

CONSTITUTION AND BYLAWS  
VANDEGRIFT HIGH SCHOOL  
CROSS COUNTRY BOOSTER CLUB

This is a guidance document designed to aid subsidiary clubs in creating bylaws appropriate to each division.

**ARTICLE I**  
**Name of Division**

The name of the division of the Vandegrift High School Athletic Booster Club shall be the Vandegrift High School Cross Country Booster Club (VCCBC).

**ARTICLE II**  
**Purpose and Dissolution**

**Section 1.** The purpose of the division shall be to support the Cross Country program at Vandegrift High School, and promote excellence, pride, and good sportsmanship amongst the student body and community. The division shall encourage parent, guardian and community involvement and strive to ensure that opportunities continue to be available to the students of Vandegrift High School.

**Section 2.** The division shall operate in accordance with established rules and policies of Vandegrift High School, Leander Independent School District, the University Interscholastic League and the Vandegrift High School Athletic Booster Club Division (VABC).

**Section 3.** Upon dissolution of the division, the VCCBC Executive Board shall, after paying or making provisions for payment of all liabilities, dispose of all of the assets of the division in such manner or to such other divisions organized or operated exclusively for charitable purposes as shall at the time qualify as an exempt division or divisions under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, as the Executive Board shall determine.

**ARTICLE III**  
**Membership and Voting**

Membership in the division shall be open to all persons who desire to support Vandegrift High School Cross Country. All members will belong to a single membership category. Voting privileges shall be limited to one per membership.

**ARTICLE IV**  
**Officers**

The officers shall consist of President, Vice President, Secretary and Treasurer (Note: these may be combined but at least 2 officers must be specified.). Each office may be filled by two persons, but if so filled, shall have only one vote. Members eligible for office shall consist of parents or guardians of students

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attending Vandegrift High School during the next school term. Duties of the officers shall include, but are not limited to, the following:

**President:** The President shall preside at all general meetings and at all meetings of the Executive Board. The President shall call special meetings as may be deemed necessary. The President shall preside over ceremonial events and provide general representation for the division at all Cross Country events. The President and Secretary shall have custody of the VCCBC Constitution and Bylaws of the division. The President will automatically be an ex officio member of any and all committees. Also, the President will assist the Vice President.

**Vice President:** The Vice President shall assist the President and perform all duties of the President in that person's absence. The Vice President should take over the responsibilities of the President in the event that office is vacated.

**Secretary:** The Secretary shall keep an accurate record of all regular and special meetings, take care of the correspondence, shall have custody of the VCCBC Constitution and Bylaws of the division along with the President and shall attend to any duty prescribed by the President.

**Treasurer:** The Treasurer shall receive all funds and disburse those funds as approved by the VCCBC Executive Board. The Treasurer shall keep an accurate account of all funds received and disbursed and submit a financial report at all scheduled meetings as well as financial reports to the VABC. The Treasurer shall oversee the collection and deposition of all money by means of receipt, keep complete ledger accounts of the finances, including data logging and properly classifying expenditures. The Treasurer shall be responsible for disbursement of funds and be custodian of the books, vouchers, and financial records of the division.

**ARTICLE V**  
**Executive Board**

**Section 1.** The affairs of the division shall be conducted by the VCCBC Executive Board. The Executive Board shall consist of the Officers and the Chairpersons of the Committees established under Article VIII of these by-laws.

**Section 2.** A quorum of the VCCBC Executive Board shall be defined as 3 (#) members and must include at least 2 (#) officers.

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**Section 3.** The VCCBC Executive Board shall act for the division as necessary between regular meetings, set meeting time and place and make recommendations to the general membership. No actions taken shall conflict with actions taken by the general Cross Country membership in regular or called meetings.

**ARTICLE VI  
Elections**

**Section 1.** The Nominating Committee shall consist of a chairman and three other members chosen by the VCCBC Executive Board from the membership at large. The Nominating Committee shall meet in March of each year, and with the exception of the Committee Representative present its nominees for officers for the following year at the annual meeting held in April of each year. Following the presentation of the report of the Nominating Committee, additional nominations may be made from the floor by any member. A nomination must receive a second in order for the person nominated to become a nominee.

**Section 2.** Following nominations, officers shall be elected by the membership at large for a one year term commencing July 1.

**Section 3.** All officers shall be eligible for re-election to the same position not to exceed two consecutive terms.

**Section 4.** Inability to perform or lack of attendance at three consecutive, regularly scheduled meetings, may result in removal by a majority vote of the VCCBC Executive Board.

**Section 5.** Any vacancy in an office occurring during the term of office may be filled by appointment of the VCCBC Executive Board.

**ARTICLE VII  
Fiscal Year and Meetings**

**Section 1.** The fiscal year of the division shall begin July 1 and shall end on June 30 of the following year.

**Section 2.** Meetings of the Cross Country Boosters shall occur a minimum of four times each year or at such other times as may be established by the VCCBC Executive Board. Special meetings shall be held at the call of the President or at the call of any two other officers.

**Section 3.** A quorum of the general membership shall be a quorum of the VCCBC Executive Board 2 members, and at least 2 members-at-large.

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**Section 4.** A reasonable effort shall be made to inform the general membership of time and place of each meeting of the division, not less than five days prior to the date of the meeting.

**Section 5.** All questions of parliamentary procedure, not provided for in the forgoing Bylaws shall be decided by reference to Robert's Rules of Order.

**ARTICLE VIII  
Committees**

**Section 1.** The following shall constitute the standing committees of the division: Fundraising, Concessions, Hospitality, Membership, By-Laws and Nominating.

