

**The Lobo Club
Lehman High School Athletic Booster Club
Bylaws**

ARTICLE I

Name

The name of this organization shall be **THE LOBO CLUB**

ARTICLE II

Purpose

This organization shall be an unincorporated nonprofit association organized in and under the laws of the State of Texas for the purpose of promoting the athletic teams and their coaches of Lehman High School in Kyle, Texas in accordance with the requirements of the University Interscholastic League, the Hays Consolidated Independent School District and Lehman High School.

ARTICLE III

Membership

Any person shall be eligible for membership in The Lobo Club. Only members who are 18 years of age or older shall be entitled to one vote at meetings.

Any person may become a member by completing a membership form and paying the required dues as set by the membership. Thereby, this person is considered to be “active”.

No one shall be entitled to participate in the affairs of The Lobo Club or hold office except members in good standing.

ARTICLE IV

Dues

The Executive Management Committee shall set the annual dues for each member annually.

ARTICLE V

Fiscal Year

The fiscal of The Lobo Club shall begin on June 1 of each year and extend through the last day of May of the following year.

ARTICLE VI

Mailing Address

The permanent mailing address of The Lobo Club is 1700 Lehman Rd, Kyle, Texas 78640.

ARTICLE VII

Executive Management Committee

The Executive Management Committee shall consist of the offices of President, Vice-President, Membership Coordinator, Sponsorship Coordinator, Treasurer, Secretary, Merchandise Coordinator, Procurement Coordinator, Concessions Coordinator, Webmaster and Parliamentarian. Positions may be filled with one or more persons but a person cannot hold more than one position per fiscal year. The Principal and/or Athletic Coordinator will serve in an advisory capacity for the Lobo Club. Each person who is a member of the Executive Management Committee shall have one vote. The Executive Management Committee must be voted on by the membership. The term of office shall be for a period of one year or until successors are elected and qualified. Any Executive Management Committee member may serve a subsequent year with a maximum term of three (3) years. An Executive Management Committee member may hold a different office in the future. Executive Management Committee members are expected to actively participate in regularly scheduled meetings of the Lobo Club. Executive Management Committee members may be removed with cause by a 2/3 majority vote of active members present, with prior notice. In case of a vacancy among the Executive Management Committee, the remaining members of the Executive Management Committee shall elect a successor to serve the remainder of the unexpired term of the office vacated or the office can remain vacant until the subsequent year

ARTICLE VIII

Duties of the Executive Management Committee

The Executive Management Committee duties are to preserve order, enforce the Bylaws and exercise supervision of The Lobo Club's affairs generally. The Executive Management Committee will decide all questions of the procedure and order for The Lobo Club; appoint all committees, unless otherwise provided for in these Bylaws, be an ex-officio member of all committees; and perform such other duties as deemed necessary or advisable by the Executive Management Committee.

- (a) The duties of the President will be to preside at all meetings of The Lobo Club. Facilitate the formation of committees and seek nominees for committees. Shall serve as an ex-officio member of all committees.
- (b) The duty of the Vice-President is to preside at meetings in the absence of the President. To assist other officers of The Lobo Club with their duties. Shall serve as an ex-officio member of all committees.
- (c) The duties of the Membership Coordinator will be the preparation and updating of the General Directory of the membership; and shall perform any and all additional duties which may be delegated by the Executive Management Committee.
- (d) The duties of the Sponsorship Coordinator will be seeking out yearly sponsorships for the Lobo Club and the preparation and updating of the General Directory of the Sponsors; and shall perform any and all additional duties which may be delegated by the Executive Management Committee.
- (e) The duties of the Secretary are to keep a full and correct record of all proceedings of The Lobo Club, including minutes of all meetings and have charge of all records of The Lobo Club, except those records and duties considered to be financial. Further, the secretary will receive all communications, conduct the correspondence, and shall mail all reports, bulletins, and notices, keeping a correct record of all the foregoing; and shall perform any and all additional duties which may be delegated by the Executive Management Committee.

- (f) The duties of the Treasurer are to keep a full record of all financial transactions. The Treasurer will ensure that all dues and funds are deposited, within a 48 hour period after acquiring the funds. The Treasurer shall keep a full, true and correct record of all funds and all financial transactions of The Lobo Club and shall render a complete report thereof, the Lobo Club at least monthly during the school year and to the Executive Management Committee during the summer or as requested by the Membership and/or the Executive Management Committee. An outside audit will be completed in May of each year prior to new officers taking over. All expenditures must be evidenced by a receipt or other documentation approved by the Treasurer and approved in writing by one of the members of the Executive Committee, if the request for funds is from the Lobo Club; or by the Athletic Director if the request for funds is from the athletic program. The Treasurer will co-sign all checks issued by the organization, all checks and allocations of funds must have two signatures.
- (g) The duties of the Merchandise Coordinator shall be to organize the purchase of approved Lobo merchandise, obtain adequate merchandise and maintain inventory within the approved budget.
- (h) The duties of the Procurement Coordinator shall be to organize, purchase and obtain adequate approved supplies to operate concessions for any athletic events within approved budget.
- (i) The duties of the Concession Coordinator shall be to coordinate day to day operations of the concessions by communicating with each sports coordinator to ensure adequate volunteers for operation of the concessions.
- (j) The duties of the Webmaster shall be to maintain the website and social media accounts for The Lobo Club.
- (k) The duties of the Parliamentarian shall be to maintain the order of discussions and proceedings of all meetings. The Parliamentarian will also ensure that voting is conducted accurately and maintain records accordingly. The Parliamentarian will refer to Robert's Rule of Order to conduct and maintain order of all meetings.

