

BYLAWS

Wylie East Career & Technical Student Organization Booster Club Adopted August 8, 2023

Article I. Purpose

1. The name of this organization is the Wylie East Career & Technical Student Organization Booster Club (hereinafter referred to as WECTSOBC).
2. This organization is formed for the purpose of promoting the interests of career & technical student organizations (CTSOs) within the Wylie Independent School District (WISD), Wylie, Texas, USA. Promotion activities are to be directed primarily to CTSOs as conducted as part of the Wylie Independent School District's CTSO program, however, activities of other educators within the district may be deemed appropriate by the Board of Directors.
3. The WECTSOBC is to be operated as a non-profit educational support organization. Rules and guidelines as specified by the current issue of the WISD Booster Club Guidelines p.11 that reference the U.S. Internal Revenue Code, Section 501 (c) (3) are considered applicable to the objectives, goals and operating procedures adopted by the WECTSOBC.
4. CTSO's wanting to participate in the WECTSOBC need to advise of their intent to participate by September 1st of each school year.

Article II. Membership

1. Membership in the WECTSOBC is open and encouraged for all parents of students enrolled in a CTSO at Wylie East High School (unless the CTSO has a separate booster club), teachers and other school district personnel, community members wishing to support the school district CTSOs, and any other person desiring to actively support these activities, or is a parent of guardian of an active CTSO student.
2. Membership shall not be denied to any person because of race, religion, sex, or national origin.
3. Any person is considered a "member" of the WECTSOBC if that person regularly attends club meetings and supports club activities by participating in such activities.
4. Memberships shall be offered for individual persons known as "memberships". There shall be no other types or classes of memberships other than specified in this section of the bylaws.
5. Activity fees may be assessed as determined by the Board of Directors by the student organization (if a family has a student in multiple CTSOs, they are subject to multiple fees). There shall be no variance of membership fees and fees shall remain fixed within a fiscal year.

6. Hardship waivers may be allowed for activity fees based on the discretion of the Board of Directors.

Article III. Sponsorships

1. Sponsorships in the WECTSOBC is open to individuals or businesses who wish to support the school district CTSOs monetarily or by providing services without actively participating in WECTSOBC meetings and activities.
2. Sponsorships shall be offered for individual persons, businesses, and other organizations known as "Sponsorships." There shall be no other types or classes of sponsorships other than those specified in the section of the bylaws.
3. Sponsorship fees may be assessed as determined by the Board of Directors. There shall be no variance of sponsorship fees and fees shall remain fixed within a fiscal year.

Article IV. Termination of Memberships

1. Resignations of members may be made in writing at any time or rendered in accordance with procedures authorized by the Board of Directors.
2. Resignations shall not cancel any legal debt owed to the club by the terminating member, and all working funds held or reimbursements due the club shall not be considered terminated as a result of the termination of membership.
3. Memberships shall not be involuntarily terminated for any member of the club unless approved by a seventy-five percent majority of members present as determined by secret ballot administered by the officer presiding at a regular meeting of the club. No involuntary termination of membership shall be valid if cause for the termination was related to the member's race religion, sex, or national origin. Such a termination will be proposed for membership balloting only upon approval of at least seventy-five percent of the members of the Board of Directors and a rendering of a written charge to the membership outlining just cause for the termination. The charged member shall also have the right to answer the charges verbally or in a written document to be distributed to the membership when the Board of Directors has indicated by its seventy-five percent vote that they believe the termination of membership to be proper because of matters involving gross misconduct, gross non-support of career & technical education within the school district, or violation of any laws by local, state, or federal authority.

Article V. Board of Directors

1. The club activities shall be governed by the Board of Directors, consisting of all club officers, and the chairpersons of the Membership, Fundraising, Liaison Committee.
2. The tenure of office for members of the Board of Directors shall be concurrent with the tenure as an officer as prescribed in Article VI.
3. Resignations of members of the Board of Directors shall be replaced in accordance with provisions for replacement of officers and committee chairpersons outlined in these bylaws.