**Section 2.** Committee chairs shall be appointed by the President with the consent of the officers. All committees shall be composed of a chairperson and a minimum of one other member. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

**Section 3.** The Fundraising Committee shall be responsible for coordinating all Cross Country Booster fundraising projects, particularly with regards to the handling of Spirit Item sales. Responsibility for Concession fundraising shall reside with the Concessions Committee. All fundraising must be approved by the VABC and VHS Athletic Coordinator.

a) Fund raising requests shall be in the format attached to these Bylaws as Attachment A, and shall bear the signatures of a member of the VCCBC Executive Board and the VHS Principal (or Designee).

**Section 4.** The Concessions Committee shall be responsible for ensuring the efficient operations of the concession stands including the provision of all products for sale, the scheduling of volunteers and payment of student groups operating the concession, accounting of receipts and reporting to the Treasurer.

**Section 5.** The Hospitality Committee shall be responsible for refreshments and door prizes at each regularly scheduled general membership meeting, arranging the attendance of special guests such as coaches, and coordinating the Athletic Banquets.

**Section 6.** The Membership Committee shall be responsible for soliciting potential members and maintaining a current roster of members, utilizing the website where appropriate.

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**Section 7.** The By-laws Committee shall be responsible for maintaining the bylaws of the Booster club as prescribed by Article XI.

**Section 8.** The Nominating Committee shall be responsible for coordination of the annual officer election process established pursuant to Article VI of these bylaws.

**Section 9.** Other committees, either standing or temporary, may be established by the Executive Board.

**ARTICLE X**

**Income and Expenditures**

**Section 1.** Membership dues shall be established annually by the VCCBC Executive Board.

**Section 2.** Fundraising activities shall be those as determined by the VCCBC Executive Board, VAPC and VHS Athletic Coordinator. All funds raised in support of any sports activity shall inure to the benefit of the VCCBC.

**Section 3.** All funds donated by the VCCBC to the Athletic Department of Vandegrift High School shall be contributed in accordance with established rules of the University Interscholastic League.

**Section 4.** All funds donated to the support of sport activities shall be expended only in accordance with these Bylaws and supplementary procedures established by the VCCBC Executive Board.

a) Request for funds shall be in the format attached to these Bylaws as Attachment B, and shall bear the signatures of the requesting coach (if applicable), and the VHS Athletic Coordinator.

b) Upon receipt of a properly compiled request for funds, the disbursement of funds may be authorized by majority vote of the VCCBC Executive Board, which majority shall not be less than four votes, or by a majority vote of the general membership.

c) Disbursement, when properly approved, shall be only to the Board of Trustees of the Leander Independent School District with the request that they are dedicated to the purpose for which they were approved. Funds may not be given directly to the Athletic Department or to Vandegrift High School.

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d) Request for funds are to be considered in the following order of priority:

1. Emergency;
2. Safety;
3. Capital Expenditures (minimum 2 year life).

**Section 5.** The VCCBC Executive Board shall present an annual budget to the membership of the Athletic Boosters at the first regular meeting of the fiscal year for approval. The VCCBC Executive Board authorizes expenditures and cannot deviate from budget by more than 20%, except on operating expenditures, without prior approval of the general membership.

**Section 6.** Funds required to pay sales taxes and VABC assessments shall be provided to VABC on the schedule determined by VABC.

**ARTICLE XI  
Amendments**

**Section 1.** Proposed amendments to these Bylaws may be submitted by any members to the Chair of the Bylaws Committee. If approved by the Bylaws Committee, the proposal shall be submitted to the VCCBC Executive Board.

**Section 2.** Any proposed amendment submitted to the VCCBC Executive Board shall be considered at the next regular meeting of the Cross Country Boosters. The amendment shall be adopted if it receives a majority vote of the membership in attendance at the meeting. The foregoing Constitution and Bylaws were duly adopted on June 17, 2009 by persons interested in forming the Vandegrift High School Cross Country Booster Club.

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**Attachment A**  
**Leander Independent School District**  
**PTA/Booster Fund Raising Permission Request**

Organization: \_\_\_\_\_ Campus \_\_\_\_\_

Permission is requested to conduct the following money-raising activity: \_\_\_\_\_  
\_\_\_\_\_

Specific purpose(s) for which the net proceeds are to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

On Campus \_\_\_\_\_ Off Campus \_\_\_\_\_

Time of day (if applicable): \_\_\_\_\_

This is the 1st \_\_\_\_ 2nd \_\_\_\_ 3rd \_\_\_\_ money-raising activity for this year that I have requested.

I have requested permission to conduct a money-raising activity, and I will be responsible for the accountability of all monies collected.

\_\_\_\_\_  
Booster/PTA Representative Date

\_\_\_\_\_  
Phone # Principal (or Designee) Date

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Assistant Superintendent for Business & Operations (or Designee) Date

Revised 05/01/09

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**Attachment B**  
**Request for Funds/Donation**

Vandegrift High School Cross Country Booster Club

Explanation of Request: (Give a brief description of the request, including amount of funds requested and the sport for which the funds or donation(s) are being requested.)

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Justification : (Explain why these funds or donation(s) are being requested and indicate the applicable categories.)

Category: \_\_\_Emergency \_\_\_Safety \_\_\_Capital Expenditure \_\_\_Other

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\_\_\_\_\_  
Name of person making request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's Position

\_\_\_\_\_  
Signature of Athletic Coordinator

\_\_\_\_\_  
Date

Board Action: \_\_\_Approved \_\_\_Disapproved

Comments/Explanation: \_\_\_\_\_

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Signatures of Board Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Decision \_\_\_\_\_