

**BYLAWS OF**  
**GUYER HIGH SCHOOL ATHLETIC BOOSTER CLUB, INC.**  
**A NONPROFIT CORPORATION**

These Bylaws (referred to as the “Bylaws”) govern the affairs of GUYER HIGH SCHOOL ATHLETIC BOOSTER CLUB, INC, a nonprofit corporation (referred to as the “Corporation”) organized under the Business Organizations Code (referred to as the “BOC”).

**ARTICLE 1**  
**GOVERNANCE**

All activities of the Corporation shall be conducted in compliance with the UIL Booster Club guidelines and those set forth for booster clubs, if any, by the Denton ISD.

**ARTICLE 2**  
**OFFICES**

**2.01 Principal Office** The principal office of the Corporation in the State of Texas shall be located at 7501 Teasley Lane, Denton, Texas 76210. The Corporation may have such other offices as the Board of Directors may determine. The Board of Directors (see section 5.02 for definition) may change the location of any office of the Corporation.

**2.02 Registered Office and Registered Agent** The Corporation shall comply with the requirements of the BOC and maintain a registered office and registered agent in Texas. The registered office may, but need not be, identical with the Corporation’s principal office in Texas. The Board of Directors may change the registered office and the registered agent as provided in the BOC.

**ARTICLE 3**  
**MEMBERS**

**3.01 Class of Members** The corporation shall have one class of members; such members shall be collectively referred to as the “General Membership.”

**3.02 Admission of Members and Renewal of Membership** The following persons shall automatically become members of the Corporation:

- (a) Persons interested in the support and furtherance of the extra-curricular activities and educational goals for the Athletic Department at Guyer High School of Denton, Texas, who shall be solicited on a voluntary, non-compulsory basis, shall become members of the Corporation upon payment of the membership fee to their respective sport.
- (b) Parents and friends of Guyer High School students shall become a member of the Corporation upon payment of the membership fee to their respective sport.
- (c) The Campus Athletic Director and Head Coach of each sport that is part of the Guyer High School athletic program (“Affiliated Sport”) shall be members.

In addition, persons may be admitted to membership in the Corporation by the Board of Directors pursuant to an affirmative vote of the majority of the directors present and voting at a regularly scheduled Board of Directors meeting. The Board of Directors (or a Board-designated committee) may from time to time adopt and amend application procedures and qualifications for membership in the Corporation.

**3.03 Membership Fees and Dues** Membership dues shall be no less than \$10 per individual membership and shall be paid annually to their respective sport and assessed for one fiscal year from July 1 to June 30.

3.04 **Membership Term** The term of each membership in the Corporation shall be from the date of payment of membership dues until the end of that fiscal year, June 30. The Board of Directors may from time to time vary the membership term for the General Membership or for individual members.

3.05 **Voting Rights** Each member shall be entitled to one vote on each matter submitted to a vote of the members, provided that only those members of record thirty (30) days prior to the date of a meeting of the general membership may vote on matters submitted to a vote at such meeting. Any individual who has paid membership to multiple sports, is entitled to one vote per membership on any matter submitted to a vote of the members.

3.06 **Resolution of Disputes** In any dispute between members relating to the activities of the Corporation, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the dispute between themselves, they shall cooperate in good faith with the Campus Athletic Director and Principal of Guyer High School. If unable to resolve the dispute, the disputing members, Campus Athletic director and Principal will cooperate to select one or more mediators to help resolve the dispute. If no timely resolution of the dispute occurs through mediation, any party may demand binding arbitration as described in the Texas Arbitration Act, only if the parties have previously met together with a mediator. This paragraph shall apply to a dispute involving the Corporation as a party relating to the sanctioning, suspension, or expulsion of a member from the Corporation. The Board of Directors shall have the discretion to authorize the use of the Corporation's funds for mediation or arbitration of a dispute described in this paragraph.

3.07 **Sanction, Suspension, or Termination of Members** The Board of Directors may impose reasonable sanctions on a member, or suspend or expel a member from the Corporation, for good cause after a hearing. Good cause includes the default of an obligation to the Corporation to pay fees, dues or other sums owed to the Corporation for a period of thirty (30) days following delivery of notice of default, or a material and serious violation of the Corporation's certificate of formation, bylaws, rules, policies and procedures, or any provision of applicable law. The Board of Directors may not take any action against a member without giving the member adequate notice and an opportunity to be heard. To be deemed adequate, notice shall be in writing and delivered at least fourteen (14) days prior to the hearing. However, shorter notice may be deemed adequate if the Board of Directors determines that the need for a timely hearing outweighs any prejudice caused by such notice. If mailed, the notice to the member against whom action is sought shall be sent by registered or certified mail, return receipt requested. The Board of Directors may impose sanctions, suspend a member, or expel a member by vote of a majority of directors who are present and voting.

3.08 **Resignation** Any member may resign from the Corporation by submitting a written resignation to the secretary. There shall be no refund or partial refund of dues from the Affiliated Sport Booster Club.

3.09 **Reinstatement** A former member may submit a written request for reinstatement of membership. The Board of Directors may reinstate membership on any reasonable terms that the Board of Directors deems reasonable and appropriate.

3.10 **Transfer of Membership** Membership in the Corporation is not transferable or assignable. Membership terminates at the end of the fiscal year from the date the membership originated, on the dissolution of the Corporation, or the death of a member. Membership in the Corporation is not a property right that may be transferred after a member's death.

3.11 **Waiver of Interest in Corporation Property** All real and personal property, including all improvements located on any property, acquired by the Corporation shall be owned by the Corporation. A member shall have no interest in specific property of the Corporation. Each member hereby expressly waives the right to seek or require partition of all or part of the Corporation's property.

