

KEMPNER COUGARS ATHLETIC BOOSTER CLUB INC. BY-LAWS 2026-2027

ARTICLE I - NAME AND LOCATION

- i. This organization shall be known as the Kempner Cougars Athletic Booster Club, Inc., hereinafter referred to as the "Booster Club".
- ii. The physical and mailing address shall be 14777 Voss Road, Sugar Land, Texas 77478.

ARTICLE II -OBJECTIVES

- i. The objective of the Booster Club is to assist the student athletes of I.H. Kempner High School, hereinafter referred to as "Kempner" achieve their athletic and academic goals.
- ii. The activities of the Booster Club shall not conflict with the policies of the school officials of Kempner, Fort Bend Independent School District, hereinafter referred to as "FBISD" or the University Interscholastic League, hereinafter referred to as "UIL".

ARTICLE III - MEMBERSHIPS AND DUES

- i. Membership is open to any person or business whose interest and participation does not conflict with the objectives of the Booster Club.
- ii. Membership classifications are: Basic, Family, Faculty, and one Ex-officio, hereinafter referred to as "Memberships".
- iii. The Principal of Kempner or his/her designate shall be an Ex-officio member of the Booster Club and the Board of Directors. The Ex-officio shall be non-dues paying and shall not have voting rights.
 - a. Dues shall be set annually by the Board of Directors with a basic family membership to not exceed \$35.00, the faculty memberships not to exceed \$15.00, and the family memberships not to exceed \$75.00.
 - b. Memberships may include rewards/benefits as allowed by the FBISD, UIL, and Kempner High School.
 - c. Membership begins June 1st and ends May 31st of each school year and must be renewed annually.
- iv. Members are expected to follow the rules and regulations of FBISD, UIL, Booster Club, and their respective officers and officials. Future members are expected to exhibit behavior and decorum normally associated with good sportsmanship.
- v. The Booster Club may revoke any member's membership, except the Ex-officio membership, in the Booster Club by a two-thirds vote of the Booster Club membership present at the meeting when the vote is taken.
 - a. The vote shall be held only after the member in question has received two weeks' written notice of the intention and reason to revoke membership, and after said member is allowed to address the Booster Club for a reasonable time.
 - b. The President, or in his/her absence, the Executive Vice President, shall be the sole judge of reasonable time, but such time not to be less than 20 minutes.
 - c. The vote must be at a regular meeting or at a special meeting, which was announced at a Regular Meeting.

ARTICLE IV - BOARD OF DIRECTORS

- i. The Board of Directors shall consist of the following:
 - a. Executive Board:
 - i. President
 - ii. Vice President(s)
 - iii. Fundraising Liaison
 - iv. Secretary
 - v. Treasurer
 - b. Executive Board Duties:
 - i. Shall meet after the Annual Meeting and prepare the budget for the upcoming year.

- ii. Shall conduct all day-to-day business of the Booster Club.
 - iii. Shall adhere to the By-Laws
 - c. Directors:
 - i. Membership
 - ii. Sport Coordinator (s)
 - iii. Social Media
 - iv. Concessions
 - v. Merchandise
 - vi. Ex-officio
 - vii. Sponsorships & Fundraising
 - d. Director Duties:
 - i. Shall conduct day-to-day business of the Booster Club
 - ii. Shall adhere to the By-Laws
- ii. All members of the Board of Directors shall be known as "Officers". Each Officer present at the meeting of the General or Director's meetings shall have one (1) vote.
 - iii. Officers shall approve the annual budget.
 - iv. Officers shall approve expenditures contemplated in the budget.
 - v. Officers missing two (2) consecutive regular meetings without notification prior to the meeting to the President or Executive Vice President will be considered as submitting a formal resignation.
 - vi. An officer may resign at any time upon written notice of resignation to the Board of Directors. The resignation will become effective immediately. Acceptance of the resignation shall not be necessary to make it effective.

ARTICLE V – OFFICERS

- i. The President Shall preside at the Annual Meeting of the Booster Club, all regular meetings of the Booster Club, and all meetings of the Board of Directors, shall have general supervision over the affairs, of the club, shall countersign (or the Executive Vice President), all checks; shall prepare a report to the overview of operation of the Booster Club which will be delivered to the officers/members at the last General meeting or function prior to leaving office. The President shall appoint any special committees to report to The Board of Directors including the annual nominating committee for new officers.
- ii. The Vice President(s) shall substitute in all matters for the President in the his/her absence or disability; shall be responsible for obtaining at least two (2) quotes for materials and services when needed; shall purchase those items approved by the Board/Members; shall be responsible for other duties as determined and authorized by the Board of directors; *shall be authorized to countersign all checks (*this duty shall default to the President if unable to perform, e.g. Vice President is an FBISD employee).
- iii. The Fundraising Liaison shall organize events and campaigns to raise money and donations for the Booster Club; shall write and edit fundraising applications for the Booster Club and for campus coaches (who fundraise through the Booster Club); shall be the chairman of the fundraising & sponsorship committee.
- iv. The Secretary shall give notice as required by these By-Laws of the annual, regular meetings, Board of Directors, and special meetings; shall attend and keep minutes of the same; shall have charge of all corporate records and papers; shall perform other duties as are incident of the position, as directed by the Board of Directors.
- v. The Treasurer shall have custody of all money and securities of the Booster Club; shall prepare checks for signature; shall keep regular books of the accounts and shall submit them, together with all vouchers, receipts, and records and other papers, to the Board of Directors, as often as they require.
- i. The Treasurer shall not accept any funds unless they are in the form of a check, cash or online payments that have been counted by both the individual delivering the funds and the Treasurer. The Treasurer is required to file all necessary forms and reports to the State of Texas and the Internal Revenue Service annually.
- vi. The Directors of Membership, Social Media, Concessions, Sponsorships & Fundraising, Merchandise, and Sports Coordinator(s) shall be responsible for other duties as are incident to the position as determined and authorized by the Executive Board.

