

**BYLAWS OF
LOVEJOY INDEPENDENT SCHOOL DISTRICT
SWIM & DIVE BOOSTER CLUB**

1) CLUB DETAILS

- a) These are the bylaws of the LISD Swim & Dive Booster Club named Lovejoy Swim & Dive Booster Club (The Club). The Club is a division of Lovejoy Leopards, Inc. a nonprofit organization for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- b) The operating year starts in May at the joint Officers meeting and continues to the following May. The fiscal year will begin June 1st and end May 31st.
- c) The business address of the Club shall be 2350 Estates Parkway, Lucas, Texas, 75002.

2) OBJECTIVES

- a) The Club is organized to support the LHS swimming and diving program. The Club is dedicated but not limited to the following:
 - i) To foster the ideals of good sportsmanship through participation, competition and fellowship among team members
 - ii) To provide resources, both human and financial, to support the LHS swimming and diving program and any future water sports throughout LISD
 - iii) To promote close relationships with parents, team members, managers, and coaches
 - iv) To provide a positive environment for the students' educational and athletic growth
 - v) To support the appreciation for water sports.
- b) The Club's activities must conform to University Interscholastic League rules, the LISD Athletic Booster Club Manual and Lovejoy Independent School District policy. As a part of LLI, the Club must comply with the latest revisions of LLI's bylaws.
- c) The Club is noncommercial, nonsectarian, and nonpartisan. No member, while acting in that capacity may seek to neither direct the administrative activities nor control the policies of the LISD or the coaching staff.
- d) No part of the Club's net earning shall insure to the benefit of, or be distributed to, its members, officers, or other private personas except that the Club shall be authorized to pay reasonable compensation for services rendered.

3) MEMBERSHIP AND DUES

- a) Any person that supports the Club's objectives and is willing to uphold its policies and subscribe to its by-laws may become an active member upon payment of membership dues.
- b) The officers will set the membership dues at the start of the LHS school calendar year.
- c) Only active members may vote on booster club business. Memberships must be completed and paid for prior to December 31st of the current school year. If a member is new to the district or the team after the deadline, they will be allowed to join the Club as soon as their dues have been paid.
- d) A portion of each membership shall be designated to Lovejoy Leopards, Inc. in accordance with the policies thereof. This portion shall be payable based on the number of members currently active as of January 1st of each year and become payable by the last day of scheduled UIL water sport activities in the calendar school year.

4) ELECTION OF OFFICERS

- a) Each officer must be an active member of the Club and a parent or guardian of an LISD student.
- b) No officer may serve more than three complete consecutive terms in the same office.
- c) The President can request a nominating committee to present a proposed slate of officers before the last general meeting of the year, or, in the absence of volunteers, the president can take nominations from the floor. Each officer will be elected individually by a majority vote of the members present. The vote may be by acclamation, if there is only one nomination for each position.
- d) The officers will assume their official duties at the May joint officers meeting and will serve until the next May joint officers meeting.
- e) If a vacancy occurs in any office (except the president), the president will assume that office until the unexpired term is filled by the majority vote of the remaining officers. The newly elected officer(s) will assume their official

duties upon election and complete the remaining portion of the unexpired term until the next May joint officers meeting.

- f) If a vacancy occurs in the office of the president, then the vice president will preside over the remaining term as president.

5) OFFICERS

- a) The officers of the Booster Club are: President, 1st Vice President, Vice President of Communications, Treasurer and Secretary.
- b) The President will:
 - i) Schedule and preside at all meetings.
 - ii) Perform other duties set forth in the Operating Procedures including coordinating special events and team functions, overseeing the communication of the club and working with the scholarship committee.
 - iii) Coordinate the efforts of the other officers/committees in order to accomplish the Club's objectives.
 - iv) Be the liaison with the LISD swim and dive coach(es).
 - v) Attend meetings and be a member of the Board of Directors of Lovejoy Leopards, Inc. or appoint a representative who is a member of the Club to perform these duties. Responsible for adhering to the LLI guidelines for operation including compiling data as requested and completing training as needed including reviewing UIL regulations, understanding LLI bylaws and attending training on the LISD Athletic Booster Club Manual.
- c) The 1st Vice President will:
 - i) Act as an aide to the President and perform the duties of the President in the absence or inability of the President.
 - ii) Coordinate all fundraising efforts for the Club including Lovejoy Leopards, Inc. events, team fundraising events and overseeing any event that raises money for the club.
- d) The Vice President of Communication will:
 - i) Oversee the content of the Club website and keep it current.
 - ii) Generate the weekly email of communication during the season with the members in conjunction with the President's input.
 - iii) Oversee the Club's photo gallery website and work with the photographers at each event.
 - iv) Manage the Club's presence on social media and communicate on a regular basis.
 - v) Work with the Coaches to have press coverage in LISD communications (principal and superintendent emails).
 - vi) Manage all of the on-line store collections and working with the Treasurer on cost structure.
- e) The Treasurer must:
 - i) Maintain an accurate record of the Club's receipts and expenditures.
 - ii) Present a financial report at every meeting of the Club.
 - iii) Submit all financial reports to Lovejoy Leopards, Inc. as required, meeting their financial deadlines.
 - iv) Pay funds as authorized by the budget.
 - v) Collect all membership fees and sponsor money.
 - vi) Submit bank statements to Lovejoy Leopards, Inc. at the Athletic Department.
- f) The Secretary will:
 - i) Record the minutes of all meetings and file the reports with the President, LISD Athletic Department and Lovejoy Leopards, Inc.
 - ii) Create and maintain the active membership list for the club.
 - iii) Work with the President on leading the scholarship committee.