## ARTICLE 4 MEETINGS OF MEMBERS

4.01 **General Membership Meetings** The General Membership shall meet in early fall, January, and May of each year, at such time and place as the Board of Directors designate. At the May meeting, the

members shall elect the directors of the Corporation and transact any other business that may come before the meeting.

**4.02 Special Meeting** Special meetings of the members may be called by the president, the Board of Directors, or not less than ten percent (10%) of the votes entitled to be cast at the meeting.

**4.03 Place of Meeting** The Board of Directors may designate any place, within Denton County in the State of Texas, as the place of meeting for any general meeting or for any special meeting called by the Board of Directors. If the Board of Directors does not designate the place of meeting, the meeting shall be held at the principal office of the Corporation in Texas.

**4.04 Notice of Meetings** The Corporation shall provide written notice of the place, date, and time of a meeting of the members of the Corporation, and if the meeting is a special meeting, the purpose or purposes for which the meeting is called. The notice shall be delivered to each member entitled to vote at the meeting not later than the tenth (10th) day and not earlier than the sixtieth (60th) day before the date of the meeting. Notice may be delivered personally, or by mail, or by facsimile, or electronic message. Notice by mail is considered to be delivered on the date notice is deposited in the United States mail with postage paid in an envelope addressed to the person at the person's address as it appears on the ownership or membership records of the Corporation. Notice by facsimile or electronic message is considered to be delivered when the message is successfully transmitted. Should the Corporation have more than 1,000 members at the time a meeting is scheduled or called, notice of such meeting may be provided by publication in a newspaper of general circulation in Denton, Texas.

**4.05 Record Date** Unless otherwise set by the Board of Directors, the record date for determining the members entitled to vote at a meeting shall be established thirty (30) days immediately prior to such meeting. After a record date is fixed for the notice of a meeting, an alphabetical list of all its voting members shall be prepared. The list shall identify: (a) the members who are entitled to notice and any members who are not entitled to notice of the meeting; (b) the address of each voting member; and (c) the number of votes each voting member is entitled to cast at the meeting.

The list must be available for inspection at the principal office or other reasonable place in the city in which the meeting will be held, as specified in the meeting notice, during the period from two business days after notice is given until the meeting is held. Any member entitled to vote at the meeting is entitled to access to the list for the purpose of communicating with other members. The member or the member's agent or attorney is entitled to make the inspection on written demand, and to copy the list at a reasonable time and at the member's expense.

**4.06 Quorum** The members holding ten percent (10%) of the votes that may be cast at a meeting who attend the meeting in person shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of members required to constitute a quorum. If a quorum is not present at any time during a meeting, a majority of the members present may adjourn and reconvene the meeting one time without further notice.

**4.07 Actions of Membership** The membership shall try to act by consensus. However, the vote of a majority of voting members in good standing, present and entitled to vote at a meeting at which a quorum is present, shall be sufficient to constitute the act of the membership unless the vote of a greater number is required by law or the bylaws. A member in good standing is one who has paid any required fees and dues and is not suspended as of the record date for the meeting.

Voting shall be by ballot or voice, provided however, that any election of directors shall be by secret ballot. Votes for the election of directors shall be tallied in the presence of the General Membership by a person designated by the president of the Corporation. In the event that two or more candidates receive an equal number of votes for any director's position, a run-off vote of the General Membership present at the meeting shall be conducted.

**4.08 Proxies** A member entitled to vote may not vote by proxy.

**4.09 Voting by Mail** A member entitled to vote may not vote by mail.

**ARTICLE 5**  
**BOARD OF DIRECTORS**

**5.01 Management of the Corporation** The affairs of the Corporation shall be managed by the Board of Directors.

**5.02 Number, Qualifications, and Tenure of Directors** The number of members of the Board of Directors (the "Directors") shall be determined from time to time by the Board of Directors, provided, however, that there shall be a minimum of three directors. Unless otherwise noted, all references herein to the "Board of Directors," "Directors," or the "Executive Board" shall mean the voting members of the Board of Directors described in this Section 5.02. The number and any designation of directors shall be determined from time to time by the Board of Directors, and may include the following:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Membership Chair
- Fundraising/Concessions Chair
- Policies and Procedures Chair
- Representative from each Affiliated Sport (Representatives are not included in the Board. Their length of term shall be determined by Head Coach of Sport.)

**5.03 Qualifications and Tenure** All Directors shall be residents of Texas and live within the boundaries of the Denton Independent School District. All Directors shall be members of the Corporation. Each member of the Board of Directors shall serve for a term of one year and may be re-elected for a second term. No individual may hold the same position for more than two consecutive years, with the exception of the Representative from each Affiliated Sport.

**5.04 Nomination of Directors** A nominating committee, which shall consist of at least three members and one alternate, is to be appointed by the Board of Directors sixty (60) days prior to the May meeting, to consider possible nominees for all Board of Director positions and make nominations for each for the following year. The nominee for president may be a member who has previously served as a Director, a sport president or sport treasurer. Qualifications of other potential directors are to be determined by the Board and listed in the policies and procedures for such committee.

**5.05 Election of Directors** A person who meets any qualification requirements to be a member of the Board of Directors and who has been duly nominated by the nominating committee may be elected as a Director. The Directors shall be elected pursuant to a vote of the General Membership at the May meeting of the General Membership.

**5.06 Vacancies** Any vacancy occurring in the Board of Directors and any Director position to be filled, shall be filled by nomination of the president of the Corporation with approval by the Board of Directors. A Director selected to fill a vacancy shall serve for the unexpired term of the predecessor in office. A vacancy in the Board of Directors occurring because of an increase in the number of directors shall be filled at a meeting of the general membership or at a special meeting of members called for that purpose.