4. Meetings of the Board of Directors shall be conducted as requested by the President. Should the President not be able to conduct affairs of the Board of Directors the power of succession shall be in accordance with Article VI.
5. It shall be the duty of the Board of Directors to have general supervision of the club and enforce the club bylaws.

Article VI. Officers

1. The officers of the club shall be a President, Vice-President, Treasurer and Secretary. Definitions of President, Vice-President, Treasurer and Secretary are outlined in the WISD Booster Club Guidelines (p. 6-8).
2. The officers shall be elected annually, prior to the end of the fiscal year to assume office on July 1, following the end of the school year until June 30 of the following year. The election date shall be determined by the Board of Directors.
3. Resignation of officers shall be made in writing to the Board of Directors. No officer shall be involuntarily removed from office except as a result of membership involuntarily as described in Article IV (3).
4. Power of succession for officers shall be in the order as follows: (1) Vice President; (2) Secretary; (3) Treasurer. The responsibilities of officers shall be assumed by the next officer in the Power of Succession in sequence as outlined herein.
5. The President shall be the chief executive officer and preside at all meetings. The president shall appoint committees as deemed appropriate, however the Membership Committee and Fundraising Committee shall be standing committees of the club as discussed in Article VII. (p. 6 WISD Booster Club Guidelines)
6. The Vice-President shall be the assistant to the President and in the absence or incapability of the President to perform required duties the Vice-President shall assume the President's responsibilities and duties. (p. 7 WISD Booster Club Guidelines)
7. The Secretary shall be the secretary at all meetings of the club, have responsibility for informing membership of regular and special meetings, record meetings of proceedings at meetings, and have custody of club records except for those records under the custody of the Treasurer. The Secretary shall assume the duties of President and Vice President in accordance with (4) above as required to ensure continuance of club business. (p. 7 WISD Booster Club Guidelines)
8. The Treasurer shall have charge of the club financial records including financial accounting records, financial statements and checkbook. The Treasurer shall render a complete financial report at each regular meeting of the club and at such other times as requested by the President. The Treasurer shall have the responsibility for supervision over the receipt and disbursement of club funds and disbursement in accordance with club objectives and goals prescribed in Article I. (p. 8 WISD Booster Club Guidelines)
9. Officers shall have the responsibility to direct the club in accordance with its bylaws and provision described in Article I pertaining to operation of the club as a non-profit organization to support career & technical education activities and adhere to the duties and responsibilities of their office as detailed by the WISD Booster Club Guidelines p. 7-9..

10. Executive Board for the WECTSOBC will consist of the President, WISD Assistant Superintendent of Business Operations, and WISD District Superintendent. The Executive Board shall have authority over all activities of the Board of Directors and Club Membership.
11. No two family members, relatives, or members of the same household can serve as an elected officer at the same time in any given fiscal year.

Article VII. Committees

1. The Standing committees will be appointed by the president as soon as possible after the election.
 - a. Membership Committee - Assignment is to encourage parents of students participating in CTSOs at Wylie East to join the booster club.
 - b. Fundraising Committee - Assignment is to seek out community businesses and other organizations for the purpose of obtaining donations, sponsorships, and funds to support CTSOs of Wylie East High School.
 - c. Liaison Committee - Assignment to this committee will be the person (liaison) who represents and is responsible for direct communication from the CTSO to the WECTSOBC.
 - i. Each liaison will have a student in the CTSO they represent.
 - ii. Each liaison will serve as an ex-officio member on the WECTSOBC executive board without voting privileges.
2. The President shall appoint other committees as necessary to conduct club business and activities. The life of these committees may be no more than one fiscal year or shorter. (p. 9 WISD Booster Club Guidelines)
3. A Nominating Committee may be appointed by the Board of Directors at least two months prior to the annual election of officers to recommend a slate of officers to the membership for election. Appointment of this committee is considered optional, however if elected it must consist of at least three members excluding the president and it must include at least one member who is not a member of the Board of Directors. (p. 9 WISD Booster Club Guidelines)
4. The Audit Committee shall be appointed by the President to perform an audit of all Booster Club records at the end of the fiscal year. The audit should be conducted by at least 2 members who are not involved with day-to-day operations as outlined on page 9 of the WISD Booster Club Guidelines.

