

2018-2019
Arlington Colts Tennis Booster Club Bylaws

Article I: Name and Purpose

1. This organization shall be known as the Arlington Colt Tennis Booster Club, hereinafter the "Club."
2. The Club's purpose is to support and assist the Arlington Colt Tennis program, players and coaches as allowed by the UIL Booster Club Guidelines and the Arlington Independent School District by...
 1. Promoting interest in the Arlington Colt Tennis program
 2. Raising Funds to aid in financing special needs and expenses of the program
 3. Assisting coaches and players as needs arise
 4. Encouraging athletic achievement and high morale among the tennis teams

Article II: Membership

1. Any parent or guardian with a student in the Arlington Colt tennis program is automatically a member of this club.
2. As the club develops, and the need arises, membership fees may incur. If this occurs, voting privileges will be granted to any member who has paid the yearly activity fee for the club. There will be one vote allowed for each paid activity fee.

Article III: Officers and Committees

1. The officers and committees of the club will consist of two Presidents, two Vice Presidents, Secretary, two Treasurers, Marketer, Banquet Coordinator, Fundraising Coordinator, and Enriching Lives Coordinator.
2. The governing body of the Club will be comprised of the eight elected positions and the three Committee Coordinators. Coaches will serve in an advisory capacity.
3. No Executive Board Member, or any related company, may profit from tennis team business unless two competitive bids for the expense and prior written approval is obtained from the Coaches and the Executive Board.
4. Executive Board shall have the power to act for the club between regular meetings.
5. Officers will be allowed to self-nominate during a minimum of two (2) week window in April and voted by members if there are sufficient self-nominations in May. If there are not enough members to fill the roles of the Officers/Committees, those of elected office members will share the responsibilities.
6. The spring election may take the form of a voice vote, if there is only one candidate per office, otherwise the election should be by ballot and new officers will take over in May.
7. Each officer is elected to one-year term and is eligible for two one-year consecutive re-elections to the same office. If no other candidate is available for an office at election time, the current officer may retain office. It is desirable that no person shall serve more than three consecutive years in the same office.
8. Should an office become vacant during the term, it will be filled by a majority vote of the Executive Board. If the office of President becomes vacant, the Vice-President will assume the office.
9. An office or committee chairperson may be removed from office by a quorum vote of the Executive Board for reasons that include: unsportsmanlike conduct at events, unethical behavior, failure to perform office duties/responsibilities, failure to represent the Club favorably.

Article IV. Duties of the Officers and Committees:

1. The Presidents:

Amendment 1: Co-Presidents, one from Junior High and one from High School will share in the following duties:

- a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
- b. Coordinate the work of the officers and committees of the Club to ensure that the Club's purposes are promoted and met
- c. Prepare agenda and presides at all meetings of the Club
- d. Establish and work with Junior High and Highschool representatives
- e. Work with the High School and Junior High President counterparts
- f. Work directly with the Treasurer to ensure that the Club's financial guidelines policies and reporting needs are met
- g. Authorized to sign any contact or documents approved by the Executive Board, as needed
- h. Establish and work with team officers to create bylaws
- i. Oversee facilitation of fundraisers
- j. Responsibility subject to change as the club develops

2. The Vice-Presidents:

Amendment II: Co-Vice Presidents, one from the Junior High and one from the High School to share in the following duties:

- a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
- b. Work closely with High school and Junior High Vice President counterparts
- c. Serves as a "floater" assisting with the responsibilities of the President and other members as needed
- d. Presides in the absence of the President
- e. Authorized to sign any contract or document approved by the Executive Board, as needed
- f. Responsible for the maintenance and/or amendments to the By-laws
- g. Serve as co-chairperson of the Fundraising Committee
- h. In charge of all workers during fundraising events
- i. Assist with setting up of events. (ex. tables, chairs, or any other function needed during fundraising events)