**5.07 Regular Meetings** The Board of Directors may provide for regular meetings by resolution stating the time and place of such meetings. The meetings shall be held within Denton County, Texas, and shall be held at the Corporation's principal office in Texas if the resolution does not specify the location of the meetings. No notice of regular meetings of the Board is required other than a resolution of the Board of Directors stating the time and place of the meetings. Regular Board of Directors meetings are open to include the Sport Parent Representatives or officers and Head Coaches.

**5.08 Special Meetings** Special meetings of the Board of Directors may be called by or at the request of the president or any two directors. A person or persons authorized to call special meetings of the Board of Directors may fix any place within Denton County, Texas as the place for holding a special meeting. The

person or persons calling a special meeting shall notify the secretary of the information required to be included in the notice of the meeting. The secretary shall give notice to the Directors as required in the Bylaws. Special meetings may not be open to the membership or others except by invitation by the Board of Directors.

**5.09 Notice** Written or printed notice of any special meeting of the Board of Directors shall be delivered to each Director not less than seven (7) nor more than thirty (30) days before the date of the meeting. The notice shall state the place, day, and time of the meeting, who called the meeting, and the purpose or purposes for which the meeting is called. The notice may be delivered personally, by mail, or by facsimile or electronic message.

**5.10 Quorum** A majority of the number of Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough directors leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of directors required to constitute a quorum. If a quorum is not present at any time during a meeting, a majority of the directors present may adjourn and reconvene the meeting one time without further notice. In the event of a deadlocked vote by the directors, the vote of the Athletic Director shall control.

**5.11 Duties of Directors** Directors shall discharge their duties, including any duties as committee members in good faith, with ordinary care, and in a manner they reasonably believe to be in the best interest of the Corporation. Ordinary care is care that ordinarily prudent person in similar positions would exercise under similar circumstances. In the discharge of any duty imposed or power conferred on directors, they may in good faith rely on information, opinions, reports, or statements, including financial statements and other financial data, concerning the Corporation or another person that were prepared or presented by a variety of persons, including officers and employees of the Corporation, professional advisors or experts such as accountants or legal counsel. A director is not relying in good faith if the director has knowledge concerning a matter in question that renders reliance unwarranted.

Directors are not deemed to have the duties of trustees of a trust with respect to the Corporation or with respect to any property held or administered by the Corporation, including property that may be subject to restrictions imposed by the donor or transferor of the property.

**5.12 Duty to Avoid Improper Distributions** Directors who vote for or assent to improper distributions are jointly and severally liable to the Corporation for the value of improperly distributed assets, to the extent that debts, obligations, and liabilities of the Corporation are not thereafter paid and discharged. Any distribution made when the Corporation is insolvent, other than in payment of corporate debts, or any distributions that would render the Corporation insolvent is an improper distribution. A distribution made during liquidation without payment and discharge of, or provision for all known debts, obligations, and liabilities is also improper. Directors present at a board meeting at which the improper action is taken are presumed to have assented, unless they dissent in writing. The written dissent must be filed with the secretary before adjournment or mailed to the secretary by registered mail immediately after adjournment.

A director is not liable if, in voting for or assenting to a distribution, (1) the director relies in good faith and with ordinary care on information, opinions, reports, or statements, including financial statements and other financial data, prepared or presented by one or more officers or employees of the Corporation; legal counsel, public accountants, or other persons as to matters the director reasonably believes are within the person's professional or expert competence; or a committee of the Board of Directors of which the director is not a member; (2) while acting in good faith and with ordinary care, considers the assets of the Corporation to be at least that of their book value; or (3) in determining whether the Corporation made adequate provision for payment, satisfaction, or discharge of all of its liabilities and obligations, relied in good faith and with ordinary care on financial statements or other information concerning a person who was or became contractually obligated to satisfy or discharge some or all of these liabilities or obligations. Furthermore, directors are protected from liability if, in the exercise of ordinary care, they acted in good faith and in reliance on the written opinion of an attorney for the Corporation.

Directors who are held liable for an improper distribution are entitled to contribution from persons who accepted or received the improper distributions knowing they were improper. Contribution is in proportion to the amount received by each such person.

**5.13 Delegation of Duties** Directors are entitled to select advisors and delegate duties and responsibilities to them, such as the full power and authority to purchase or otherwise acquire stocks, bonds, securities, and other investments on behalf of the Corporation; and to sell, transfer, or otherwise dispose of the Corporation's assets and properties at a time and for a consideration that the advisor deems appropriate. The directors have no liability for actions taken or omitted by the advisor if the Board of Directors acts in good faith and with ordinary care in selecting the advisor. The Board of Directors may remove or replace the advisor, with or without cause.

**5.14 Interested Directors** Contracts or transactions between directors, officers, or members who have a financial interest in the matter are not void or voidable solely for that reason. Nor are they void or voidable solely because the director, officer, or member is present at or participates in the meeting that authorizes the contract or transaction, or solely because the interested party's votes are counted for the purpose. However, the material facts must be disclosed to or known by the board or other group authorizing the transaction, and adequate approval from disinterested parties must be obtained.

**5.15 Actions of Board of Directors** The Board of Directors shall try to act by consensus. However, the vote of a majority of directors present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the Board of Directors unless the act of a greater number is required by law or the bylaws. A director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the decision of the Board of Directors.

**5.16 Proxies** A director may not vote by proxy.

**5.17 Compensation** Directors shall not receive salaries for their services as Directors.

**5.18 Removal of Directors** The Board of Directors may vote to remove a director at any time, only for good cause. A meeting to consider the removal of a director may be called and noticed following the procedures provided in the Bylaws. The notice of the meeting shall state that the issue of possible removal of the director will be on the agenda. The director shall have the right to present evidence at the meeting as to why he or she should not be removed, and the director shall have the right to be represented by an attorney at and before the meeting. At the meeting, the Corporation shall consider possible arrangements for resolving the problems that are in the mutual interest of the Corporation and the director. A director may be removed by the affirmative vote of a majority of the Board of Directors

## **ARTICLE 6 BOARD OFFICERS**

**6.01 Officer Positions** The officers of the Corporation shall include a president, vice president, secretary, treasurer, parliamentarian, fundraising/concessions chair, membership chair, policy and procedures chair and a Representative of each Affiliated Sport. The Board of Directors may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions.

