

Marcus Aquatics Booster Club Bylaws

PO Box 271191 Flower Mound TX 75027

Article I- Name

The organization shall be known as the Marcus Aquatics Booster Club or MABC. It is associated with Marcus High School in Flower Mound, Texas. 88-3463200

Article II– Articles of Organization

The articles of organization of this organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization.

Article III- Purpose

The purpose of the Marcus Aquatics Booster Club is to;

- a) Instill inspiration, leadership, and lifelong skills to all aquatics students in order to develop and sustain a top performing aquatic program.
- b) Foster cooperation and involvement in the aquatic program by maintaining clear and consistent communication between parents, legal guardians, students, coaches, MHS administration, and Lewisville ISD.
- c) To assist with the purchase of equipment and supplies that would not be available through the school budget, provided such activities are within the UIL, TASB and LISD policies and procedures.

Article IV – Basic Policies

The Marcus Aquatics Booster Club is organized exclusively for charitable under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Furthermore, the activities must be consistent with the Guidelines and Procedures established by the Lewisville Independent School District and the University Interscholastic League.

This organization shall be nonpartisan, nonsectarian and noncommercial.

The name of the organization or the name of its affiliated school shall not be used to endorse to promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.

No part of the net earnings of the organization shall go the benefit of the officers, directors or private persons.

Article V-Membership and Dues

Membership shall be open, without discrimination, to any guardian who is in the Marcus High School Aquatics program and has paid their annual membership fee.

Each member is expected to follow the LISD Student/Parent Code of Conduct.

Article VI – Meetings

All meetings of the organization, both Executive and General, shall be governed and ruled by the Robert's Rules of Order, latest edition.

General Meetings of the organization shall be held at least two times annually, one in the Fall and one in the Spring. The Executive Board shall set the dates of meetings. Any meeting requiring a vote to be taken by the general membership must have 10-day advance notice of meeting date and time. Votes require a simple majority to pass.

Quorum for General meetings shall be 10.

Executive Board meetings shall be held monthly unless agreed by "majority" of the Board that there is no business to address. The President will set the dates of the Executive Board meetings.

Quorum for Executive board meetings shall be the majority of the officers.

An additional meeting may be called by a member of the Executive Board with 3 business days' notice.

Article VII - Officers and Elections

The following elected officers shall serve a term of one-year, beginning July 1st through June 30th. Elected officers must be a legal guardian of a student enrolled in the swim or water polo class for the fiscal year in which they serve and may not be administrators of Marcus High School.

President

1st Vice President – Aquatic Events

Secretary

Treasurer

The newly elected President shall call a meeting of the Executive Board within 30 days of being elected to appoint any standing committee chairs with approval of the executive board.

The Executive Board will consist of the Marcus High School Aquatics Boosters elected officers and standing committee chairs. The swim/water polo coaches shall participate in an advisory capacity as non-voting member.

Nominating Committee will be formed at the February Board Meeting and will consist of 3 members and 1 alternate.

Proposed slate from Nominating Committee is to be published 7 days prior to election meeting.

Nominations from the floor will be accepted.

Officers will be elected at a General meeting by May 15th of the current school year. Officers will assume duties on July 1st. On or before that day, each officer shall be provided with a copy of the organization's bylaws and materials from the officer vacating the position.

Resignation from the Board must be in writing and received by the President. An officer, who misses three (3) consecutive board meetings, may be removed from office by a simple majority vote of the remaining officers. A board member may be removed for failure to perform duties as outlined in these bylaws by simple majority vote of the remaining established board positions.

No person may hold the same office position for more than 2 consecutive years.

Any vacancy occurring in the Executive Board may be filled by appointment of the President with approval of the Executive Board.

If the office of the President becomes vacant, the current Executive Board with the coordination with the swim/water polo coaches will appoint a President to complete the term.

The President must have served on the Executive Board for at least 1 year prior to being elected.

Article VIII- Duties of Officers

President

Preside at all meetings of the Executive Board and at all general and special meetings.

Prepare an agenda for each meeting in cooperation with the swim/water polo coaches, notify Executive Board members of the date and time of the Executive Board meetings and notify the organization members of general and special meetings.

Enforce the bylaws and ensure that all activities of the officers and the organization are in support of the Marcus High School Aquatic program.

Assist the swim/water polo coaches where needed.

Perform other duties as required.

1st Vice President - Aquatic Events

Assist the President in all matters required.

In the absence of the President, the Vice President shall assume the responsibilities of the chair.

Responsible for the overall coordination of all Aquatic Events.

Perform other duties as required.

Secretary

Keep an accurate record of all proceedings of the organization.

Present for approval all meeting minutes at each Executive and general meeting.

Handle all correspondence as necessary.

Maintain a depository of all booster related documents.

Perform other duties as required.

Treasurer

The Treasurer shall maintain an accurate and permanent record of all receipts and distributions of the organization in accordance with the Guidelines and Procedures for Booster Clubs as detailed by the Lewisville ISD.

Present a current treasurer's report at each regularly scheduled Executive and General meeting.

Prepare and hand over the books for reconciliation within 30 days of the fiscal year end (June 30) to the Financial Reconciliation Committee.

Establish a system whereby IRS form 1099 MISC can be furnished to those individuals and businesses who are receiving payments of \$600.00 or more in a calendar year and which are required to by the IRS. Who also provide a completed form W9.

Responsible for insuring that the following yearly reports are completed:

- a) Sales Tax Report (if needed) due yearly on January 20th.
- b) Tax Exempt Tax Return (990) due yearly on November 15.

Perform other duties as required.

Parliamentarian

Guide the meetings of the organization in accordance with Robert's Rules of Order.

Maintain order, control the continuity of meetings and time speakers, as needed, to ensure flow of meetings and adherence to the meeting agenda.

Chair committee to review bylaws every 3 years and update as necessary.

Perform other duties as required.

Article IX - Chairpersons and Committees

Nominating Committee will be responsible for obtaining and presenting a slate of proposed officers to the membership at the Spring General meeting. This committee will be made up of 3 members and 1 alternate and will be selected at the February board meeting of the organization. The President may not serve as a member of this committee.

Financial Reconciliation Committee will be appointed prior to fiscal year- end. It will be comprised of 3 persons and 1 alternate who will review all books and records of the organization within 60 days of year-end. Persons with signature authority are ineligible to serve on the audit committee.

Financial business of the organization may not proceed until the reconciliation is complete.

Other committees may be appointed by the President and approved by the Executive Board as required.

Article X -Fiscal Year

The fiscal year of the organization shall begin on the 1st day of July and end on the 30th day of June.

Article XI – Dissolution

The organization may only exist with approval from the swim/water polo coaches and Principal. The organization may be terminated at the discretion of the Head Swim/Water Polo Coach in agreement with the Principal and the Lewisville ISD Director of Athletics.

Upon dissolution of the organization, all assets shall be distributed to the Lewisville Independent School District, specifically the Marcus Aquatics Booster Club activity fund, provided it is exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, at the time of dissolution. If the Lewisville Independent School District is not exempt at the time of dissolution, the assets will be distributed to one or more organizations exempt under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Article XII –Amendments

These bylaws may be amended at any meeting of the organization, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or twenty days prior to the meeting at which the amendment is voted upon. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty (20) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a majority vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.

This organization shall review and if necessary, amend its bylaws at least every three (3) years.

Bylaws adapted on May 15th 2023.