Each officer may perform his or her duties through a subcommittee or activity chair.

6) MEETINGS AND VOTING

- a) The President shall call a combination of board meetings and general meetings of the members at least five times a year. The Club will hold the first general meeting as soon as practical after the beginning of the school year. The President or any three members may call a special meeting.
- b) Five members are a quorum for any general member meeting. Three officers are a quorum for an officer meeting.
- c) Each active member shall have one vote for general meeting purposes. Only those active members present are allowed to vote. No voting by proxy will be allowed.
- d) Proper notice of a general member meeting shall be five days notification by publication in newspaper, newsletter, email, website posting, telephone, letter or announcement at a general meeting.

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- e) In accordance with LISD policy, except for the approval of amendment of the Operation Procedures of the election of officers, only officers may vote on behalf of the Club. Officers attending any general member meeting will constitute the action of the officers.
- f) For Board voting matters, each officer position will have one vote, even if one person holds two positions. The majority vote of the officers attending any general member meeting will constitute the action of the officers.
- g) When necessary, meetings may be called virtually to conduct Club business.

7) FISCAL POLICIES

- a) The officers will endeavor to forecast revenue and expenses from various activities and will keep such forecasts as accurate as possible throughout the year.
- b) The officers must approve an annual budget for The Club. The officers may amend the budget during the year as necessary, after proper notice to members at a general meeting.
- c) The budget and any amendment must be submitted to LISD's designee for approval. The Club may use the budget five days after submission to the designee, unless the designee disapproves the budget.
- d) No member has the authority to commit the Club to any financial obligation outside of the budget. All expenditures must be included in the budget and the appropriate activity must be so noted on the invoice.
- e) The Treasurer will have custody of the Club's funds and credit card. The Treasurer and a designated board member will have access to the Club's PayPal account for charging of fees for Club business only.
- f) All checks will require two signatures. By signing a check, the signatories certify that the expenditures appear to be in accordance with the budget. In the event that a husband and wife are authorized signers on the back account, the husband and wife may not sign the same check. If a check is payable to an authorized signatory, then that person may not sign the check.
- g) Signatories must be active officers of the Club.
- h) All projects or single expenditures that exceed \$500 must be approved by the majority of the active members present at a regular or special meeting of the membership.
- i) The officers will be responsible for leaving a minimum of \$3000 in the general account at the end of the fiscal year.
- j) The Club's funds may not be paid to any person, except for reasonable compensation for actual services rendered for reimbursement of actual expenses, as set forth in the budget.
- k) The Club must meet all LLI financial reporting deadlines.

8) STANDING AND SPECIAL COMMITTEES

- a) Communications Committee – (representation can include: photographer, historian, web creator) responsibilities include documenting the Club's activities and posting accurate information via the Club's website, posting of team pictures via a secure link and keeping historical data on the website.
- b) Spirit Wear Lead and Committee – (representation can include: spirit night coordinator, spirit wear lead working with vendors, team spirit leader, meals for meets coordinator, graphic designer) responsible for working with vendors on all clothing and spirit items for the team, overseeing club designs for all levels of apparel, coordinating restaurant spirit nights, cheering section at meets, team cheer banners, and sponsorship logos. Also work with coaches on uniform ordering and equipment check out/in for the Club.
- c) Fundraising Committee – works directly with the Vice President and focuses on coordinating fundraising efforts for the Club including but not limited to: Lovejoy High School concession stands, any grocery store reward cards, local spirit nights (with Spirit Committee) at area restaurants, the annual swim-a-thon, Gatorade Product purchase program and the LLI fundraising events (golf tournament and country run).
- d) Event Coordinator Team – (representation can include: meals for meet coordinator, banquet committee) works with President to coordinate all team dinners and team events throughout the season, plus any team activities that the coaches would like to host, oversee the meals for meets program and be the banquet lead for the Club.
- e) Middle School Liaison (s) – will work with the Club on all Middle School related items including but not limited to: team events, hosted meets, spirit wear and uniforms.

9) GENERAL

These operating procedures may be amended at any meeting by a two-thirds vote, provided that members are given advanced proper notice of the proposed amendment at least five days before any meeting.

NEW Scholarship Info as an amendment to the bylaws:

Voted and approved February 22, 2018

Lovejoy Swim and Dive Booster Club will annually award a Swim and Dive Booster Club Scholarship to the current group of graduating seniors that apply for the scholarship and seek to pursue their next level of education at a college or university. The scholarship will be based on the individual's dedication to the Lovejoy High School Swim and Dive Program, commitment to the Lovejoy Graduate Profile and individual qualities as expressed by the applicant.

Details of the scholarship:

- The booster club will make available \$1500 to be awarded annually with the minimum value of the scholarship being \$250 each. If there are more than 6 seniors applying, then the board will have to contribute additional funds to grant all applying seniors a scholarship.
- Each applicant will be required to fill out the scholarship application, complete an essay and be in good standing with the swim team.
- Each applicant's family must be an active member of the Lovejoy Swim and Dive Booster Club with volunteer support to the organization for as long as their student has been a part of the LHS Swim and Dive program with a minimum of 2 years.
- Each applicant must have been an active member of the Lovejoy High School Swim and Dive Program for a minimum of 2 years.

The scholarship committee will include at least 3 members of the Swim and Dive Booster Club, with no members having a current year graduating senior.

The scholarships will be awarded at the Lovejoy High School Awards Ceremony and the funds will be distributed to the college/university of each recipient's choice within the same calendar year that they graduate (extenuating circumstances will be reviewed by the committee).

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