Positions and appointments shall be presented and approved by the members present at a regular Board meeting by a majority vote of members present.

Any two or more offices may be held by the same person, as long as the offices of president, secretary, and treasurer are held by separate unrelated people, provided there remains an uneven number of officers on the board.

**6.02 Executive Officer Meetings** Meetings of the Executive Officers of the Board of Directors may be held without notice. Meetings of all or a portion of the Executive Officers may be held at such time and place as shall be determined by the president. A meeting so called by the president at which all officers of the Corporation are present shall not constitute a meeting of the Board of Directors.

**6.03 Election and Term of Office** The officers constituting the Board of Directors of the Corporation shall be elected by the General Membership at its May general meeting. Each other officer of

the Corporation shall be elected by the majority vote of the Board of Directors. Each officer shall hold office for the same position, no longer than two consecutive years, after which a successor must be duly selected and qualified.

**6.04 Removal** Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors with good cause. The removal of an officer shall be without prejudice to the rights, if any, of the officer.

**6.05 Vacancies** A vacancy in any office may be filled by the president of the Corporation for the unexpired portion of the officer's term. A vacancy in the office of president shall be filled by nomination of the president of the Corporation with approval by the Board of Directors and such designated president shall serve until the next annual meeting at which the Directors are elected by the members.

**6.06 President** The president shall be the Chairman of the Board of Directors and the chief administrator of the Corporation. The president shall supervise and control all of the business and affairs of the Corporation. The president shall preside at all meetings of the members and of the Board of Directors. The president shall designate committees and appointment members to such committees. The president shall assign duties to the various officers of the Corporation, as appropriate. The president may execute any contracts or other instruments that the Board of Directors has authorized to be executed. However, the president may not execute instruments on behalf of the Corporation if this power is expressly delegated to another officer or agent of the Corporation by the Board of Directors, the Bylaws, or statute. The president shall organize committees to meet the mission and focus of the Corporation, and work with the Campus Athletic Director and Head Coach of each affiliated sport to elect or appoint a member to serve as a representative president and treasurer from each sport. The president shall perform other duties prescribed by the Board of Directors and all duties incident to the office of president. The president will continue on as a consultant to the Board after completing the term of office.

**6.07 Vice President** When the president is absent, is unable to act, or refuses to act, the vice president shall perform the duties of the president. When the vice president acts in place of the president, the vice president shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform other duties as assigned by the president or Board of Directors including all pertinent communications with sports representatives. The vice president shall be responsible for compiling reports from and attending or designating another officer to attend the sport booster club meetings as a consultant.

**6.08 Treasurer** The treasurer shall:

- a. Have charge and custody of and be responsible for all funds and securities of the Corporation.
- b. Receive and give receipts for moneys due and payable to the Corporation from any source.
- c. Deposit all moneys in the name of the Corporation in banks, trust companies, or other depositories as provided in the Bylaws or as directed by the Board of Directors or president.
- d. Write checks and disburse funds to discharge obligations of the Corporation, provided that funds may not be drawn from the Corporation or its accounts without the signature of the president or a vice president in addition to the signature of the treasurer.
- e. Maintain the financial books and record of the Corporation. This will include convening with Affiliate Sports Treasurers to acquire reports, tax documents and any necessary payments.
- f. Prepare quarterly reports of the status of Corporation funds and prepare budgets as required by the Board of Directors.
- g. Collect reserve funds from Affiliate Sports Boosters when needed for Board approved maintenance, repair and improvement of facilities.
- h. Prepare end of fiscal year financial reports required by the IRS and the State of Texas and keep copies of past reports as required by the BOC or the Board of Directors.
- i. Perform other duties as assigned by the president or by the Board of Directors.
- j. If required by the Board of Directors, give a bond for the faithful discharge of his or her duties in a sum and with a surety as determined by the Board of Directors.
- k. Perform all the duties incident to the office of treasurer.

6.09 **Secretary** The secretary shall:

- a. Give all notices as provided in the Bylaws or as required by law.
- b. Take minutes of the meetings of the members and of the Board of Directors and keep the minutes as part of the corporate records. The secretary shall provide the Vice-President with the meeting minutes to be posted on the website.
- c. Maintain custody of the corporate records including a copy of the certificate of formation, bylaws, UIL Booster Club guidelines, UIL Parent Informational Manual and the seal of the Corporation.
- d. Affix the seal of the Corporation to all documents as authorized.
- e. Keep a register of the mailing address of each member, director, and officer of the Corporation.
- f. Maintain a register of coaches and current team roster of all teams participating in the Guyer High School Athletic Program under the oversight of the Campus Athletic Director.
- g. Perform duties as assigned by the president or by the Board of Directors.
- h. Perform all duties incident to the office of secretary.

6.10 **Parliamentarian** The parliamentarian is an expert in the rules of order and proper procedures for the conduct of meetings. They shall be versed in the By-laws and can provide explanations and advice, but not rulings. When by-laws need to be rewritten or amended, the parliamentarian will participate on the policy and procedures committee.

6.11 **Membership Chair** The membership chair shall be responsible for keeping an accurate record of all members of the Corporation and supply the secretary with this record. The membership chair is encouraged to attend affiliated sport booster meetings and sport functions to encourage membership and act as a membership resource. The membership chair shall perform other duties prescribed by the Board of Directors and all duties incident to the office of membership chair.

