

TOMPKINS Speech and Debate Booster

By-Laws 2024-2025 Updated: May 8, 2024

Terms: The following terms shall have the meanings as set forth below:

TOMPKINS Speech and Debate Booster Club: Shall mean the organization of Obra D. Tompkins High School (Also known as TOMPKINS/OTHS in this document) Speech and Debate parents and/or legal guardians whose full annual student dues have been paid.

Executive Board/Executive Member: Shall mean any active member whose student has paid their dues, and is an elected officer who holds the title of President, Vice-President(s), Secretary, Treasurer, or other officers that become necessary or advisable.

General Member/Active Member: Shall mean any member whose student has paid their dues to become an Tompkins Speech and Debate member and is not an executive board member.

School Director/Assistant Director(s): Shall mean the Katy ISD-employed instructor and directors responsible for the curriculum, events, and activities of the Tompkins Speech and Debate.

School Administration: Shall mean Tompkins/OTHS and/or the Katy Independent School District administrators.

ARTICLES:

Article I: Name, Purpose, and Principles of Action

Section 1: The name of the Speech and Debate Booster Club shall be Tompkins Speech and Debate Booster Club.

Section 2: The purpose of Tompkins Speech and Debate Booster shall be (but is not limited to) the following:

- a. provide financial assistance and support to the Tompkins Speech and Debate program to promote learning and educational opportunities for

- every team member, enhance instruction, conduct practices, and provide transportation and meals for local, state, and out-of-state tournaments
- b. The organization shall promote a positive image to the students, aid in the development of student involvement and leadership, support the school's curriculum and activities, assist and support the Speech and Debate directors, as well as other objectives that are necessary, desirable, and consistent with the purposes as set forth above.
 - c. The group shall operate within the laws of a true non-profit organization in that no part of its earnings shall be used for the benefit of an individual or group of individuals. All financial distributions shall be made further to promote one or more of the purposes above.

ARTICLE 2: Members

Section 1. Membership in the Tompkins Speech and Debate Booster Club shall be open without discrimination to anyone who believes in and supports the mission and purposes of the program. There are two levels of membership for this booster club:

- a. *Parent Membership:* Parents or guardians of students who are actively enrolled in the Tompkins Speech and Debate program and are eligible for membership.
- b. *Honorary Membership:* Honorary members may be elected by the Executive Board (hereinafter referred to as the "Board") of the program. This membership is generally reserved for alumni, past members, and those who have made a significant contribution to the Speech and Debate program but do not have a child in Speech and Debate. Honorary members do not have voting privileges and do not pay dues.
- c. Honorary membership given to the Principal of Tompkins and Director of Speech and Debate.

Section 2: Active parent members shall be entitled to vote - one vote per household.

Section 3. Only active members with a child/children in the Tompkins Speech and Debate program shall be entitled to hold a Board position.

ARTICLE 3: Board

Section 1: The affairs of the booster club shall be managed by the Board Officers including, without limitation, the hiring, dismissal, and retention of any or all of the officers and/or members of the booster club.

Section 2: The number of board members may be altered from time to time by resolution duly adopted by the members of the booster club; however, at no time shall the number of Board members be less than three (3).

Section 3: Meetings of the board shall be held prior to each General Membership meeting. The board meeting may be waived if the President determines no old or new business needs to be brought to the General Membership and Board.

Section 4: Special meetings of the Board may be called by or at the request of the President or any two (2) Board Members. The location of these special meetings may be held either within or outside the State of Texas. Notice of the special meetings of the Board of Officers shall be given at least 24 hours prior by written notice delivered personally, sent by mail, fax, or e-mail to each Board Member at his/her address as shown by the records of the booster club.

Section 5. At all meetings of the Board, the presence of at least a majority of the voting Board Members then in office shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 6. Any vacancy on the Board, including the addition of board positions, shall be filled by the majority vote of the Board Members then remaining in office. A Board Members elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 7. Board Members shall not receive any compensation for their services on the Board.