Article VIII. Meetings

1. Regular meetings (every other month) shall be scheduled from July 1 through June 30 of each fiscal year. The date and time for these regular meetings shall be determined by the Board of Directors.
2. Special meetings of the membership shall be called as considered necessary by the Board of Directors.
3. A quorum shall be constituted at any regular or special meeting of the membership when at least eleven members are present at the meeting excluding the President.

4. A majority vote of the membership at a meeting shall constitute a vote of the membership except as required in Article IV (3) .

Article IX. Fiscal Meetings

1. The fiscal year of the club shall be from July 1 through June 30 of each calendar year.
2. In order to maintain fiscal integrity of the WECTSOBC, the Board of Directors, and Club Membership will follow all fiscal guidelines as outlined in the WISD Booster Club Guidelines p.13. These guidelines include but are not limited to all financial reporting, collection of revenues, and disbursement of funds for Club operations.
3. Should the club terminate operation for any reason; no funds held by the club shall be disbursed to any officer, committee member, or club member. All funds held by the club and all property, personal or real, owned by the club in the event of termination of the club activities shall be converted to cash and disbursed to the Wylie Education Foundation to disburse as scholarships.

Article X. IRS Organization Test

1. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XI. Fundraising Activities

1. The WECTSOBC shall plan fundraising activities to ensure that funds received from these activities are used to benefit the student and school in the appropriate way. Fundraising projects shall be coordinated through the principal of the school in connection with the established goals and philosophies of the Booster Club as well as UIL and IRS guidelines.
2. Plans for fundraising activities shall be submitted to the principal at least 10 days prior to the event. WISD has provided a "Fund Collection Form" that should be used for this request.
3. No fundraising activities can begin until the WECTSOBC obtains approval from the principal or designee.
4. The general WECTSOBC fundraisers will go into the general account and be used for club maintenance and insurance fees then distributed evenly to the participating CTSOs subaccounts.

5. WECTSOBC will assist individual CTSO with fundraising to help with anticipated costs and profits will be placed in that specific CTSO's subaccount.

Article XII. Disbursement of Funds

1. In order to comply with UIL, WISD, and IRS guidelines the following procedures will be used for any disbursement of funds by the Booster Club:
 - a. By October 1st, each CTSO must provide a request for anticipated expenditures.
 - b. Disbursements outside the available individual CTSO account balance will not be approved.
 - c. A disbursement voucher shall be completed for all expenditures regardless of amount. The appropriate supporting documentation (invoices, receipts) should be attached to the disbursement form.
 - d. To ensure compliance with WISD guidelines, all disbursements shall require the approval of the campus principal or designee.
2. The following restrictions will be followed for any disbursement of Booster Club funds:
 - a. No direct payments may be made to any District employee.
 - b. Funds are to be used to support school activities only. Funding for non-school activities violates UIL rules and is prohibited.
 - c. The Booster Club shall not give anything to students, including awards.
 - d. Purchase of alcoholic beverages or tobacco products is prohibited.

Article XIII. Amendments

1. The bylaws of the club may be amended by a majority vote of the membership at any regular meeting or special meeting where a quorum is present. A written copy of the bylaws as currently in effect and as proposed for amendment shall be presented to the membership prior to balloting on the proposed amendment.
2. Proposed amendments to the bylaws must be approved by the Board of Directors or presented to the Board of Directors with a petition bearing the signatures of ten or more members in which case the Board of Directors must approve the proposed amendment for membership balloting at the next regular meeting of the club.
3. In the event of lack of clarity, the board of Directors shall interpret the bylaws and report their interpretation to the membership at the next regular meeting of the club.
4. In the event any part of the club bylaws is or becomes in conflict with the laws of any city, state, federal or UIL jurisdiction, then that part of the bylaws shall be void and the conflicting law prevail over the operation of the club as a non-profit organization in accordance with Article I.