



## *Estacado Matadors Booster Club By-Laws*

The Estacado Football Booster Club is an organization of individuals dedicated to making the Matador Football Booster Club a successful UIL program. The Booster Club will always keep in mind that a successful athletic program depends on dedicated students, staff, and community.

### Article I – Name

The name of the organization is the Estacado Football Booster Club.

### Article II – Purpose

The purpose of the Booster Club is to conduct fundraising efforts to financially support the Football Teams here at Estacado High School (Freshmen – Junior Varsity – Varsity) through the purchase of equipment, supplies, uniforms and a post season Banquet. In addition the Booster Club will foster other activities that build enthusiasm and spirit.

## Article III – Membership Fees

Membership shall be open to any and all persons interested in supporting the purpose of the Club and who have paid annual dues s established by the Executive Committee. Dues are assessed on a fiscal year basis. The fiscal year shall be concurrent with the Club’s membership year. No assessments other than the regular membership dues shall be levied. However, various dues levels may be set with commensurate special recognition, such as membership premiums or placement of names in listings or plaques. Any member who has paid dues is encouraged to attend meetings on a regular basis. Guests are also welcome. Only members in good standing are allowed to attend.

## Article IV – Structure

The governing structure of the Booster Club shall consist of:

- ◇ Executive Committee
- ◇ Standing Committee
- ◇ General Membership
- ◇ At Large Membership

## Article V – Duties

### I. Executive Committee

The Executive Committee shall consist of the officers of the club whose titles and duties are as follows:

#### A. President - Charles Hankson

1. Prepare and post an agenda one week prior to next scheduled meeting.
2. Preside at all meetings of the Club.
3. Be the principal officer of the Club and guide its functions.
4. Serve as liaison between the Club and the school, the school board, the athletic director and the community organizations.

## **B. Vice-President – Duke Holmes**

1. Assist the President and act for him in his absence or by his direction.
2. Perform such duties as the President may direct.
3. Chair the Sports Banquet.

## **C. Asst. Vice-President – Larry Isaac**

1. To assist the Vice-President with duties assigned by President.
2. Oversee duties of the Standing Committees.

## **D. Treasurer – Rosalinda Cervantez**

1. Act as custodian of all funds.
2. Keep books and accounts of receipts according to the procedures established and expenditures of funds and render financial statements at each meeting.
3. Deposit all money received in an account in the name of the Club.
4. The Treasurer and President must sign all checks.
5. All expenditures must have prior approval.

## **E. Secretary – Charlotte McCarty**

1. Act as custodian of the records of the Club, except for the account of the Treasurer.
2. Conduct the official correspondence of the Club and maintain a file for all such correspondence.
3. Keep records of all meetings of the Club and perform such other duties as the President may direct.

## **F. Community Relations – George Cervantez, Jr.**

1. Booster Club spokesperson.

## **II. Standing Committees**

A. **Finance** – This committee shall work in conjunction with the Treasurer in preparation of budget and other administrative matters.

B. **Concession** – This committee shall be responsible for the development and maintenance of the program and policies concerning club handling of concessions at home events.

C. **Merchandise** – This committee shall be responsible for the selection of “Official Estacado Football Booster Club” merchandise and apparel. Additionally, this committee shall purchase inventory and sell these items, with profits deposited to the general Club account.

- D. **Web Site** – This committee shall work with school or other entity in developing, implementing, and maintaining a web site for the benefit of the Booster Club. The committee shall be in charge of publicizing Booster Club related events throughout the year.

### III. **General Membership**

Individuals that join the Booster Club only to support the program

### IV. **At Large Membership**

Anyone that lives outside the local area

## Vacancies

In the event of a vacancy of the President, the Vice President shall serve the remainder of the term as acting President.

Vacancies in all other offices shall be filled by appointment made by the remaining officers.