Section 8. In special circumstances, when authorization for action is needed outside the regular convened meeting times, the executive board may vote by phone, email, or other electronic means if authorized by the President. Members shall have at least 24 hours to cast their votes, with the voting deadline being specified by the President. If the majority vote of the entire board is required for adoption, the vote will be recorded in the minutes of the next regular meeting of the executive board.

Section 9. Any Board Member may be removed, with justifiable cause, at any Board meeting using the affirmative vote of a majority of the membership.

Section 10. Duties of the Board shall be to:

- a. Transact necessary business in the intervals between booster club meetings and ensure that all officers are carrying out the duties of their office as described by these bylaws and standing rules.
- b. Approve fundraisers of the program.
- c. Prepare and submit a budget for the year to the membership for adoption, and any amendments needed throughout the fiscal year.
- d. Approve voucher signing authority for expenses.
- e. Declare and duly record tax-free fundraising events in the minutes of the Board and General Membership meetings.
- f. Attend, participate, and come prepared to all called meetings.

ARTICLE 4: Officers

Section 1. The officers of the Corporation shall be President, Vice-President, Treasurer, Secretary, and Speech and Debate Directors. Two or more offices may be held by one person, although the offices of Secretary and President cannot be held concurrently by the same person.

Section 2. Additional offices and/or officers may be created by the Officers as deemed necessary, but must be voted on by the General Membership prior to taking office.

Section 3. All Officers shall be elected annually to a three-year term of office by a majority vote of the membership. This election shall take place at the regularly scheduled General Membership meeting in April and shall be effective July 1st of that year. The Officers shall serve from the first day of July and end on the last day in June of the following year, for a period of one year.

ARTICLE 5: Operating Procedures

Section 1. The fiscal year of the program shall begin on the first day of July and end on the last day in June of the following year.

Section 2. In the absence of the President, or the event of the President's inability or refusal to execute actions approved by the Officers, the Vice President shall perform the

duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

Section 3. The President, Vice President, Treasurer, and Secretary shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties, as the Board shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the program, receive and give receipts for money due and payable to the program from any source whatever, and deposit all such sums in the name of the program in such banks, trust companies, or other depositories. In general, the Treasurer will perform all the duties incident to the office of the Treasurer and such other duties as may be assigned by the President and /or by the Board.

ARTICLE 5: Officer Duties

Section 1. Number of Officers. The officers of the booster club shall be a President, a Vice President, a Treasurer, and a Secretary. Two or more offices may be held by one person, although the offices of Secretary and President cannot be held concurrently by the same person. The President may not serve concurrently as a Secretary.

Section 2: President:

- A. The president will preside over all general or executive meetings.
- B. Have the power to fill vacancies of any elected office.
- C. Be authorized to sign on the bank account.
- D. Create a proposed budget with the treasurer and seek input and approval from the director.
- E. Set the Booster Club meeting schedule.
- F. Coordinate with the director the schedule for the host tournament.
- G. The President will ensure that the constitution and policies of the organization are carried out.
- H. Coordinate the work of the officers so that the organization's purposes and objectives are met.
- I. Work with the officers to ensure they are performing their duties including providing specific feedback on areas that need improvement, assistance and help as needed as well as positive reinforcement.
- J. Liaison with the Speech and Debate faculty, student debate club officers, and school administration.
- K. Recruit new members.

Section 3: Vice President:

- A. Perform the president's duties in his/her absence or at his/her request.
- B. Be authorized to sign on the bank account.
- C. Chair and oversee the major club fundraising activities.

- D. Automatically become president of the club if the office of President is vacated without action required by the membership or the board.
- E. Make meeting minutes available at General Club Meetings and Board meetings.
- F. Ensure the quorum is present at General meetings so business can be conducted under the Tompkins Speech and Debate bylaws.