6.12 **Fundraising/Concessions Chair** The fundraising/concessions chair shall act as a resource to the affiliated sport booster clubs. The chair will work with the various Affiliated Sport representatives to answer questions regarding UIL limitations on fundraising. The chair shall also act as a resource for concession development, inventory management and sales for each individual sport upon their request. The fundraising/concessions chair shall perform other duties prescribed by the Board of Directors and all duties incident to the office of fundraising/concessions chair.

6.13 **Policies and Procedures Chair** The Policies and Procedures chair shall document the policies and procedures of the Corporation when new structures or functions arise. The chair shall review existing policies and procedures and update them to reflect current structures and functions of the Corporation as they change. The chair shall maintain copies of the By-laws and Policies and Procedures of each of the affiliated sports booster clubs and review said documents for conformity with the Corporation's By-laws. Upon request, they shall advise Affiliate Sport Boosters in the development of their respective Policies and Procedures. They will provide copies of the policies and procedures manual to Membership upon request.

## **ARTICLE 7 AFFILIATED SPORT BOOSTER CLUBS**

7.01 **Establishment of Affiliated Sport Booster Clubs** The Board of Directors of the Corporation will advise the Booster Club for each Affiliated Sport upon request in cooperation with the Campus Athletic Director and the Head Coach of that sport. The establishment of an Affiliated Sport Booster Club and the delegation of authority to it shall not relieve the Board of Directors, or any individual director, of any responsibility imposed by the Bylaws or otherwise imposed by law.

7.02 **Authorization of Affiliated Sport Booster Clubs** The Board of Directors shall review the Standing Rules of each Affiliated Sport Booster Club to ensure their compliance with the bylaws. Sport Officers shall work with their Head Coach to communicate and identify fundraising needs. Deposits and disbursements for all Affiliated Sport Booster Club financial activities will be processed through the



individual sport accounts as specified in the policies and procedures. Each Affiliated Sport Booster will maintain a reserve fund (as outlined in the Policies and Procedures) of ten percent (10%) of the profit from each fundraising activity for when maintenance, repair and improvement of common facilities is needed.

**7.03 Membership** Membership of each Affiliated Sport Booster Club will be made up of the Head Coach of the sport and participating students' parents and friends that have paid a membership fee for the current year. A list of members' name, address and email address will be provided to the Membership Chair of the Corporation.

**7.04 Term of Office** Each officer of an Affiliated Sport Booster Club shall continue to serve until the end of season meeting of the members of the Affiliated Sport Booster Club and until a successor is appointed or elected. However, the term of an officer may terminate earlier if the Affiliated Sport is terminated; or if the officer dies, ceases to qualify, resigns, or is removed as an officer or member. A vacancy of an office may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy shall serve for the unexpired portion of the terminated officer's term.

**7.05 President, Treasurer and Representative** One member of each Affiliated Sport Booster Club shall be designated as the Affiliated Sport president and another, unrelated, member shall be designated as the treasurer. The president and treasurer shall be elected by the qualified members of the Affiliated Sport or may be appointed by the president of the Corporation. The Affiliated Sport may elect other qualified members to offices as deemed necessary to fulfill the goals for that booster club.

The president shall call and preside at all meetings of the Affiliated Sport Booster Club. When the president is absent, is unable to act, or refuses to act, the vice president, if one is elected, or the treasurer shall perform the duties of the president. When a vice-president or treasurer acts in place of the president, they shall have all the power of, and be subject to, all the restrictions upon the president. The president or treasurer may act as the representative for the Affiliated Sport and is to attend the monthly meetings of the Board of Directors. Each representative shall perform tasks as may be assigned from time to time by the Board of Directors president or outlined in policies and procedure.

**7.06 Notice of Meetings** Notice of an Affiliated Sport Booster Club meeting shall be communicated by written, print, electronic mail, facsimile, or telephone to each member of a sport booster club as well as the president of the Corporation and the responsible vice president for that sport. The notice shall state the place, day, and time of the meeting, and the purpose or purposes for which the meeting is called.

**7.07 Quorum** The number of members needed to constitute a quorum shall be determined by the affiliated booster club officers and shall not be less than three or half of the number of officers elected or appointed. The sport members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough sport members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of sport members required to constitute a quorum. If a quorum is present at no time during a meeting, the president may adjourn and reconvene the meeting one time without further notice.

**7.08 Actions of Affiliated Sport Booster Clubs** Affiliated Sport Booster Clubs shall try to take action by consensus. However, the vote of a majority of sport members present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the sport booster club unless the act of a greater number is required by law or the bylaws. An affiliated sport booster club member who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the act of the committee.

**7.09 Proxies** An Affiliated Sport Booster Club member may not vote by proxy.

**7.10 Compensation** Affiliated Sport Booster Club officers or members shall not receive salaries for their services as officers.

**7.11 Rules** Each Affiliated Sport Booster Club may not adopt policies for its own operation that are inconsistent with the bylaws or policies adopted by the Board of Directors.

## ARTICLE 8 COMMITTEES

**8.01 Establishment of Committees** The Board of Directors may adopt a resolution establishing one or more committees delegating specified authority to a committee, and appointing or removing members of a committee. A committee shall include two or more directors and may include persons who are not directors. If the Board of Directors delegates any of its authority to a committee, the majority of the committee shall consist of directors. The Board of Directors may establish qualifications for membership on a committee. The Board of Directors may delegate to the president its power to appoint and remove members of a committee that has not been delegated any authority of the Board of Directors. The establishment of a committee and the delegation of authority to it shall not relieve the Board of Directors, or any individual director, of any responsibility imposed by the Bylaws or otherwise imposed by law.

**8.02 Authorization of Specific Committees** The Board of Directors shall define the activities and scope of authority of each committee by resolution.

**8.03 Term of Office** Each member of a committee shall continue to serve on the committee until the next annual meeting of the members of the Corporation and until a successor is appointed. However, the term of a committee member may terminate earlier if the committee is terminated; or if the member dies, ceases to qualify, resigns, or is removed as a member. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee shall serve for the unexpired portion of the terminated committee member's term.

