

**The Lobo Club
Lehman High School Athletic Booster Club
Bylaws**

ARTICLE I

Name

The name of this organization shall be **THE LOBO CLUB**

ARTICLE II

Purpose

This organization shall be an unincorporated nonprofit association organized in and under the laws of the State of Texas for the purpose of promoting the athletic teams and their coaches of Lehman High School in Kyle, Texas in accordance with the requirements of the University Interscholastic League, the Hays Consolidated Independent School District and Lehman High School.

ARTICLE III

Membership

Any person shall be eligible for membership in The Lobo Club. Only members who are 18 years of age or older shall be entitled to one vote at meetings.

Any person may become a member by completing a membership form and paying the required dues as set by the membership. Thereby, this person is considered to be "active".

No one shall be entitled to participate in the affairs of The Lobo Club or hold office except members in good standing.

ARTICLE IV

Dues

The Executive Management Committee shall set the annual dues for each member annually.

ARTICLE V

Fiscal Year

The fiscal year of The Lobo Club shall begin on June 1 of each year and extend through the last day of May of the following year.

ARTICLE VI

Mailing Address

The permanent mailing address of The Lobo Club is P.O. Box 2461, Kyle, Texas 78640.

ARTICLE VII

Executive Board

The Executive Board shall consist of the offices of President, Vice President of Membership, Vice President of Procurement, Treasurer & Secretary. Positions may be filled with one or more persons but a person cannot hold more than one position per fiscal year. The Principal and/or Athletic Coordinator will serve in an advisory capacity for the Lobo Club. Each person who is a member of the Executive Board shall have one vote. The Executive Board must be voted on by the membership. The term of office shall be for a period of one year or until successors are elected and qualified. Any Executive Board member may serve a subsequent year with a maximum term of three (3) years. An Executive Board member may hold a different office in the future. Executive Board members are expected to actively participate in regularly scheduled meetings of the Lobo Club. Executive Board members may be removed with cause by a 2/3 majority vote of active members present, with prior notice. In case of a vacancy among the Executive Board, the remaining members of the Executive Board shall elect a successor to serve the remainder of the unexpired term of the office vacated or the office can remain vacant until the subsequent year.

ARTICLE VIII

Duties of the Executive Board

The Executive Board duties are to preserve order, enforce the Bylaws and exercise supervision of The Lobo Club's affairs generally. The Executive Board will decide all questions of the procedure and order for The Lobo Club; appoint all committees, unless otherwise provided for in these Bylaws, be an ex-officio member of all committees; and perform such other duties as deemed necessary or advisable by the Executive Board.

- (a) The duties of the President will be to schedule and preside at all meetings of The Lobo Club, be the point of contact for the athletic coordinator, oversee the formation of all sport committees and manage said sport committees. The President shall also facilitate the formation of special committees, seek nominees for said special committees and shall serve as an ex-officio member of all special committees.
- (b) The duty of the Vice-President of Membership is to preside at meetings in the absence of the President, preparation and updating of the General Directory of the membership; and shall perform any and all additional duties which may be delegated by the Executive Board.
- (c) The duties of the Vice President of Procurement shall be to organize, purchase and obtain adequate approved supplies to operate concessions and merchandise sales for any athletic events within approved budget.

- (d) The duties of the Secretary are to keep a full and correct record of all proceedings of The Lobo Club, including minutes of all meetings and have charge of all records of The Lobo Club, except those records and duties considered to be financial. Further, the secretary will receive all communications, conduct the correspondence, and shall mail all reports, bulletins, and notices, keeping a correct record of all the foregoing; and shall perform any and all additional duties which may be delegated by the Executive Board.
- (e) The duties of the Treasurer are to keep a full record of all financial transactions. The Treasurer will ensure that all dues and funds are deposited, within a 48 hour period after acquiring the funds. The Treasurer shall keep a full, true and correct record of all funds and all financial transactions of The Lobo Club and shall render a complete report thereof, the Lobo Club at least monthly during the school year and to the Executive Board during the summer or as requested by the Membership and/or the Executive Board. An outside audit will be completed in May of each year prior to new officers taking over. All expenditures must be evidenced by a receipt or other documentation approved by the Treasurer and approved in writing by one of the members of the Executive Committee, if the request for funds is from the Lobo Club; or by the Athletic Director if the request for funds is from the athletic program. The Treasurer will co-sign all checks issued by the organization, all checks and allocations of funds must have two signatures.

The Executive Board shall also: Be responsible for developing a budget, social functions, and all other planned projects and activities of The Lobo Club in conjunction with Lehman administration. The Committee is also authorized to conduct routine business of a continuing nature; (a) Nominate the officers of the Lobo Club including the members of the Executive Board, (b) solicit membership; and (c) maintain web presence and social media accounts (website and social media management can be delegated to a trustworthy member(s) of the booster club who are not part of the Executive Board). The Executive Board shall be the governing body of the Lobo Club with full rights and authority, unless otherwise provided for in these Bylaws, to determine policy, outline, plan, and carry into execution all business, activities, and policy, to enter into and execute all necessary agreements, and instruments incident thereto, in the name of the Lobo Club and shall constitute the representatives of the Lobo Club.

ARTICLE IX

Sport Committees

Each sport wanting to do fundraising through The Lobo Club will be required to have a Sport Committee either volunteers or appointments by the head coach. All members of the Sport Committee shall be active members of the Lobo Club. Sport Committees will consist of a committee chair, concession coordinator(s) and merchandise coordinator(s). The committee chair shall be the liaison between the parents, coaches and the Lobo Club and will have duties as assigned by the head coach. The concession coordinator shall be responsible for organizing volunteers for that sports concessions and communicating with the head coach and Executive Board when volunteers are not found. The merchandise coordinator shall be responsible for selling merchandise at their represented sports events. One person may represent multiple sports if desired.

Funds raised through concessions and merchandise sales shall be dispersed at the end of that sports season. See Article XIII for a breakdown of funds distribution.

Sport Committees can meet as often as the deem necessary to facilitate their fundraising. The committee chair shall give a report to the Executive Board and general membership at each monthly meeting while their represented sport is in season and a final report the month after their sports season has ended.

ARTICLE X

Special Committees

The Executive Management Committee may, from time to time, establish standing and/or special committees and appoint/volunteer members to said committees in numbers and with duties as determined by the Executive Management Committee. Said committees shall be established and staffed in order to effect and further the purpose for which the Lobo Club was organized.

A scholarship committee shall be formed at the March meeting each year to review the scholarship applications and determine that years scholarship recipients, one member of the Executive Board is required to be a member of the scholarship committee.

A budget committee shall be formed at the May meeting each year to review the past years financials and develop a budget for the upcoming fiscal year, the treasurer is required to be a member of the budget committee.

ARTICLE XI

Meetings

Membership meetings shall be held on the 2nd Monday of each month at 6:30 pm at Lehman High School. The Executive Management Committee can vote to temporarily move the meetings to a different day, notice shall be given at least seven (7) days before the date of the meeting that will be rescheduled. Agendas will be posted seven (7) days prior to the meeting date. All active members are eligible to vote at all membership meetings. A special meeting may be called by any member of the Executive Management Committee; notice shall be given at least seven (7) days before the date of the meeting. The Executive Management Committee may go into closed session if necessary, in person or via email.

ARTICLE XII

Election of Officers/Voting Procedures

Election of officers shall be held by a quorum of The Executive Management Committee members present at the regularly scheduled May meeting. Nominations will be presented in

April and the full slate presented at the May meeting and voted on. Officers will be elected by a majority vote of those active members present. Nominees must be active members. New officers will begin their term in June.

General voting shall follow the same quorum procedure either at a regular monthly meeting or a closed session by The Executive Management Committee, either in person or via email. Any votes that take place via email shall be put into the minutes of the next scheduled regular meeting.

ARTICLE XIII

Funds Distribution

Funds raised by The Lobo Club shall be divided between athletic department donations (85%) and scholarships to graduating students (10%) with the remaining 5% being retained for operating expenses of the club. The same breakdown will apply to funds raised by sub-committees for individual sports through committee fundraisers and sponsorships. Funds raised through concessions and merchandise sales distributed at the end of sport seasons shall be paid at a rate of 25% of gross sales. Donations to the athletic department will follow the Booster Club Guidelines for Hays CISD.

Historically concession sales operate at a profit margin around 50%. The profit calculation of concessions and merchandise sales can not take place until the end of the fiscal year unless extensive inventory and bookkeeping are performed throughout the year, which would be difficult to perform under normal operations. The funds distribution of 25% of gross sales represents half (50%) of the projected profit from concessions with the remaining half (50%) broke down as follows, 10% to the scholarship fund, 5% retained for operating expenses and 35% retained until the end of the fiscal year to ensure uncontrollable events, i.e. loss of merchandise (due to power outages, spoiled goods & theft), loss of funds (due to theft) and global pandemics, do not have a negative impact on the profitability of the booster club. After the end of year profit calculations are performed, the remaining profits shall be distributed to the athletic department.

ARTICLE XIV

Scholarship Requirements and Selection

Requirements – To be eligible for consideration for a Lobo Club scholarship a student or students parent/guardian must be a member of The Lobo Club during the students senior year and the student be a Varsity Athlete, trainer or student manager of a team at Lehman that is managed by the schools Athletic Coordinator.

Selection – The scholarship committee shall select, from applicants that meet the requirements, one or more scholarship recipients. With consideration given to GPA, class rank, student essay and active volunteering by the student or students parent/guardian with The Lobo Club.

ARTICLE XV

Amendments

These bylaws may have revisions or amendments proposed at any membership meeting. Changes should be submitted to the President prior to the meeting so that it may be communicated to the membership prior to a vote being taken. Article XI voting procedures will be followed to vote on bylaws revisions or amendments.

Amendment Paragraphs

The “Lobo Club Bylaws” is the creating document for the organization The Lobo Club. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations qualifying as an exempt organization from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future Federal tax code. Upon the 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 principle office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Due to the Pension Protection Act of 2006, we must prepare a paper or electronic Form 990 (or Form 990-EZ), Return of Organization Exempt from Income Tax for tax periods ending after August 17, 2006, even though if our annual gross receipts are normally \$25,000 or less. This is relevant to our organization since we are an Internal Revenue Code (IRC) Section 509 (a) (3) supporting organization.

Definitions:

Active Member – State of being a paid member within current fiscal year.

Fiscal – Having to do with the public treasury or revenues; of or relating to financial matters.
Quorum – The minimum number needed for form a majority of the currently filled members of The Executive Management Committee. (I.e. 6 of 10, 5 of 9, 5 of 8, etc...)

Revisions Record:

2007 – Article III Membership, Article VII Executive Management Committee, Article IX Meetings

2008 – Article V Fiscal Year, Article VIII Duties of Executive Management Committee, Article IX Meetings and Article X Elections Voting.

2009 – Article III, Article VII Executive Management Committee, Article VIII Duties of the Executive Management Committee, Article X Elections Voting.

2013 – All articles, except Article II and Article XIII

2017 – All articles, except Article I, Article II, Article III, Article IV and Article V

2019 – Article V Fiscal Year, Article VI Mailing Address and Article XIV Definitions

2020 – All articles except Article I, Article II, Article III, Article IV, Article V & Article VI

Amended and approved __/__/____:
