

LANGHAM CREEK ATHLETIC BOOSTER CLUB CONSTITUTION AND BY-LAWS

ARTICLE I – NAME

The name of this organization shall be Langham Creek Athletic Booster Club (hereinafter referred to as “LCABC”).

ARTICLE II – OBJECTIVES

1. To provide support for all the athletic programs at Langham Creek High School; To assist in providing equipment desired by the coaching staff, that is not provided by the school district; To provide necessary funds for the sports banquets which honor student athletes; To fund scholarships to deserving graduating senior athletes; To promote Langham Creek athletics in the community through the sale of promotional items, special events and media.
2. Purpose Clause: Langham Creek Athletic Booster Club is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code
3. Legislative or Political Activities: No substantial part of the activities of Langham Creek Athletic Booster Club shall be the carrying of propaganda or otherwise attempting to influence legislation and Langham Creek Athletic Booster Club 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.
4. Operational Limitations: Notwithstanding any other provisions of these articles, Langham Creek Athletic Booster Club shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal Income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or by corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provision on any future United States Internal Revenue Law)
5. Dissolution Clause: Upon Dissolution of Langham Creek Athletic Booster Club, Langham Creek Athletic Booster Club shall, after paying or making provisions for the payment of all the liabilities of Langham Creek Athletic Booster Club, dispose of all the assets of Langham Creek Athletic Booster Club exclusively for the purposes of Langham Creek Athletic Booster Club in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of Langham Creek Athletic Booster Club 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 purpose.

ARTICLE III-MEMBERSHIP AND DUES

1. Any person in good standing with the LCABC and Langham Creek High School interested in the objectives of this organization may become a member upon payment of dues.
2. Membership becomes automatic upon payment of dues. However, to have voting rights in the organization, the parent /guardian must have a student that is currently active in the program. Anyone else may be a member, but only as a volunteer without voting rights.
3. Membership for any person joining the LCABC after April 1st will be considered members for the upcoming school year.

ARTICLE IV-OFFICERS AND THEIR ELECTION

1. The Executive Officers and Board of LCABC shall consist of the following: Co-President, Co-President, Vice President, Membership, Secretary and Treasurer.
2. No person shall serve in the same office more than one consecutive term, unless a motion is made and a vote taken in the **best interest of LCABC** to make a specific exception.

The following board positions shall be elected in the spring at the April LCABC meetings and the new officer taking position after the May Meeting:

President
Vice President
Membership
Secretary
Treasurer
VP - Concessions

3. Officers shall be elected by voice, unless there are nominations from the floor, in which case the vote shall be by ballot. Names will be placed into nomination for positions during the MARCH LCABC meeting for the spring election and voting shall take place at the APRIL LCABC meeting, respectively.

Nominations will be presented by a five (5) member nomination committee consisting of the President as chairman, the Athletic director, one other Executive Board Member and two members at large. Whenever possible, effort should be made to have each class represented on the committee.

4. Should there be more than one candidate running for the same office, each candidate will be entitled to a 1-minute oral presentation before voting is conducted, in order to introduce

themselves to the voters. This time is not intended for candidates to speak negatively about their competitor(s).

5. Nominations from the floor may be made provided prior consent is obtained from the prospective nominee.
6. A vacancy occurring in an office prior to the next election of officers shall be filled by a vote of the Executive Board.

ARTICLE V- DUTIES OF OFFICERS

1. The President shall preside at all meetings of LCABC. The President shall be a member ex-officio of all committees. The President shall act as representative of LCABC with administrations of the school, school district, and other related organizations. The President may perform other duties as may be pertaining to the office.
2. The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence.
3. Membership shall be responsible for procuring and maintaining membership records.
4. The Secretary shall keep a record of all LCABC meetings and By-laws, conduct general correspondence, notify members of meetings, submit Lobo Blast to members, and is well informed of By-Laws.
5. The Treasurer shall be custodian of all LCABC funds and all disbursements of those funds under the guidelines listed below.
 - a. Expenditures in excess of budgeted amounts will not be expended without board approval.
 - b. Receipts and details of the reason for expenditures must be presented to the Treasurer for reimbursement. No cash advances without prior approval of the LCABC Executive Board.
 - c. Monthly financial statements shall be prepared by the Treasurer and presented for approval by members at the LCABC meeting. All accounts shall be reconciled monthly.
 - d. The signatures of the Co-President and Treasurer are to be maintained on file at the financial institutions where accounts are maintained.
 - e. The Treasurer will be required to keep current and accurate ledgers showing all financial transactions of LCABC. At the end of the term, the outgoing Treasurer will be responsible to see that: (1) the LCABC tax returns are completed, and (2) ensuring the proper filings are made as may be required by any local, state or federal authority. In compliance with District Policies, the Treasurer will provide to a team of independent auditors, all accounting books and records necessary for a review and/or audit.

