viewing by team and RHSSBC members.

**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. 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, operating and maintaining all social media outlets (i.e.: website, Facebook, Twitter, Instagram, or current social platform).

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 at which new officers assume their duties.

## **ARTICLE V**

### **Officer Board**

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.

Section 4: Any board member may be requested by the board to resign when it has been determined by the board that his/her conduct has been detrimental to the Booster Club. This may include but is not limited to:

- a. Misappropriating any funds of the booster club
- b. Any behavior unbecoming the good name of the Booster Club
- c. Any member who owes money to the booster and does not remit such within 60 days
- d. Any member that violates LISD Volunteer guidelines

A call for a vote on removal can be initiated by either 2/3 vote of board members or by a petition signed by no less than 2/3 of voting members of the booster club.

## **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 June 1 and shall end on May 31 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 with an appointment of the RHSSBC Officers Board.

## **ARTICLE VII**

### **Fiscal Year, Meetings, and Records Retention**

Section 1: The fiscal year of the organization shall begin June 1 and shall end on May 31 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 biannually, (2) 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 members-at-large.

Section 4: A reasonable effort shall be made to inform the general membership of the time and place of each General meeting of the organization, not less than five days prior to the date of the meeting via email, website posting or other media. All General meeting minutes shall be posted on [rouseswimming.swimtopia.com](http://rouseswimming.swimtopia.com) within (7) business days of the General meeting.

Section 5: All questions of parliamentary procedure, not provided for in the foregoing Bylaws shall be decided by reference to Robert's Rules of Order which shall be maintained by the Historian.

Section 6: All Records of the organization shall be maintained and destroyed in accordance with law and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement	Store in corporate record book.	Permanent.
Treasurer's reports, periodic	Compile & file records on a yearly basis	Three Years. Store with financial records. Destroy after three years.
Bank Statements, cancelled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile file records on a yearly basis.	Seven Years. Store with financial records. Destroy after seven years.

## **ARTICLE VIII**

### **Committees**

Section 1: The following shall constitute the standing committees of the organization: Fundraising, Membership, and Homecoming/Banquet. The chairs and members for standing committees, and any additional committees formed, will be named at time of need.

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 one (1) other member. 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 RHS Athletic Coordinator. The Fundraising Committee shall be responsible for ensuring efficient operations, scheduling volunteers, and following up with the Treasurer about income and expenditures. 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 RHSSBC officers and the school sponsor (Coach) 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: The Homecoming and Banquet Committee shall be responsible for organizing and coordinating the planning and implementation of all activities associated with Homecoming and annual end of year Banquet.

Section 6: 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, RHS Athletic Coordinator, and school sponsor (Coach). All funds raised in support of RHSSBC activity shall insure 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 made to the RHSSBC Officer Board for approval before contracting or proceeding with the transaction. Disbursement of funds may be authorized by majority vote of the Officers.
- b. Disbursement, the Treasurer is the primary authorized signatories on the organization's financial accounts. This includes bank accounts and, when relevant, credit card accounts. At least one other Officer Member (President or Vice-President) must also be assigned signing authority.
- c. The signatures of the RHSSBC Treasurer or one (1) other Officer Member with signing authority through the Booster Club Financial Institution must be on all Checks from RHSSBC. Any disbursement, including credit card charges, should be approved by the Treasurer or another Officer Member with signing designation.
- d. Request for funds are to be considered in the following order of priority:
  1. Emergency.
  2. Safety.

3. Capital Expenditures (minimum 2-year life).

- e. A committee of at least two (2) persons without check signing authority shall annually audit all RHSSBC finances or hire and supervise an outside accountant or auditing firm to conduct a review of RHSSBC financial records.

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. Voting may take place electronically (text and email) with a majority of RHSSBC Officers

## **ARTICLE X**

### **Conflicts of Interest**

Section 1: Existence of Conflict, Disclosure: Officers, committee members, and school sponsor (Coach) of RHSSBC Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the RHSSBC. A conflict of interest may exist when the direct, personal, financial, or other interest(s) of any officer, committee member, or school sponsor (Coach) competes or appears to compete with the interests of the RHSSBC. If any such conflict arises, the interested person shall call it to the attention of the Officers for resolution. If the conflict relates to a matter requiring Board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Officers, excluding the person who is the subject of the possible conflict.

## **ARTICLE XI**

### **Adoption & Amendments**

Section 1: The foregoing Constitution and Bylaws were duly adopted on September \_18\_, 2025 by persons interested in forming the 501c3 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.

**CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of the Rouse High School Swim Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Boost Club Board held on \_\_\_\_ Oct. 14\_\_\_\_, 2025

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Secretary of the Booster Club

**AMENDMENTS**

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Dated: 10 / 16 / 25



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Secretary of the Booster Club

**AMENDMENTS**