3. Secretary:

- a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
- b. Record and maintain attendance and minutes of meeting for the Club and provide a transcription via email within seven days of each meeting
- c. Take detailed notes of meetings and communicate information with Marketer to disseminate information to parents
- d. Write official correspondence at the direction of the Club/Executive Board/officers and maintain a record of all correspondence

4. Treasure(s)

- a. Two treasury positions will be held, one High School and one Junior High level
- b. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
- c. Work closely with High School and Junior High counterparts
- d. Provides accountability and a second sign off on money collect
- e. Keep a running total of how much the teams have contributed to the overall program
- f. Provides a source of communication to the Coach on items needed for the Students
- g. Keep a permanent record and account for financial transactions
- h. Provide the annual treasurer report to the committees
- i. The annual Treasurer's report shall suffice as an audit unless demand is made by a majority of voting members at a meeting for an audit. If such a request is made, a committee will be appointed by the President to conduct an audit. No Executive Board member may serve on such an audit committee.
- j. Presents all records to be audited, as requested.

5. Marketer:

- a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
- b. Initiates communication with parents regarding Tennis events by sending internal/external communications as requested by the Coach or Club President
- c. Includes communicating with the Presidents/Vice Presidents and coach
- d. Updates social media
- e. Helps event team organize volunteers and/or donations
- f. Establish and maintain an email database of the booster and tennis team members who volunteer their contact information (name, grade, email address, and a minimum of one contact phone number)
- g. Serves as a Co-Chair of the Enriching Lives Committee

Committees

1. Banquet Committee Coordinator

- a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
- b. Recruit three to four members from both High School and Junior High levels
- c. Plan, organize, and execute the annual spring tennis banquet based on budget approved by Executive Members
- d. Submit budget to Board.
- e. Reserve banquet facility
- f. Arrange food, drinks, decorations, etc
- g. Works with other committee members for the planning of the banquet
- h. Works with coach to establish the banquet program

2. Fundraising Committee Coordinator
 - a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
 - b. Organize fundraising events to support activities of the Club and/or any special projects approved by the Club or Executive Board
 - c. Solicit and obtain corporate and individual sponsorships and oversee the administration of such donations
 - d. Organize back to school block party for all Junior High Students
 - e. Recruit volunteers to run refreshments at events
 - f. Recruit volunteers to sell spirit items at events
3. Enriching Lives Committee Coordinator
 - a. Adhere to Club Bylaws, UIL Booster Club guidelines, and AISD Booster Club policies and procedures
 - b. Assist players on reduced or free lunch to obtain proper tennis equipment
 - c. Sends special message to a tennis player's family who have experienced a loss or terminal illness
 - d. Works with Marketer as co-chair
 - e. Sets up application or nomination process for assistance

Article V: Meetings

1. Executive Board meetings will be held three times during the year in August, January, and May. They should be scheduled by the President and will be open to general membership. Additional meetings may be called as needed. In the absence of a physical meeting, the Executive Board may vote specific issues by e-mail or other electronic means. Six members of the executive board shall constitute a quorum of the Executive Board (1 more than Half constitutes a quorum, 5 votes break a tie on voted decisions).
2. General membership meetings shall be held at least three times during the year school year.
3. All Club meetings shall abide by the Robert's Rule of Order in the event of an otherwise unsolvable dispute: <http://www.robertsrules.org/rulesintro.htm>.

Article VI: Amendments

1. All Club meetings shall abide by the Robert's Rule of Order in the event of an otherwise unsolvable dispute: <http://www.robertsrules.org/rulesintro.htm>.
2. These By-laws may be amended by a majority vote at any meeting of the Club or by electronic means. Notice of the Proposed amendment shall be given at least thirty days prior to the meeting or the call for a vote via electronic means. If an amendment is voted electronically, the membership will have three additional days to reply before a final vote is counted.
3. Any revision or amendment to the By-laws will go into effect upon approval by the membership, subject to coach approval and meets all regulatory guidelines and organizational requirements (including, but not limited to: UIL, AISD, FERPA, Sarbanes-Oxley, etc).