

Montgomery High School Bearbackers

Bylaws

As Adopted by the Executive Board Elect

Dated: October 3, 2005 (Amended May 7, 2012)

Article 1: Name

The name of the association is the Montgomery High School Bearbackers Booster Club, Montgomery, Texas.

It will be referred to as "Bearbackers".

Article 2: Purpose

This booster club is formed by school patrons to help enrich the school's participation in interschool athletic activities. The purpose of Bearbackers is to work within the Booster Club Guidelines set by the University Interscholastic League; to encourage and support athletics and athletes and to develop a closer relationship between the administrators, coaches, parents, and athletes so that all may cooperate in the athletic programs of Montgomery ISD.

Article 3: Basic Policies

The following are basic policies of the Bearbackers:

- a. The Superintendent, through his designee, the District Athletic Director, in collaboration with campus principal, has authority over Bearbackers activities,
- b. The Superintendent is solely responsible for the UIL programs including booster clubs such as Bearbackers,
- c. Bearbackers do not have authority to direct the duties of a school district employee. The schedule of contests, rules for participation, method of earning letters and all other criteria dealing with the Interschool programs are under the jurisdiction of the local school Administrator,
- d. For day-to-day operations and consultations, the District Athletic Director is the district point-of-contact for all Bearbacker activities,
- e. All meetings are open to the public,
- f. Minutes will be taken at each meeting by the Secretary and will be available at each meeting,
- g. A treasurer's report will be available at each meeting,
- h. Bearbackers will be noncommercial, nonsectarian, and nonpartisan,
- i. The name of this organization or the members of any members in their official will not be used to endorse or promote a commercial concern or connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- j. Bearbackers organization will not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements in any political campaign on behalf of, or in opposition to any candidate for public office, or devote more than an industrial part of its activities to attempt to influence legislation by propaganda or otherwise,

Bearbackers are obligated upon dissolution of this organization, after paying all debts, to surrender all of its books and records and all of its assets and property to the High School activity fund to be disbursed as funds dedicated to enhance the student athletes sports.

Article 4: Members

Section 1. Membership in Bearbackers will be made available without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with University Interscholastic League Booster Club Guidelines.

Section 2. Bearbackers will conduct an annual membership drive, but may admit persons to membership up to the membership deadline of October 31.

Section 3. The membership is as follows:

Purple & Gold - Lifetime- a one-time fee,

Family - A family unit & dues are due annually,

Individual - A single parent or one person & dues are due annually,

Honorary - Reviewed Annually

Section 4. Every individual who is a member of Bearbackers is entitled to all such benefits of such membership.

Article 5: Officers and their Elections

Section 1. Each officer will be a member of Bearbackers.

Section 2. The officers of Bearbackers will consist of President, Vice President, Three vice-presidents, Secretary, Treasurer and will be referred to as part of the Executive Board.

Section 3. Standing or Special Committee Chairpersons will be appointed by the president subject to approval of elected officers.

Section 4. Officers will assume their official duties effective June 1, and will serve for a term of one year.

Section 5. Nominations for new officers will be held at the April meeting, voting for new officers will be at the May meeting. Those wishing to be elected must be nominated at the April meeting and present at the May meeting.

Section 6. A vacancy occurring in an elected office as officer will be filled collectively for the unexpired term by members of the executive board until a candidate is voted into office elected by a majority vote from the executive board.

Article 6: Duties of Officers

Section 1. The president will:

- a. Preside at all meetings and functions of Bearbackers,
- b. Coordinate the work of the officers and committees of Bearbackers in the order that the objects may be promoted,
- c. Be authorized to sign on all bank accounts. Two out of three authorized signatures will be required on all checks,
- d. Perform all duties as may be authorized or assigned by Bearbackers,
- e. Along with the Athletic Director, make final decisions ending in a tie,
- f. Attend each meeting with appropriate paperwork/materials necessary to perform the job. If absent from a meeting, a phone call to the vice-president(s) and all necessary material delivered to the vice-president(s) is required in an appropriate time frame.

Section 2. The vice-president(s) will:

- a. Act as an aide(s) to the president,
- b. Preside in the absence of the president,
- c. Perform duties as assigned by Bearbackers,

- d. Maintain an ongoing file of presidential information available at all meetings,
- e. Attend each meeting with appropriate paperwork necessary to perform the job. If absence from a meeting is necessary, a phone call to the president and all necessary materials delivered to the president is required in an appropriate time frame,
- f. Can be authorized to sign on all bank accounts. Two out of three authorized signatures will be required on all checks.

Section 3. The secretary will:

- a. Record the minutes of all meetings of Bearbackers,
- b. Have a current copy of bylaws,
- c. Maintain a current membership list,
- d. Perform other duties as assigned by Bearbackers,
- e. Maintain an ongoing file of secretarial information available at all meetings,
- f. Attend each meeting with appropriate paperwork/materials necessary to perform the job. If absence from a meeting is necessary a phone call to the president and all necessary materials delivered to the president is required in an appropriate time frame.
- g. Can be authorized to sign on all bank accounts. Two out of three authorized signatures will be required on all checks.

Section 4. The treasurer will:

- a. Have custody of all funds of Bearbackers,
- b. Keep books of accounts and records, including bank statements, receipts, invoices, paid receipts, and canceled checks for 5 years,
- c. Present an updated report at each Bearbackers meeting showing beginning balance, debits, credits, and ending balance along with all materials to substantiate the report,
- d. Make disbursements as authorized by the president, executive board, or Bearbackers in accordance with the budget adopted by Bearbackers,
- e. Be responsible for the maintenance of all record books and maintain an ongoing file available at all meetings,
- f. Submit all material to the audit committee as requested once per year,
- g. If absence from a meeting is necessary, a phone call to the president, and all necessary material delivered to the president is required in an appropriate time frame,
- h. Perform other duties as assigned by the president of Bearbackers,
- i. Be authorized to sign on bank accounts. Two out of three authorized signatures will be required on all checks.

Article 7: Executive Board

Section 1. The executive board will consist of the officers of Bearbackers, the chairperson of standing or special committees, the Athletic Director and the Superintendent, or a representative appointed by them.

Section 2. The duties of the executive board are:

- a. Transact necessary business as needed by Bearbackers,
- b. Create standing and special committees as needed,
- c. Approve the plans of work of all offices and committee chairpersons,
- d. Present necessary reports at all Bearbackers meetings,
- e. To prepare and submit a budget for the year to general membership for approval,
- f. Approve routine bills within the limits of the budget,
- g. Fill vacancies of officers and chairperson as needed,
- h. Be responsible and aware that the Bearbackers financial accounting and record keeping will be in accordance with district procedures for activity groups as set out by the Superintendent through his designee, the district business manager.

Article 8: Standing and Special Committees

Section 1. The chairperson of each standing committee will present a plan of work to the executive board for approval. **No committee work will be undertaken without the consent of the Executive Board.**

Section 2. The president will have the power to appoint special committees and executive board members subject to the approval of elected officers.

Section 3. The president will be a member ex-officio of all committees.

Article 9: Fiscal Year

The fiscal year of Bearbackers will begin June 1st and end May 31st.

Article 10: Amendments to the Bylaws

These bylaws may be revised and/or amended by two-thirds majority of Bearbackers members on record present at a meeting. The amendment must be presented in writing and read at two executive meetings prior to vote.

Article 11: Bearbacker Scholarship Requirements

Section 1. The following minimum criteria must be fulfilled in order for an athlete to be considered eligible for a nomination to receive a Bearbacker scholarship:

- a. Athlete must be enrolled in Montgomery High School their Freshman, Sophomore, Junior and Senior school years.
- b. Athlete's parent or guardian must be a Bearbacker member the student athlete's Freshman, Sophomore, Junior and Senior school years (minimum 4 year membership requirement). (Amended in May of 2012)
- c. Honorary memberships do not qualify as a type of membership for scholarship purposes only.
- d. Parent participation in at least 2 monthly Bearbacker meetings per year during student athlete's Freshman, Sophomore, Junior and Senior school years.
- e. Parent participation in at least 2 Bearbacker functions during student athlete's Freshman, Sophomore, Junior and Senior school years (such as selling programs, working the all sports scholarship fund-raising golf/tennis tournament, annual fun run or working merchandise sales).

Section 2. The following disqualifies an athlete from being eligible to receive a Bearbacker scholarship:

- a. Any student athlete who receives an offense, which requires the extra curricular code of conduct to be put into effect during their high school years, will be automatically disqualified from receiving a Bearbacker scholarship.

Section 3. These Bearbacker scholarship requirement changes were amended to the Bearbacker By-laws and added to the existing scholarship requirement forms distributed to all MHS athletes beginning with the 2012-2013 calendar school year.