**8.04 Chair and Vice-Chair** One member of each committee shall be designated as the chair of the committee and another member of each committee shall be designated as the vice-chair. The chair and vice-chair shall be appointed by the president of the Corporation. The chair shall call and preside at all meetings of the committee. When the chair is absent, is unable to act, or refuses to act, the vice-chair shall perform the duties of the chair. When a vice-chair acts in place of the chair, the vice-chair shall have all the power of and be subject to all the restrictions upon the chair.

**8.05 Notice of Meetings** Written, printed, facsimile, or electronic message notice of a committee meeting shall be delivered to each member of a committee not less than fourteen days before the date of the meeting. The notice shall state the place, day, and time of the meeting, and the purpose or purposes for which the meeting is called.

**8.06 Quorum** One-half of the number of members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. The committee members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough committee members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of committee members required to constitute a quorum. If a quorum is present at no time during a meeting, the chair may adjourn and reconvene the meeting one time without further notice.

**8.07 Actions of Committees** Committees shall try to take action by consensus. However, the vote of a majority of committee members present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the committee unless the act of a greater number is required by law or the bylaws. A committee member who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the act of the committee.

**8.08 Proxies** A committee member may not vote by proxy.

**8.09 Compensation** Committee members shall not receive salaries for their services.

**8.10 Rules** Each committee may not adopt policies for its own operation that are inconsistent with the bylaws or policies adopted by the Board of Directors.

**ARTICLE 9**  
**TRANSACTIONS OF THE CORPORATION**

9.01 **Contracts** The Board of Directors may authorize any officer or agent of the Corporation to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Corporation. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

9.02 **Deposits and Disbursements** All funds of the Corporation shall be deposited to the credit of the Corporation in banks, trust companies, or other depositories that the Treasurer selects within the Denton Independent School District and designated as an operational fund. The operational capital shall be solicited on a voluntary, non-compulsory basis from the rolls of the Corporation membership and from other interested organizations by each Affiliated Sport booster club. The Corporation will maintain one Host Bank Account for all Corporation financial activities. Paid funds shall be maintained in the name of the Guyer High School Athletic Booster Club, Inc. Deposits and disbursements of funds will be made for the Corporation and the Guyer High School Athletic program for ordinary and necessary expenses within UIL Guidelines.

9.03 **Gifts** The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation. The Board of Directors may make gifts and give charitable contributions to the administration of Guyer High School that are not prohibited by the bylaws, the certificate of formation, state law, and any requirements for maintaining the Corporation's federal and state tax status or UIL guidelines.

9.04 **Potential Conflicts of Interest** The Corporation shall not make any loan to a director or officer of the Corporation. A member, director, officer, or committee member of the Corporation may lend money to and otherwise transact business with the Corporation except as otherwise provided by the Bylaws, articles of incorporation, and all applicable laws. Such a person transacting business with the Corporation has the same rights and obligations relating to those matters as other persons transacting business with the Corporation. The Corporation shall not borrow money from or otherwise transact business with a member, director, officer, or committee member of the Corporation unless the transaction is described wholly in a legally binding instrument and is in the best interests of the Corporation. The Corporation shall not borrow money from or otherwise transact business with a member, director, officer, or committee member of the Corporation without full disclosure of all relevant facts and without the approval of the Board of Directors, not including the vote of any person having a personal interest in the transaction.

9.05 **Prohibited Acts** As long as the Corporation is in existence, and except with the prior approval of the Board of Directors, no member, director, officer, or committee member of the Corporation shall:

- a. Do any act in violation of the bylaws or a binding obligation of the Corporation.
- b. Do any act with the intention of harming the Corporation or any of its operations.
- c. Do any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Corporation.
- d. Receive an improper personal benefit from the operation of the Corporation.
- e. Use the assets of this Corporation, directly or indirectly, for any purpose other than carrying on the business of this Corporation.
- f. Wrongfully transfer or dispose of Corporation property, including intangible property such as good will.
- g. Use the name of the Corporation (or any substantially similar name) or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of the Corporation's business.
- h. Disclose any of the Corporation's business practices, trade secrets, or any other information not generally known to the business community to any person not authorized to receive it.

## **ARTICLE 10 BOOKS AND RECORDS**

**10.01 Required Books and Records** The Corporation shall keep correct and complete books and records of account. The Corporation's books and records shall include:

- a. A file-endorsed copy of all documents filed with the Texas Secretary of State relating to the Corporation, including, but not limited to, the certificate of formation, and any articles of amendment, restates article, articles of merger, articles of consolidation, and statement of change of registered office or registered agent.
- b. A copy of the bylaws, and any amended versions or amendments to the bylaws.
- c. Minutes of the proceedings of the members, Board of Directors, and committees having any of the authority of the Board of Directors.
- d. A list of the names and addresses of the members, directors, officers, and any committee members of the Corporation.
- e. A financial statement showing the assets, liabilities, and net worth of the Corporation at the end of the three most recent fiscal years.
- f. A financial statement showing the income and expenses of the Corporation for the three most recent fiscal years.
- g. All rulings, letters, and other documents relating to the Corporation's federal, state, and local tax status.
- h. The Corporation's federal, state, and local information or income tax returns for each of the corporation's three most recent tax years.
- i. A copy of the policies and procedures.

**10.02 Inspection and Copying** Any member, director, officer, or committee member of the Corporation may inspect and receive copies of all books and records of the Corporation required to be kept by the bylaws. Such a person may inspect or receive copies if the person has a proper purpose related to the person's interest in the Corporation and if the person submits a request in writing. Any person entitled to inspect and copy the Corporation's books and records may do so through his or her attorney or other duly authorized representative. A person entitled to inspect the Corporation's books and records may do so at a reasonable time no later than five working days after the Corporation's receipt of a proper written request. The Board of Directors may establish reasonable fees for copying the Corporation's books and records by members. The Corporation shall provide requested copies of books or records no later than five working days after the Corporation's receipt of a proper written request.

