

The Lobo Club

Bylaws



P.O. Box 2461
Kyle, TX 78640
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THE LOBO CLUB

Lehman High School Athletic Booster Club Bylaws

ARTICLE I | NAME OF THE ORGANIZATION

The name of this organization shall be **THE LOBO CLUB**, also known as the Lehman High School Athletic Booster Club.

ARTICLE II | PURPOSES OF THE ORGANIZATION

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, DUES, VOTING RIGHTS, & FISCAL YEAR

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 “active.”
- No one shall be entitled to participate in the affairs of THE LOBO CLUB or hold office except members in *good standing*.
- The Executive Board Members shall set the annual dues for each member annually.
- Membership shall be made available without regard to race, color, creed, sexual orientation, or national origin.

DUES & VOTING RIGHTS

- Membership fees shall be set annually by THE LOBO CLUB Executive Board Members. The term of membership will be from August 1 to July 31 of each year.
- Only THE LOBO CLUB Executive Board Members who have paid dues for the current membership year may participate in business decisions of THE LOBO CLUB Executive Board Members.
- Individual voting members shall pay an annual membership fee which will entitle the voting member to one vote per agenda action item. *INDIVIDUAL MEMBERSHIP - \$25.00*
- Family voting members shall pay an annual membership fee (maximum of 2 members per family membership) which will entitle the family voting members to one vote each per agenda action item. All voting member names shall be listed on the membership forms when dues are paid to THE LOBO CLUB. *FAMILY MEMBERSHIP - \$40.00*
- Members must be present to vote on any business being conducted for THE LOBO CLUB. No voting proxies will be allowed. [Meetings can be held virtual or in person]
- If there is a conflict of interest, business members and/or HHS employees shall abstain from voting and must be noted on the meeting minutes.

FISCAL YEAR

The fiscal year of THE LOBO CLUB shall begin on August 1 to July 31 of each year.

ARTICLE IV | POLICIES OF THE ORGANIZATION

THE LOBO CLUB shall seek to cooperate with the school board and administrators under the guidelines and policies of the Hays Consolidated Independent School District, Lehman High School, and the University Interscholastic League [UIL] and shall not seek to direct the administrative activities of the school nor to control its policies.

ARTICLE V | MEETINGS

Membership (open to all) meetings shall be held on monthly (or as needed) during the school year. Executive Board Member meetings shall be held quarterly. A special meeting may be called by any member of the Executive Board and notice shall be given at least two (2) days before the date of the meeting. The Executive Board Members may go into closed session, if necessary, in person, or virtual, or via email. All meetings can be held via EMAIL, ONLINE, or IN PERSON.

ARTICLE VI | MAILING ADDRESS

The permanent mailing address of THE LOBO CLUB is P.O. Box 2461, Kyle, Texas 78640.

ARTICLE VII | EXECUTIVE BOARD MEMBERS & COMMITTEES | TERM OF OFFICE

The Executive Board shall consist of the offices of:

- President
- Vice President of Membership
- Secretary
- Treasurer
- Committee Chairperson(s)

The Committees shall consist of the following chairs:

- Committee Chair of Concessions
- Committee Chair of Events
- Committee Chair of Sports
- Committee Chair of Sponsorships & Fundraisers
- Committee Chair of Lobo Swag
- Committee Chair of Scholarships
- Committee Chair of Publicity & Social-Media

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 and/or designee 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 or more if there are no volunteer successors; 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

The term of membership will be from August 1 to July 31 of each year. Committee Chairperson(s) & Committee Chairs can be appointed by Executive Board Members as needed and may serve a subsequent year with a maximum term of three (3) years. *ALL BOARD MEMBERS AND COMMITTEE CHAIRS SHALL DELIVER TO THEIR SUCCESSORS ALL OFFICIAL MATERIAL WITHIN THIRTY (30) DAYS FOLLOWING THE MEETING IN WHICH NEW OFFICERS WERE ELECTED.*

ARTICLE VIII | DUTIES OF EXECUTIVE BOARD MEMBERS & COMMITTEE CHAIRS

The Executive Board duties are to preserve order, enforce the Bylaws and exercise supervision of THE LOBO CLUB's affairs. 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. 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 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.