- f. In order to properly construct an efficient LCABC Operating Budget, the treasurer will review with the Athletic Director prior to the 1st LCABC meeting after school begins all requests from coaches for the purchase of item(s) related and necessary to their sport. Budget should be presented to membership for approval.
 - g. Any request for the LCABC to: (1) purchase athletic equipment or supplies, or (2) reimburse for athletic purchases made, must first be reviewed by the Athletic Director. The Executive Officers are allowed to approve expenses up to \$5,000 of items, maintenance & repairs requested by the Athletic Department. Expenses greater than \$5,000 should be presented to the full Executive Board for review before it is presented to the LCABC membership and voted on. Only those purchases will be approved which will further enhance or assist coaches, or the department, of the Langham Creek Athletic Program
 - h. Disbursement shall be prepared as following:
 - All expenses not budgeted must be approved.
 - One signature for approved monthly meeting requests.
 - One signature for requests and misc. expenses of receipts not pre-approved and under \$500. The president will be informed of such expenses before the disbursements are prepared and released. There will be no more submission of receipts per month, more than one will require 2 signatures as well as a majority approval of the Executive Board, before disbursements regardless of amount.
 - Two signatures, as well as a majority approval of the Executive Officers, are needed for requests of disbursements not pre-approved over \$500. For expenses in excess of \$5,000, approval must be obtained as outlined in Article V.5.g. above.
 - The LCABC members will be informed at the next monthly meeting of all disbursements made between meetings and that were not previously approved.
 - The Assistant Treasurer shall assist the Treasurer in bookkeeping duties. The assistant will record, receive, and deposit in a timely manner, the cash receipts from the sales of concession, souvenirs, and all fundraising activities.
6. The prior LCABC President shall serve in Mentor Position for the Current Board Members. They are present to offer advice and prior knowledge on LCABC issues. This person shall not have voting privileges for Board motions.

ARTICLE VI- MEETINGS

A regular meeting of LCABC shall be held on the second (1st) Monday night of each month. Additional meetings and/or changes in meeting times can occur with at least 7 days advance notice to members.

ARTICLE VII- EXECUTIVE BOARD

The Executive Board shall consist of the LCABC Officers and the previous LABC President. Its duties shall be to transact necessary business in preparation for regular member meetings and such other business as referred to it by LCABC, approve plans presented by the committees' chairmen and prepare reports

and agenda items for the regular member meetings. Special Executive Board meetings may be called by the President or by a majority of board members. Unless otherwise specified, all motions before the Executive Board shall pass when a majority of board members approve the motion. The Athletic Director, as sponsor, will provide the determining vote should voting results within the executive board end in a tie.

ARTICLE VIII- STANDING COMMITTEES

The Executive Officers shall create such standing committees as may be required to promote the objectives and purposes of LCABC. The chairman of such committee will be appointed at the May meeting by majority vote of the Executive Officers for a term of one year.

ARTICLE IX- AMENDMENTS

Notice of changes to the current by-laws, or the addition of new amendments, or edits of existing amendments must first be presented to the Executive Board, and may then proceed to be voted on by the qualified LCABC voting members, only after receiving a majority acceptance vote by the Executive Board. All amendments to be presented to the LCABC must be presented at a regularly scheduled meeting, with voting of acceptances to be held at the next scheduled meeting after presentation. All amendments, in order to pass and be accepted, must receive a 2/3rds approval vote from the qualified voting LCABC members present at the meeting. Upon an approval vote, the amendments may then go into immediate effect.

ARTICLE X- VOTING

Only due-paying members are eligible to vote with one vote per member.

ARTICLE XI- SCHOLARSHIP

1. Scholarships will be given to a deserving athlete provided funds are available. The scholarships will be awarded by the Langham Creek Scholarship Committee, subject to a final review and approval by the Executive Board.
2. Any LCABC member related in any way to the applicant shall be excluded from the scholarship decision making process.
3. Applicant requirements:
 - **Applicant must be a Langham Creek senior athlete, trainer, or manager of a UIL School Sanctioned Sport**
 - **Applicant must have a minimum GPA of 3.0 on a 6.0 scale**
 - **Applicant must have taken a college placement test (i.e. SAT, ACT, THEA, ASSET, or COMPASS)**

- **Any applicant receiving a full academic or athletic scholarship is not eligible**
 - **Family must be an active member in good standing of the Langham Creek Booster Club**
4. The scholarship must be used at an accredited college or trade school.
 5. Scholarship recipients must accept the award by completing all the required paperwork for payment to the college or trade school by June 30th of the calendar year in which the scholarship was awarded or the award is forfeited. The Scholarship will then be awarded to the next eligible applicant determined by the Langham Creek Scholarship Committee.
 6. Any exceptions to any of the qualifications above must be approved by a unanimous vote of the Executive Board.
 7. The LCABC Scholarship Award will be known as the Mark Jenkins Scholarship Memorial.