**10.03 Audits** Annual audits will be completed at the end of the fiscal year and prior to the first General meeting for the following school year. An annual Audit Committee consisting of three members from different Affiliated Sports, plus one alternate, will be appointed to audit the Corporation's books. Neither the President, Secretary or Treasurer, nor anyone related to the President, Secretary or Treasurer shall serve on the Audit Committee. Any member shall have the right to have an audit conducted of the Corporation's books. The member requesting the audit shall bear the expense of the audit unless the members vote to authorize payment of audit expense. The member requesting the audit may select the accounting firm to conduct the audit. A member may not exercise these rights to compel audits so as to subject the Corporation to an audit more than once in any fiscal year.

## **ARTICLE 11 FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in each calendar year.

## **ARTICLE 12 INDEMNIFICATION**

### **12.01 When Indemnification is Required, Permitted, and Prohibited** Indemnification:

- a. The Corporation shall indemnify a director, officer, committee member, or agent of the Corporation who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Corporation. However, the Corporation shall indemnify a person only if he or she acted in good faith and reasonably believed that the conduct was in the Corporation's best interest. In a case of a criminal proceeding, the person may be indemnified only if he or she had no reasonable cause to believe that the conduct was unlawful. The Corporation shall not indemnify a person who is found liable to the Corporation or is found liable to another on the basis of improperly receiving a personal benefit. A person is conclusively considered to have been found liable in relation to any claim, issue, or matter if the person has been adjudged liable by a court of competent jurisdiction and all appeals have been exhausted.
- b. The termination of a proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent does not necessarily preclude indemnification by the Corporation.
- c. The Corporation shall pay or reimburse expenses incurred by a director, officer, member, committee member, employee, or agent of the Corporation in connection with the person's appearance as a witness or other participation in a proceeding involving or affecting the Corporation when the person is not a named defendant or respondent in the proceeding.
- d. In addition to the situations otherwise described in this paragraph, the Corporation may indemnify a director, officer, member, committee member, employee, or agent of the Corporation to the extent permitted by law. However, the Corporation shall not indemnify any person in any situation in which indemnification is prohibited by the terms of paragraph 12.01 (a), above.
- e. Before the final disposition of a proceeding, the Corporation may pay indemnification expenses permitted by the bylaws and authorized by the Corporation. However the Corporation shall not pay indemnification expenses to a person before the final disposition of a proceeding if: the person is a named defendant or respondent in a proceeding brought by the Corporation or one or more members; or the person is alleged to have improperly received a personal benefit or committed other willful or intentional misconduct.
- f. If the Corporation may indemnify a person under the bylaws, the person may be indemnified against judgments, penalties, including excise and similar taxes, fines, settlements, and reasonable expenses (including attorney's fees) actually incurred in connection with the proceeding. However, if the proceeding was brought by or on behalf of the Corporation, the indemnification is limited to reasonable expenses actually incurred by the person in connection with the proceedings.

### **12.02 Procedures Relating to Indemnification Payments** Procedures:

- a. Before the Corporation may pay any indemnification expenses (including attorney's fees), the Corporation shall specifically determine that indemnification is permissible, authorize indemnification, and determine that expenses to be reimbursed are reasonable, except as provided in paragraph 12.02(c), below. The Corporation may make these determinations and decisions by any one of the following procedures:
  - (i) Majority vote of a quorum consisting of directors who, at the time of the vote, are not named defendants or respondents in the proceeding.
  - (ii) If such a quorum cannot be obtained, by a majority vote of a committee of the Board of Directors, designated to act in the matter by a majority vote of all directors, consisting solely of two or more directors who at the time of the vote are not named defendants or respondents in the proceeding.
  - (iii) Determination by special legal counsel selected by the Board of Directors by vote as provided in paragraph 12.02(a)(i) or 12.02(a)(ii), or if such a quorum cannot be obtained and such a committee cannot be established, by a majority vote of all directors.

- (iv) Majority vote of members, excluding directors who are named defendants or respondents in the proceeding.
- b. The Corporation shall authorize indemnification and determine that expenses to be reimbursed are reasonable in the same manner that it determines whether indemnification is permissible. If the determination that indemnification is permissible is made by special legal counsel, authorization of indemnification and determination of reasonableness of expenses shall be made in the manner specified by paragraph 12.02(a) (iii), above, governing the selection of special legal counsel. A provision contained in the certificate of formation, the bylaws, or a resolution of members or the Board of Directors that requires the indemnification permitted by paragraph 12.01, above, constitutes sufficient authorization of indemnification even though the provision may not have been adopted or authorized in the same manner as the determination that indemnification is permissible.
- c. The Corporation shall pay indemnification expenses before final disposition of a proceeding only after the Corporation determines that the facts then known would not preclude indemnification and the Corporation receives a written affirmation and undertaking from the person to be indemnified. The determination that the facts then known to those making the determination would not preclude indemnification and authorization of payment shall be made in the same manner as a determination that indemnification is permissible under paragraph 12.02(a), above. The person's written affirmation shall state that he or she has met the standard of conduct necessary for indemnification under the bylaws. The written undertaking shall provide for repayment of the amount paid or reimbursed by the Corporation if it is ultimately determined that the person has not met the requirements for indemnification. The undertaking shall be an unlimited general obligation of the person, but it need not be secured and it may be accepted without reference to financial ability to make repayment.
- d. Any indemnification or advance of expenses shall be reported in writing to the members of the Corporation. The report shall be made with or before the notice or waiver of notice of the next membership meeting, or with or before the next submission to members of a consent to action without a meeting. In any case, the report shall be sent within the 12- month period immediately following the date of the indemnification or advance.