ARTICLE VI -ELECTION AND TERMS

- i. Officers of the Booster Club shall be elected by the members of the Booster Club to the positions on the Board of Directors at the annual meeting.
- ii. In order to be eligible for the Board of Directors, an individual must be a member of the Booster Club for the past thirty (30) days and be in good standing.
- iii. Officers shall hold office until the next annual meeting or until their successor is elected.
- iv. Vacancies on the Board of Directors shall be filled, by election, by a majority vote of the Booster Club membership in attendance at a regular meeting or a special club meeting.

ARTICLE VII – MEETINGS

- i. Regular meetings of the Booster Club shall be held every six weeks.
- ii. The Annual Meeting of the Booster Club shall be held the 1st Monday of May. The Board of Directors shall determine the location and time. Notice of the meeting shall be published prior to the meeting.
- iii. The new Executive Board shall meet after the annual meeting and before the first Board Meeting: of the Directors to prepare the budget
- iv. Meetings of the Booster Club shall be called by the President Of by four (4) or more Officers of the Booster Club. Notice of any meeting of the Booster Club may be given either by verbal, written, or electronic notification to each member or by published notification. Notice shall state the date, place, and time and shall not be given less than ten (10) or more than sixty (60) days prior to the date of the meeting.
- v. Special meetings of Officers may be called by the President or by four (4) members of the Board of Directors. A minimum of two (2) day's notice shall be given to all Officers. Notice may be verbal or written and need not be published.
- vi. All meetings of the Booster Club and the Board of Directors (not to include the Executive Board) are to be open meetings.

Article VIII VOTING

- i. Each membership present, except the Ex-officio, shall have one vote at the regular meeting.
- ii. There will be NO VOTING BY PROXY.
- iii. Elections at the Annual Meeting shall be by ballot with two (2) voting officials appointed by the President to tally all votes.

Article IX FINANCE

- i. Funds raised by the Booster Club shall be deposited in such bank or banks as the Board of Directors shall designate and shall be withdrawn only upon the check or order of the Treasurer, countersigned by the President or Executive Vice President.
- ii. 10% of KABC sponsored fundraiser proceeds will be deposited into the General Athletic Fund to be used for the benefit of all sports.
- iii. Hereinafter KABC sponsored fundraiser refers to any fundraiser that will deposit money into the KABC account excluding concession sales unless funded by the Booster Club.
- iv. If sport requires a special circumstance request, it is the coach's responsibility to inform the Booster Club as soon as possible. The request will require a majority vote to be honored.
- v. Any reimbursement requests must include all corresponding receipts to be honored.
- vi. In the case of prolonged absence or disability of the Treasurer, the Board of Directors may appoint a Treasurer Pro-Temp.
- vii. Year-to-date receipts and disbursements information is available upon request.
- viii. The Booster Club's working balance, sport balance(s), and purchases made by booster will be presented at each regular meeting.

- ix. In the event that Kempner Cougars Athletic Booster Club should disband, dissolve, or cease to exist, and after all debts have been reconciled, any remaining funds in the KABC Bank Account shall be turned over to the Kempner High School Activity Fund - Athletics under the control of the Kempner High School Principal and Athletic Coordinator.

Article X CONFLICT OF INTEREST

- i. There shall be no subsidiary or affiliated group to The Booster Club unless approved by the Booster Club and then shall exist only as a special committee subject to discharge at the pleasure of the Board of Directors.
- ii. Any sport within the Kempner athletic program may present for approval to the Board a special committee to handle specific needs of that sport.
- iii. All members of these special committees/subsidiaries must be KABC members and shall comply and operate within the KABC rules and structure.
- iv. There will be no additional membership dues for these special committees.

ARTICLE XI – AMENDMENTS

- i. These By-Laws may be amended from time to time, as follows:
 - a. Amendments must be presented in writing and must have the unanimous signed approval of the Executive Board, and
 - b. The amendments must be passed by a two thirds majority of the Executive Board, and
 - c. The By-Laws, as may be amended from time to time, shall be posted to the Booster Club's website and a change notification given electronically or at a regular meeting.