Section 4: Treasurer:

- A. Work with the president to create a budget for the year that meets the director's plans for the Tompkins Speech and Debate organization.
- B. Ensure the Treasurer, President, and Vice-President are authorized to sign on the bank account.
- C. Disburse the funds following the approved budget. Additional disbursements must be directed and approved by a simple majority vote of the Executive Board.
- D. Be available, or obtain an alternate for all fundraising activities so timely deposits can be made.
- E. Record each major fundraiser with sub-accounts, showing details of credits and debits.
- F. Submit a report of funds at regular Board and General Meetings and provide an annual report due at the least general meeting of the fiscal year.
- G. Present financial books to an audit committee by June 15th or upon departure of the treasurer for any reason. Copies of the Audit Report and Financial Report should be sent to the principal by August 1.
- H. Complete and file required reports for the IRS.
- I. Keep all financial records for at least 5 years.
- J. Maintain that all expenses over \$750 have 2 approved signatures on the checks OR have the electronic or written approval of 2 Executive Officers.
- K. Expenses can be paid by check, online banking, or TompkinsSpeech and Debate credit/Debit card following approval procedures and the budget.

Section 5: Social Secretary:

- A. Maintain inventory of Tompkins Speech and Debate closet for items generally needed for tournaments.
- B. Initiate the volunteer sign-ups for host tournaments.
- C. Coordinate, with the director, parent sign-ups for judging at tournaments during the season.
- D. Offers proposals to raise funds for the Tompkins Speech and Debate team.
- E. Develops fundraising plans to achieve short-term and long-term goals.
- F. Manages fundraising activities.
- G. Promotes and communicates with appropriate channels to advertise for the fundraiser.

- H. Record the minutes of all meetings of the booster club.
- I. Make meeting minutes available at General Club Meetings and Board meetings.

Section 6: Maximum Tenure: The maximum tenure for officers including President, Vice President, Treasurer, and Secretary is three (3) years.

Section 7: Removal & Vacancies: If any office on the Executive Board is vacated for any cause, the President shall select a replacement for the office for the balance of the term. The new officer shall promptly assume said title and all duties. The action shall be noted at the next Board and General meeting and the recording of such occurrence shall be in the meeting's minutes.

Removal of any officer may be accomplished by a majority vote of the recorded paid members of the club at a regular meeting, or a special meeting. Proper notice of this vote shall be provided according to the provisions of the special meeting. Grounds for removal shall be the failure to execute duties of the office as described in Article 4. Due process shall be followed with the exception of the vote as noted above.

A Vacancy in any office because of resignation, death, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 8: Election of officers: The election of officers shall be held at the April general meeting and newly elected officers shall assume office at the end of the fiscal year. Elected officers shall serve for a term of one year.

ARTICLE 6: Meetings

Section 1. Regular meetings of the members of the Board shall be held at the discretion of the President. General Membership meetings will require a seven (7) day notice to change.

Section 2. Annual Meeting. An annual meeting shall be held once each calendar year to elect members and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the members of the Board from time to time.

Section 3. Special Meetings. Special meetings may be requested by the President or any member of the Board. A special meeting of members is not required to be held at a geographic location if the meeting is held using the internet or other electronic communications technology in a manner pursuant to which the members have the

opportunity to read or hear the proceedings substantially concurrent with the occurrence of the proceedings, note on matters submitted to the members, pose questions and make comments.

Section 4. General Membership. There shall be a minimum of two (2) general meetings held in a fiscal year. The day, time, and/or location of the regular meeting may be changed if it conflicts with a school program, concert, or commencement or it can be that a meeting of members is not required to be held at a geographic location if the meeting is held using the internet or other electronic communications technology.

Section 5. Meetings of the Tompkins Speech and Debate Booster Club shall be open to all members.

Section 6. A Quorum majority of the directors shall constitute a quorum at a meeting. It shall consist of 3 active members.

Section 7. Place of Meeting. Tompkins Speech and Debate Booster Club meetings can be held at the School in a room provided by the Tompkins High School Speech and Debate Director, via Zoom, Google Meet, or any other web conferencing websites if all members agree.

Section 8. Notice. Emails, letters, or written notice of all meetings shall be provided under this section or as otherwise required by law. The notice shall state the place, date, and hour of the meeting, and if for a special meeting, the purpose of the meeting. Such notice shall be provided to all members, at least 10 days before the meeting. Such notice shall be deemed effective when deposited in ordinary U.S. mail, properly addressed, with postage prepaid, or when proof of a sent email is obtained.

ARTICLE 7: Finances

Section 1: Fiscal year shall begin July 1st and end the last day of June the following year. The financial records must be reviewed by the members yearly and turned over to the elected President, Treasurer, or Secretary within 45 days of the prior fiscal year.

Section 2: A proposed budget shall be prepared by the incoming President, the incoming and outgoing treasurers, and directors no later than one month after the term of office begins. The proposed budget shall balance expected income sources against expected expenditures. The proposed budget shall be presented for vote at the first Booster Club general meeting of the year. Reallocation of funds between budget categories requires Executive Board approval and a report to the general membership.

Amendments to the overall budget can be made as needed but must be recommended by the Executive Board and approved by a majority vote of the general membership.

Section 3: The treasurer shall deposit and disburse funds according to the bylaws of the program

Section 4: The booster club shall derive its revenue from contributions and other activities of the Tompkins Speech and Debate Booster Club.

Section 5: Any check that is made payable to this program that is returned as non-sufficient funds (NSF) will be redeposited one time. Any charges incurred by the Corporation because of the insufficient funds shall be charged to the check writer. This corporation reserves the right to refuse subsequent checks from the check writer and will require cash or money order.

Section 6: This corporation shall reimburse allowable, budgeted expenses to members who submit a payment request with receipts, invoice, or other proper documentation to the Treasurer within sixty (60) days of an event or within ten (10) days at the end of the fiscal year, whichever occurs first.

Section 7: Credit Card Policy a credit card provides Corporation President, Treasurer, Speech and Debate Director and Director Assistance with the ability to effectively and efficiently makes purchases in relation to the Tompkins Speech and Debate Booster Club

approved Corporation budget.

- a. The card may be used only for the purchase of goods or services for official business of the Corporation.
- b. All purchases will be within current budget line item amounts.
- c. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company, the president and Treasurer if it is lost or stolen.
- d. The person issued the card must immediately surrender the card to the current President when affiliation with the Corporation has ended.
- e. The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action, must surrender card immediately, and responsible for full payment of charges.
- f. Report Requirements Credit card statements, along with receipts for all items to be paid by the Corporation will be reconciled on a monthly basis by the Treasurer. Receipts must show the date, purpose, and name(s) for which the expense was incurred.

ARTICLE 8: Financial Obligations

Section 1: Tompkins Speech and Debate Booster offers one type of scholarships; Student Assistance Scholarship.

Section 2: In a case where a student is in financial need of assistance for various tournaments or activities, they may speak to the Director(s) to apply for assistance. Director(s) and Executive Officers will vote on the amount of assistance.

ARTICLE 10: Amendments

Amendments to these Bylaws may be made at any regular meeting of the general membership by a majority of the recorded paid members attending the meeting. The amendment must have been presented to the general membership at the previous meeting. The amendment should also have been distributed to all members of record 10 days prior to the voting meeting. Said amendment may not be changed beyond the start of the meeting in which it is read.

ARTICLE 11: Dissolution

The organization may be dissolved only with authorization of its members given at a special meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of the members. In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

All liabilities and obligations shall be paid, satisfied and discharged, or adequate provision shall be made therefore. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed, in trust or otherwise, to charitable and educational organization, organized under Section 501(c) (2) of the Internal Revenue Code of 1986, as amended, of a similar or like nature to this organization, as determined by the members of the Tompkins Speech and Debate Booster Club.

Principal

President

Vice President

Secretary