ARTICLE XII- FUNDRAISING

All fundraising projects must be approved by the Athletic Director and the Langham Creek High School Administration. Such fundraising projects may include but are not limited to: sale of advertising in sports programs, sale of programs, concession stand operations at all home events except football and sales of souvenir items.

ARTICLE XIII- CODE OF ETHICS

1. All member and officers will follow the current UIL guidelines in all LCABC activities. All members and officers will follow the current Cypress Fairbanks Independent School District guidelines in all LCABC activities.
2. With regards to Un-Ethical Activities, let it be defined that any person(s) that has been determined to (a) have directly or (b) be an assisted party to the person(s) directly responsible for the loss of money or products belonging to the LCABC, a loss value amount that exceeds \$200, is defined as a person(s) “not in good standing” with the LCABC.
3. Anyone designated as “not in good standing” with the LCABC, although they may continue participation in the club, may not however:
 - Hold any elected position,
 - Serve on the executive board,
 - Chair any LCABC committee,
 - Be involved with on-going decisions of the club,
 - Be allowed to be in a position to handle or be responsible for any booster club money, profits, or products,
 - Be allowed to solicit or personal profit or contract business with the LCABC

4. If any member is declared “not in good standing”, it will be the obligatory responsibility of the President of the LCABC to see that the School Principal and the Athletic Director are informed of the offense which caused the LCABC member to be classified as “not in good standing”. With the Principal’s awareness, he/she would have been properly advised so as to carefully watch the participation of the LCABC member’s participation in other school committees.
5. It will be the Executive Board’s responsibility as a group to thoroughly administer or seek due diligence in the investigation of the offense, thereby making unanimous decision, the determination whether or not notification to: (a) school district officials, and/or (b) county or local law enforcement officials, is necessary.
6. It will be by the Executive Board’s majority decision, the option to determine if they can or should initiate and offer a resolution to the offense that can be effectively administered with positive results.
7. All investigations, conversations, resolutions, and/or decisions made with the person(s) “not in good standing” are to be kept in strict confidence among the Executive Board Members, except to and unless instructed by school officials or legal professionals, or if by majority decision, an allowance is made by the Executive Board.
8. Should any outside media be involved with this negative instance, and a statement is asked for, only the Secretary or President will be the spokesperson on behalf of the LCABC. All other member of the LCABC Board are instructed to not provide any comment on the matter.
9. As the LCABC is set up legally as a non-profit 501 (c) (3) organization in Texas, there will be no refund of membership dues to the person(s) determined as “not in good standing”.
10. LCABC shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of the corresponding section of any future tax code.
11. LCABC shall not carry on any other activities, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purposes of this organization

It is hereby understood and agreed that Langham Creek Athletic Booster Club is organized and operated under the provisions of this constitution and by-laws unless and until amended or rescinded in writing.

By-Laws approved and passed for presentation to the Athletic Booster Club by the 2018-2019 Executive Board on 16 August 2018.

In 2018, Amendments to the By-Laws were made to the following articles:

ARTICLE IV – OFFICERS AND THEIR ELECTION – Amended and Approved by Executive Officers May 2018

ARTICLE VII- EXECUTIVE BOARD – Amended and Approved by Executive Officers May 2018

ARTICLE VI – MEETINGS – Amended and Approved by Executive Officers August 2018

2019-2020 LCABC Executive Board & Committees

EXECUTIVE OFFICERS and BOARD MEMBERS:

- President Joe Puccio
- Vice-President DJ Husted
- Membership Michele O’Hearn
- Treasurer Brian Satterfield
- Secretary Charity Oglesby-Barnard
- VP – Concessions Shanna Hammond
- Sponsor Todd Thompson

COMMITTEE CHAIRMAN/BOARD MEMBERS:

Outdoor Concessions	Bill Wyrick
Golf Tournament	KC Roberts / Matt Sears
Volunteer Coordinator	Stacey Perkins
Fall Programs	Jill McCall
Web Master	Charmetria House
Wolf Pack	Greg Ornstein
	Greg Wardlow
	Wayne Martin
Spirit Items	Ciji and Jarvis Shields
Indoor Concessions	Linda Hardin
Scholarships	Debra Yeang
Fundraising	Mary Ornstein/Sue Wardlow
Social Media	Tara Hall- Twitter/Instagram
	Debra Andreozzi-Facebook