

**Lobo Club**  
**Lehman High School Athletic Booster Club**  
**By Laws**

**ARTICLE I – Name**

The name of this organization shall be **THE LOBO CLUB** (the "Association").

**ARTICLE II – Purpose**

This Association 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**

1. Any person shall be eligible for membership in this Association. Only members who are 18 years of age or older shall be entitled to one vote at General Membership meetings.
2. 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 "in good standing." Membership is per school year period. Membership is renewed each school year.
3. No one shall be entitled to participate in the affairs of this Association or hold office therein except members in good standing.
4. Any person shall be denied membership, or may be removed from membership due to just cause, by the executive board.

**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 Association 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 this association is P.O. Box 1629, Kyle, Texas 78640.

## **ARTICLE VII - Executive Management Committee**

1. An Executive Management Committee shall consist of the offices of President, Vice-President, and Vice-President of Membership, Treasurer, Secretary, Merchandise Coordinator, Ways and Means Chair Committee and Parliamentarian. Except for the positions of President and Vice-President, positions may be filled with one or more persons but no one can hold more than 1 position per fiscal year.
2. The Principal and Athletic Director will serve as an advisory capacity of the Lobo Club.
3. The Executive Management Committee must be voted on by the membership (see Article X). The term of office shall be for a period of one year or until successors are elected and qualified. Any Executive Management Committee member may serve a subsequent year with a maximum term of 3 years.
4. An Executive Management Committee member may hold a different office in subsequent year.
5. In case a vacancy occurs among the Executive Management Committee, the remaining members of the Executive Management Committee shall elect a successor to serve during the unexpired term of the office vacated or the office can remain vacant until the subsequent year. In the interim of that vacancy the Vice-president will assume those duties.

## **ARTICLE VIII - Duties of Executive Management Committee**

The Executive Management Committee duties are to preserve order, enforce the Bylaws and exercise supervision of the Association's affairs generally. The Executive Management Committee will decide all questions of the procedure and order for the Association; 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 Management Committee.

The duties of the elected officers shall be:

1. **President** shall preside at all meetings of the organization. Facilitate the formation of committees and seek nominees for committees. Shall serve as an ex-officio member of all committees.
2. **Vice-President** shall preside at all meetings in the absence of the President. To assist other officers of the association with their duties. If a vacant position occurs the Vice-President will conduct those duties in the interim of finding a replacement.
3. **Vice-President of Membership** shall be responsible for the 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 Management Committee.

4. **Secretary** shall:
  - a. Keep a full and correct record of all proceedings of the association and have charge of all records of the Association, except those records and duties considered to be financial.
  - b. Receive all communications, conduct the correspondence, and shall mail all reports, bulletins, and notices, keeping a correct record of all the foregoing; and
  - c. Perform any and all additional duties which may be delegated by the Executive Management Committee.
5. **Treasurer** shall:
  - a. Keep a full record of all financial transactions.
  - b. Ensure that all dues and funds are deposited, within a 48 hour period after acquiring the funds.
  - c. Keep a full, true and correct record of all funds and all financial transactions of the Association, and shall render a complete report thereof, to the Association at least monthly or more often as required by the Executive Management Committee.
  - d. Ensure that an audit is completed in May prior to new officers taken over.
  - e. Ensure all expenditures must be by (1) evidenced by a receipt or other documentation approved by the Treasurer and (ii) approved in writing by one of the Presidents, 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.
  - f. Co-sign all checks issued by the organization
  - g. Ensure all checks and allocations of funds have two signatures.
6. **Merchandise Coordinator** shall organize the purchase of Lobo merchandise approved by the Executive Management Committee, obtain adequate merchandise and maintain inventory, within the budget approved by the Association.
7. **Ways and Means Chair** shall:
  - a. Organize, purchase and obtain adequate supplies approved by the Executive Management Committee, to operate any athletic event such for concessions within the budget approved by the Association and
  - b. Coordinate volunteers for such events.
8. **Parliamentarian** shall:
  - a. Maintain the order of discussions and proceedings of all meetings.
  - b. Ensure that voting is conducted accurately and maintain records accordingly.
  - c. Refer to Robert's Rule of Order to conduct and maintain order of all meetings.