### **ARTICLE 13 NOTICES**

**13.01 Notice by Mail, Facsimile, Electronic Message, or Telegram** Any notice required or permitted by the bylaws to be given to a member, director, officer, or member of a committee of the Corporation may be given personally, by facsimile, or electronic message, by mail or by telegram. If mailed, a notice shall be deemed to be delivered when deposited in the United States mail addressed to the person at his or her address as it appears on the records of the Corporation, with postage prepaid. If given by facsimile or electronic message, notice is deemed delivered when the message is successfully transmitted. A person may change his or her address by giving written notice to the secretary of the Corporation.

**13.02 Signed Waiver of Notice** Whenever any notice is required to be given under the provisions of the act or under the provisions of the articles of incorporation or the bylaws, a waiver in writing signed by a person entitled to receive a notice shall be deemed equivalent to the giving of the notice. A waiver of notice shall be effective whether signed before or after the time stated in the notice being waived.

**13.03 Waiver of Notice by Attendance** The attendance of a person at a meeting shall constitute a waiver of notice of the meeting unless the person attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**ARTICLE 14**  
**SPECIAL PROCEDURES CONCERNING MEETINGS**

14.01 **Meeting by Telephone** The Board of Directors, and any committee of the Corporation may hold a meeting by telephone conference-call procedures in which all persons participating in the meeting can hear each other. The notice of a meeting by telephone conference must state the fact that the meeting will be held by telephone as well as all other matters required to be included in the notice. Participation of a person in a conference-call meeting constitutes presence of that person at the meeting.

14.02 **Decision Without Meeting** Any decision required or permitted to be made at a meeting of the members, Board of Directors, or any committee of the Corporation may be made without a meeting. A decision without a meeting may be made if a written, facsimile, or electronic message consent to the decision is agreed upon by all of the persons entitled to vote on the matter. The original signed consents shall be placed in the Corporation minute book and kept with the Corporation's records.

14.03 **Action by Non-Unanimous Written Consent** In accordance with the certificate of formation, action may be taken by use of signed written consents by the number of members, directors, or committee members whose votes would be necessary to take action at a meeting at which all such persons entitled to vote were present and voted. Each written consent must bear the date of signature of the person signing it. A consent signed by less than all of members, directors, or committee members is not effective to take the intended action unless consents signed by the required number of persons are delivered to the Corporation within 60 days after the date of the earliest dated consent delivered to the Corporation. Delivery must be made by hand, or by certified or registered mail, return receipt requested. The delivery may be made to the Corporation's registered office, registered agent, principal place of business, transfer agent, registrar, exchange agent, or an officer or agent having custody of books in which the relevant proceedings are recorded. If the delivery is made to the Corporation's principal place of business, the consent must be addressed to the president or principal executive officer. The Corporation will give prompt notice of the action taken to persons who do not sign consents. If the action taken requires documents to be filed with the Secretary of State, the filed documents will indicate that the written consent procedures have been followed. A telegram, telex, cablegram, or similar transmission by a member, director, or committee member, or a photographic, facsimile, or similar reproduction of a signed writing, is to be regarded as being signed by the member, director, or committee member.

**ARTICLE 15**  
**AMENDMENTS TO BYLAWS**

The bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the Board of Directors with approval of the General Membership by a majority vote of the voting membership present at a general meeting. Voting will be by written ballot or by voice, as determined by the Board. Proposed amendments will be posted to the Guyer High School Athletic Booster Club Website one month before voting. The notice of any meeting at which the bylaws are altered, amended, or repealed, or at which new bylaws are adopted shall include the text of the proposed bylaws provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions.

**ARTICLE 16**  
**MISCELLANEOUS PROVISIONS**

16.01 **Legal Authorities Governing Construction of Bylaws** The bylaws shall be construed in accordance with the laws of the State of Texas. All references in the bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

16.02 **Legal Construction** If any bylaw provision is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision and the bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the bylaws.

16.03 **Headings** The headings used in the bylaws are used for convenience and shall not be considered in construing the terms of the bylaws.

16.04 **Gender** Wherever the context requires, all words in the bylaws in the male gender shall be deemed to include the female or neuter gender, all singular words shall include the plural, and all plural words shall include the singular.

16.05 **Seal** The Board of Directors may provide for a corporate seal. Such a seal would consist of two concentric circles containing the words "Guyer High School Athletic Booster Club", "Denton, Texas," in one circle and the word "Incorporated" together with the date of incorporation of the Corporation in the other circle.

16.06 **Power of Attorney** A person may execute any instrument related to the Corporation by means of a power of attorney if an original executed copy of the power of attorney is provided to the secretary of the Corporation to be kept with the Corporation records.

16.07 **Parties Bound** The bylaws shall be binding upon and inure to the benefit of the members, directors, officers, committee members, employees, and agents of the Corporation and their respective heirs, executors, administrators, legal representatives, successors, and assigns except as otherwise provided in the bylaws.

16.08 **Dissolution** The Corporation may be dissolved by the affirmative vote of the entire voting membership present at a general meeting. Voting will be by written ballot. However, upon dissolution, no funds of the association shall be disbursed to the benefit of any individual; instead, any funds then available shall be donated to the Public School Fund, Guyer High School account to be used for the benefit of all Guyer High School students. If Guyer High School does not exist, funds will be donated to the Denton Independent School District general fund.

#### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of the Guyer High School Athletic Booster Club, Inc, and that the foregoing Bylaws constitute the Bylaws of the Corporation. These Bylaws were duly adopted at a meeting of the Board of Directors held on: \_\_\_\_\_

DATED: \_\_\_\_\_, 2017.

\_\_\_\_\_  
Signature Secretary of the Corporation