The Executive Management Committee shall also: Be responsible for developing a budget, social functions, and all other planned projects and activities of The Lobo Club in conjunction with Lehman administration. The Committee is also authorized to conduct routine business of a continuing nature; (a) Nominate the officers of the Lobo Club including the members of the Executive Management Committee; and (b) solicit membership. The Executive Management Committee shall be the governing body of the Lobo Club with full rights and authority, unless otherwise provided for in these Bylaws, to determine policy, outline, plan, and carry into execution all business, activities, and policy, to enter into and execute all necessary agreements, and instruments incident thereto, in the name of the Lobo Club and shall constitute the representatives of the Lobo Club.

ARTICLE IX

Sport Coordinator

Each sport will have a Sport Coordinator either a volunteer or appointed by the head coach. The Sport Coordinator shall be an active member of the Lobo Club. This person shall be the liaison between the parents, coaches and the Lobo Club and will have duties as assigned by the head coach. They will also be responsible for organizing volunteers for that sports concessions and communicating with the Concessions Coordinator. One person may represent multiple sports if desired.

ARTICLE X

Meetings

Membership meetings shall be held on the 2nd Monday of each month at 6:30 pm at Lehman High School. The Executive Management Committee can vote to temporarily move the meetings to a different day, notice shall be given at least seven (7) days before the date of the meeting that will be rescheduled. Agendas will be posted seven (7) days prior to the meeting date. All active members are eligible to vote at all membership meetings. A special meeting may be called by any member of the Executive Management Committee; notice shall be given at least seven (7) days before the date of the meeting. The Executive Management Committee may go into closed session if necessary, in person or via email.

ARTICLE XI

Election of Officers/Voting Procedures

Election of officers shall be held by a quorum of The Executive Management Committee members present at the regularly scheduled May meeting. Nominations will be presented in April and the full slate presented at the May meeting and voted on. Officers will be elected by a majority vote of those active members present. Nominees must be active members. New officers will begin their term in June.

General voting shall follow the same quorum procedure either at a regular monthly meeting or a closed session by The Executive Management Committee, either in person or via email. Any votes that take place via email shall be put into the minutes of the next scheduled regular meeting.

ARTICLE XII

Committees

The Executive Management Committee may, from time to time, establish standing and/or special committees and appoint/volunteer members to said committees in numbers and with duties as determined by the Executive Management Committee. Said committees shall be established and staffed in order to effect and further the purpose for which the Lobo Club was organized.

A budget committee shall be formed at the May meeting each year to review the past years financials and develop a budget for the upcoming fiscal year, the treasurer is required to be a member of the budget committee.

ARTICLE XIII

Funds Distribution

Funds raised by The Lobo Club shall be divided between athletic department donations (85%) and scholarships to graduating students (10%) with the remaining 5% being retained for operating expenses of the club. The same breakdown will apply to funds raised by sub-committees for individual sports. Donations to the athletic department will follow the Booster Club Guidelines for Hays CISD.

ARTICLE XIV

Amendments

These bylaws may have revisions or amendments proposed at any membership meeting. Changes should be submitted to the President prior to the meeting so that it may be communicated to the membership prior to a vote being taken. Article XI voting procedures will be followed to vote on bylaws revisions or amendments.

Amendment Paragraphs

The “Lobo Club Bylaws” is the creating document for the organization The Lobo Club. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations qualifying as an exempt organization from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not 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 purpose 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. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Due to the Pension Protection Act of 2006, we must prepare a paper or electronic Form 990 (or Form 990-EZ), Return of Organization Exempt from Income Tax for tax periods ending after August 17, 2006, even though if our annual gross receipts are normally \$25,000 or less. This is relevant to our organization since we are an Internal Revenue Code (IRC) Section 509 (a) (3) supporting organization.

Definitions:

Active Member – State of being a paid member within current fiscal year.

Fiscal – Having to do with the public treasury or revenues; of or relating to financial matters.

Quorum – A minimum of 7 members of The Executive Management Committee

Revisions Record:

2007 – Article III Membership, Article VII Executive Management Committee, Article IX Meetings

2008 – Article V Fiscal Year, Article VIII Duties of Executive Management Committee, Article IX Meetings and Article X Elections Voting.