**The Executive Management Committee** shall also:

1. Be responsible for developing a budget, social functions, and all other planned projects and activities of the Association.
2. Conduct routine business of a continuing nature.
3. Nominate the officers of the Association including the members of the Executive Management Committee
4. Solicit membership.
5. Shall be the governing body of the Association 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 Association and shall constitute the representatives of the Association.

#### **ARTICLE IX – Meetings**

1. General membership meetings shall be held on the first Monday of the month during the months of August - May of the following year at 6:30 p.m. June and July will be held for Executive Board Members.
2. The quorum for all general membership meetings shall be those in attendance at the regularly scheduled meeting.
3. Special meetings or events of the membership shall be held from time to time as may be determined by the Association or Committee Chair.
4. Committees will schedule their meetings as needed and agreed upon by the members of that committee.
5. Special meetings of the Executive Management Committee may be called by any current Committee Chair, and such special meetings to be held at the time and place designated in the call and notice thereof; which notice shall be given to the Committee members not less than seven (7) days before the date of the meeting.
6. A majority of the members then constituting the Executive Management Committee shall constitute a quorum for any meeting of the Board.
7. The President shall received agenda items for the general meetings up to 3 days prior to the general meetings, and communicate the agenda to the general membership prior to the meetings.

#### **ARTICLE X - Elections**

1. Elections will be held by a quorum of the members at a regularly called meeting.
2. A quorum of the members shall be a majority of the members attending a regularly called or specially called meeting of the Association.
3. Voting conducted by the Executive Management Committee may be through regular, special called meeting and consist of a quorum of the Executive Management Committee.
4. Nominations will be held in April.
5. Nominated members must agree to run before their names are listed on a ballot.

6. Nominees must be members in good standing.
7. A special meeting may be called by the President, if necessary to approve the slate of nominees.
8. The approved slate of officer will be presented at the May meeting.
9. Voting will take place at the May meeting.
10. Officers will be elected by a majority vote of those members present and in good standing.
11. Each member shall have one (1) vote.
12. There will be a joint Executive Management Committee meeting between all new and outgoing officers within 30 days of election. This meeting will serve as the June Executive Board meeting. New Officer will begin their term at the June meeting.

### **ARTICLE XI – Committees**

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

### **ARTICLE XII – Amendments**

1. These By-Laws may have revisions, changes or amendments proposed at any Executive Management Committee meeting, regular or special, and proposed changes may be submitted by any member in good standing.
2. A copy of the proposed revision, change, or amendment may be published in either the newsletter or separately, and
3. Shall be communicated to each member in good standing.
4. Article X, voting procedures will be followed to vote on By-Laws revisions, changes, 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 it's 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 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.

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:***

***Membership*** - The 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.

**Revisions Record:**



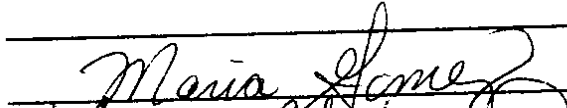

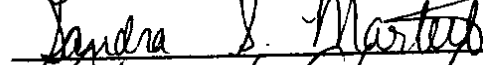



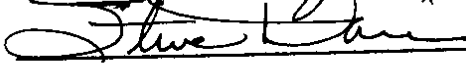
2007 - Article III Membership, Article VII Executive Management Committee, Article IX Meetings

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.

2009 May – Complete review and revision, including formatting changes.

**Amended & Approved: 2/9/2009**

	President: John "Nick" Martell
	Vice President: Nora Robles
_____	Vice President Memberships:
	Secretary: Maria Gomez
	Treasurer: Laura Chabarria
	Merchandise Coordinator: Sandy Martell
	Ways and Means: Edward Chabarria
	Parliamentarian: Julius Lehman
	Principal: Elsa Hinojosa
	Athletic Director: Steve Davis