EXECUTIVE BOARD MEMBER DUTIES

PRESIDENT- Duties of the President shall be as follows:

- To preside at all meetings of THE LOBO CLUB and all meetings of The Executive Board.
- To institute meetings of The Executive Board monthly, and as deemed necessary.
- To be an ex-officio member of all committees except the Nominating Committee.
- To co-sign checks with Treasurer, or Vice President, or other Executive Board Member (must be voted to be signer at beginning of term) if Treasurer is unable to sign as primary signatory.
- To collaborate with Treasurer on deposits and custody of all funds belonging to THE LOBO CLUB. Bank statements must be reviewed monthly with the Treasurer.
- The Treasurer & The President shall be responsible for maintaining up to date bank signature cards listing current officers authorized to sign on the accounts and removing officers no longer serving the organization.
- To identify, appoint and assist all Committee Chairs to Committees as established by the Executive Committee. To assist with appointment of members to all committees.
- To submit to the appropriate district personnel (Athletic Coordinator & Athletic Director per Hays CISD Booster Club Guidelines) the following: ***Booster Club Information Sheet, list of the club's planned activities and fundraisers for the following school year, copy of the current organizational bylaws, copy of the annual financial statement, and copy of the organization's IRS filing.*** (Required by HCISD each fall.)
- Other duties as mutually agreed.

VICE PRESIDENT of MEMBERSHIP- Duties of the Vice President of Membership shall be as follows:

- The duty of the Vice-President of Membership is to preside at meetings and assist the President in all duties.
- To keep membership records and have available for verification of voting rights. (This includes accurately tracking all yearly membership records and payments of dues in coordination with the Treasurer.)
- Preparation and updating of the General Directory of the membership.
- Responsible for all members and volunteers to be established (approved) in Hays CISD VIPS (Volunteers in Public Schools) program including volunteer hours.
- Assist all other Executive Board Members in all duties.
- Oversight of all events and committees.
- Resource for all rules/guidelines.
- Other duties as mutually agreed.

ARTICLE VIII | DUTIES OF EXECUTIVE BOARD MEMBERS & COMMITTEE CHAIRS

SECRETARY- Duties of the Secretary shall be as follows:

- To attend all meetings of THE LOBO CLUB and all meetings of The Executive Board.
- To record the minutes of all meetings of THE LOBO CLUB, and all minutes of The Executive Board meetings.
- To perform correspondence duties, as necessary.
- To ensure the posting to the website the draft minutes of the previous meeting and provide notification via email or social media of upcoming meetings and the agenda.
- Other duties as mutually agreed.

TREASURER- Duties of the Treasurer shall be as follows:

- To attend all meetings of THE LOBO CLUB and all meetings of The Executive Board.
- To create, with collaboration from The Executive Board, each annual budget. The budget for the next school year shall be presented to the general membership for adoption by the voting members at the last THE LOBO CLUB meeting of each school year. To collaborate with President on deposits and custody of all funds belonging to THE LOBO CLUB. Bank statements must be reviewed monthly with the President.
- To keep a full and accurate account of the receipts and expenditures of THE LOBO CLUB.
- To make disbursements as authorized.
- To present a financial statement at each meeting of THE LOBO CLUB, The Executive Board, and at other times when requested.
- To sign all checks with the President or Vice President of Membership or designated Executive Board Member acting as cosigners for amounts over \$500 with approval of 2 other Executive Board Members via the purchase request form and process.
- Check amounts for \$500 and under may be signed by the one signer with approval of 2 other Executive Board Members via the purchase request form and process.
- To follow and to assist other THE LOBO CLUB Officers and members in following appropriate financial standards and procedures including but not limited to the procedures outlined in the attachment to these By-Laws.
- The Treasurer & The President shall be responsible for maintaining up to date bank signature cards listing current officers authorized to sign on the accounts and removing officers no longer serving the organization.
- To submit accounts annually for audit by a committee of three (3), to be appointed by the President. The committee will make a written report of its findings and submit to The Executive Board.
- To complete financial information for taxes, and file the tax return each year by the due date.
- Review tax return with President prior to filing. Make copy of tax return and forward to THE LOBO CLUB President (for submission to the District's Director of Student Programs and the Athletic Coordinator).
- Other duties as mutually agreed.

COMMITTEE CHAIRPERSON(S)- Duties of the Committee Chairperson(s) shall be as follows:

- To attend all meetings of THE LOBO CLUB and all meetings of The Executive Board.
- Liaison to all Committee Chairs and Executive Board Members.
- Assist with all Committee Chairs in routine business.
- Uphold/Maintain all rules, guidelines, and procedures within Committees.
- Other duties as mutually agreed.

ARTICLE VIII | DUTIES OF EXECUTIVE BOARD MEMBERS & COMMITTEE CHAIRS

COMMITTEE CHAIR of CONCESSIONS- Duties of the COMMITTEE CHAIR of CONCESSIONS shall be as follows:

- Coordinate procurement and stocking of concessions for all sports and events.
- Maintain sufficient inventory, keep concessions clean and in working order with assistance from Lehman HS designee.
- Liaison to Committee Chair of Sports (for each sport) to help coordinate the scheduling, opening, and closing of concessions. [Staffing of each concession event is the responsibility of each sport coordinated with their sport coordinator and/or coaches]
- Acts as a resource for all concessions inquiries, etc.
- All purchases for concessions must be approved by 2 other Executive Board Members via the purchase request form and process.
- Other duties as mutually agreed.

COMMITTEE CHAIR of EVENTS- Duties of the COMMITTEE CHAIR of EVENTS shall be as follows:

- To attend meetings with agendas that include EVENTS.
- Project Manager of all Athletic Events (not including games) [banquets, kick-offs, pep-rallies, picture days, family days, parent meetings, etc.]
- All purchases for events must be approved by 2 other Executive Board Members via the purchase request form and process.
- Other duties as mutually agreed.

COMMITTEE CHAIR of SPORTS- Duties of the COMMITTEE CHAIR of Sports shall be as follows:

- Parent of an athlete of a specific sport.
- Require 1 parent for EACH SPORT.
- To attend meetings during the season of the specific sport.
- Assist with passing communications and updates to and from The Lobo Club.
- Coordinate concession workers with the Committee Chair of Concessions.
- Assist The Lobo Club & the specific sport's coaches with other needs during the sport season.
- Other duties as mutually agreed.

COMMITTEE CHAIR of SPONSORSHIPS & FUNDRAISERS- Duties of the Committee Chair of Sponsorships & Fundraisers shall be as follows:

- To attend meetings with agendas that require information regarding sponsorships & fundraisers.
- Responsible for coordinating additional fundraisers (above concessions) for The Lobo Club.
- Responsible for all sport fundraisers to include approval process, communicating rules, expectations, and guidelines that fall in line with HAYS CISD, UIL, & Lehman High School Fundraising Policies.
- Keep in constant communication with The Lobo Club of fundraising activities via online documentation provided.
- Other duties as mutually agreed.

COMMITTEE CHAIR of LOBO SWAG- Duties of the Committee Chair of LOBO SWAG shall be as follows:

- To attend meetings with agendas that require information regarding LOBO SWAG (soft goods, spirit items, and other sport related gear).
- Responsible for procurement, selling, and inventory of all LOBO SWAG.
- Procurement approval required of 2 other Executive Board Members via the purchase request form and process.
- Responsible for daily deposits including receipts and other record keeping of sales.
- Keep in constant communication with The Lobo Club of LOBO SWAG activities via online documentation provided.

- Other duties as mutually agreed.

ARTICLE VIII | DUTIES OF EXECUTIVE BOARD MEMBERS & COMMITTEE CHAIRS

COMMITTEE CHAIR of SCHOLARSHIPS- Duties of the Committee Chair of Scholarships shall be as follows:

- Responsible for oversight of scholarship committee.
- A scholarship committee shall be formed at the March meeting each year to review the scholarship applications and determine that year's scholarship recipients, and selection criteria, one member of the Executive Board is required to be a member of the scholarship committee.
- Responsible for determining the eligibility of student/athletes who apply for THE LOBO CLUB SCHOLARSHIP.
- Responsible for determining the parent of student/athletes who apply are in good standing to include membership dues and 40 volunteer hours maintained in the Hays CISD VIPs system (Volunteers in Public Schools).
- Responsible for communication and overseeing the process with Lehman High School Counselors and THE LOBO CLUB.
- Responsible for all online documentation for the scholarship process provided by THE LOBO CLUB.
- Other duties as mutually agreed.

COMMITTEE CHAIR of PUBLICITY & SOCIAL MEDIA- Duties of the Committee Chair of Publicity & Social-Media shall be as follows:

- Responsible for maintaining THE LOBO CLUB website.
- Responsible for disseminating information, rules, guidelines, expectations, etc. to the members, volunteers, coaches, etc.
- Responsible for oversight of ALL social media that includes THE LOBO CLUB to include monitoring public perception/interpretation.
- Responsible for reporting to the president all concerns regarding THE LOBO CLUB & our athletes.
- Other duties as mutually agreed.

ARTICLE IV | ELECTION OF EXECUTIVE BOARD MEMBERS & COMMITTEES

Election of officers shall be held by a quorum of The Executive Board 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. Board Members 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.

The Executive Board Members 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 Board Members. Said committees shall be established and staffed to effect and further the purpose for which THE LOBO CLUB was organized.

ARTICLE X | VOTING PROCEDURES

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

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 | FUNDS: EXPENSES, DISTRIBUTION, INCOME

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 cannot 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.

PROCUREMENT/PURCHASING:

- All procurement/purchasing must be approved by 2 Executive Board Members via the purchase request form and process.
- Receipts must be submitted within 3 days of procurement/purchasing.
- Receipts must be detailed and cannot INCLUDE TAX as we are tax exempt.
- All expenses must be recorded by treasurer on the monthly statement and must include a receipt as a backup document.
- Reimbursements require PRE-APPROVAL via the purchase request form and process.

INCOME:

- Fundraisers, donations, sponsorships, Lobo Swag, Football Parking, Membership Dues, concessions etc. are types of income.
- All income must be deposited within **2 days of receipt** and must accompany a deposit slip (3-part carbon).
 - 1- Goes to Treasurer
 - 1- Goes to President
 - 1- Goes with deposit into safe

*****FAILURE TO COMPLY WITH ALL EXPECTATIONS REGARDING FUNDS WILL RESULT IN IMMEDIATE DISMISSAL FROM ASSIGNED or VOTED DUTIES and POSSIBLE DETERMINATION OF NON-RENEWAL MEMBERSHIP STATUS*****

ARTICLE XII | CONCESSIONS RULES & INFORMATION

- Must be an approved VIP through Hays CISD Volunteers in Public Schools and wear VIP ID that is provided.
- Only pre-approved students can work concessions and only 2-3 students per event.
- No children allowed in concessions.
- Volunteers are allowed 1 food item and 1 drink item per day worked.
- All cash register workers must be an ADULT (no students or children handling money).
- All workers my wash hands thoroughly and wear gloves when handling food.
- All workers are to report to Lobo Club designated member for questions, duty, etc.
- All hours worked must be reported through the Hays CISD Volunteers in Public Schools system; please see the Committee Chair of Concessions for reporting process.
- Concessions accepts credit cards, Apple Pay, Google Pay, cash, and debit cards ONLY- NO CHECKS!

ARTICLE XIII | CONFLICT OF INTEREST & COMMITMENT

We, the undersigned Executive Board Members and Committee Chairs, have read and agree to abide by THE LOBO CLUB Conflict of Interest Policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as Executive Board Members and Committee Chairs and will require the immediate return of all THE LOBO CLUB property, documents and materials belonging to this THE LOBO CLUB.

The Executive Board Secretary shall obtain the appropriate signatures on this form, make a copy of the form(s) for all signers if requested and keep the signed originals with the Secretary of THE LOBO CLUB.

Members of THE LOBO CLUB Executive Board and Committee Chairs serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to THE LOBO CLUB. Executive Board and Committee Chairs shall conduct themselves with integrity and honesty and act in the best interests of THE LOBO CLUB. Disclosure by an Executive Board and/or Committee Chair(s) of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of THE LOBO CLUB and protection of everyone. In consideration of THE LOBO CLUB, for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our THE LOBO CLUB bylaws, the policies, positions, procedures, purposes, and mission Statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and/or extended family conflicts of interest with THE LOBO CLUB issues, decisions, and funds are involved.
3. Not misuse THE LOBO CLUB's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted THE LOBO CLUB programs, projects, and activities.
4. Refrain from making slanderous or defamatory comments regarding any individual or organization.
5. Follow THE LOBO CLUB, UIL, Lehman High School, and Hays CISD guidelines for fund-raising.
6. Abide by the following conflict of interest policy:

Executive Board and/or Committee Chair(s) and/or their families shall not use their relation to THE LOBO CLUB for financial, professional, business, employment, personal, and/or political gain.

A conflict of interest exists when an Executive Board and/or Committee Chair(s) would have to participate in the deliberation or decision of any issue of THE LOBO CLUB while, at the same time, Executive Board and/or Committee Chair(s) and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside THE LOBO CLUB that could predispose or bias Executive Board and/or Committee Chair(s) to a particular view, goal, or decision. Executive Board and/or Committee Chair(s) shall declare to the officers of THE LOBO CLUB conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of THE LOBO CLUB and their and/or their extended families' financial, professional, business, employment, personal and/or political interests.

When a conflict of interest is declared, Executive Board and/or Committee Chair(s) shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote. The minutes of the meeting shall reflect that a conflict of interest was declared.

All members of Executive Board and/or Committee Chair(s) will document their agreement with this Conflict-of-Interest Policy by signing the LEHMAN HIGH SCHOOL ATHLETIC BOOSTER CLUB CONFLICT OF INTEREST AGREEMENT found at the end of these by-laws. By signing, all Executive Board and/or Committee Chair(s) indicate that they have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as Executive Board and/or Committee Chair(s) and will require the immediate return of all THE LOBO CLUB property, documents and materials belonging to THE LOBO CLUB.

ARTICLE XIV | PARLIAMENTARY AUTHORITY

Roberts Rules of Order, latest edition shall govern in all cases, when not in conflict with these By-Laws.

<https://robertsrules.com/>

ARTICLE XV | SCHOLARSHIP REQUIREMENTS & GUIDELINES

Scholarship Requirements, Selection & Eligibility:

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 student's senior year and the student be a Varsity Athlete, trainer, or student manager of a team at Lehman that is managed by the school's Athletic Coordinator.

Selection – The scholarship committee (selected in March of the current year) 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. The scholarship committee shall set selection criteria for each year's applicants in March of the current year.

Eligibility- The student/athlete must have 20+ volunteer hours for the Lobo Club and must be a paid member.

Guidelines- Students awarded THE LOBO CLUB scholarships must provide proof of enrollment before funds are distributed. The deadline for requesting scholarship payment will be established by the scholarship review/selection committee each year but will be no later than May 15 of the following school year. This deadline will be clearly communicated to scholarship recipients at the time of the award.

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 X 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 propoganda, 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 principal 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.

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 Board Members, 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

2023- Amended ALL BY LAWS (re-written to address lack of involvement, changes in duties, more detailed rules/duties, & expectations.

APPROVED 2023 changes: ____/____/2023

LEHMAN HIGH SCHOOL ATHLETIC BOOSTER CLUB CONFLICT OF INTEREST AGREEMENT

The Executive Board Secretary shall obtain the appropriate signatures on this form, make a copy of the form(s) for all signers if requested and keep the signed originals with the Secretary of THE LOBO CLUB.

Members of THE LOBO CLUB Executive Board and Committee Chairs serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to THE LOBO CLUB. Executive Board and Committee Chairs shall conduct themselves with integrity and honesty and act in the best interests of THE LOBO CLUB. Disclosure by an Executive Board and/or Committee Chair(s) of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of THE LOBO CLUB and protection of everyone.

In consideration of THE LOBO CLUB, for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our THE LOBO CLUB bylaws, the policies, positions, procedures, purposes, and mission Statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and/or extended family conflicts of interest with THE LOBO CLUB issues, decisions, and funds are involved.
3. Not misuse THE LOBO CLUB's federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted THE LOBO CLUB programs, projects, and activities.
4. Refrain from making slanderous or defamatory comments regarding any individual or organization.
5. Follow THE LOBO CLUB, UIL, Lehman High School, and Hays CISD guidelines for fund-raising.
6. Abide by the following conflict of interest policy:

Executive Board and/or Committee Chair(s) and/or their families shall not use their relation to THE LOBO CLUB for financial, professional, business, employment, personal, and/or political gain.

A conflict of interest exists when an Executive Board and/or Committee Chair(s) would have to participate in the deliberation or decision of any issue of THE LOBO CLUB while, at the same time, Executive Board and/or Committee Chair(s) and/or his/her extended family has financial, professional, business, employment, personal and/or political interests outside THE LOBO CLUB that could predispose or bias Executive Board and/or Committee Chair(s) to a particular view, goal, or decision. Executive Board and/or Committee Chair(s) shall declare to the officers of THE LOBO CLUB conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of THE LOBO CLUB and their and/or their extended families' financial, professional, business, employment, personal and/or political interests.

When a conflict of interest is declared, Executive Board and/or Committee Chair(s) shall not use his/her personal influence of position to affect the outcome of this vote and shall leave the room during deliberations and the vote. The minutes of the meeting shall reflect that a conflict of interest was declared.

All members of Executive Board and/or Committee Chair(s) will document their agreement with this Conflict-of-Interest Policy by signing the LEHMAN HIGH SCHOOL ATHLETIC BOOSTER CLUB CONFLICT OF INTEREST AGREEMENT.

By signing, all Executive Board and/or Committee Chair(s) indicate that they have read and agree to abide by this policy and understand that the failure to adhere to the above guidelines may result in the termination of the undersigned as Executive Board and/or Committee Chair(s) and will require the immediate return of all THE LOBO CLUB property, documents and materials belonging to THE LOBO CLUB.

PRINTED NAME:

LOBO CLUB MEMBERSHIP/CHAIR TITLE:

DATE:

SIGNATURE: