

**BY-LAWS OF THE HIGHTOWER HIGH SCHOOL**  
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## **BY-LAWS OF THE HIGHTOWER HIGH SCHOOL ACADEMIES BOOSTER CLUB (HHSABC)**

### **Article I. Name, Purpose, Objectives, and Non-profit Status**

#### **Section 1.01: Name**

The name of this organization shall be the "Hightower High School Academies Booster Club" or "HHSABC", hereafter referred to as the "Club".

#### **Section 1.02: Purpose**

The purpose of this organization shall be to enhance, support, encourage, and aid all activities of the HHS Medical and Digital Media Academies. The activities of this Club shall not conflict with the policies of Hightower High School or FBISD.

#### **Section 1.03: Objectives**

The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the Hightower High School (HHS) Academy programs and all of its participants regardless of age, sex, race, religion, or socio-economic status.
- (b) Encourage and support the academic endeavors of HHS Academy students.
- (c) Provide supplementary financial support for the various academy activities.
- (d) Aid and support the members in organizing and staging special events and projects as part of fundraising to support HHS Academy activities.
- (e) Aid and support the HHS Academy staff in the areas of promotion, publicity, and program development.
- (f) Aid, support, and advance the HHS Academy Internship and Educational Programs.
- (g) Engage the parents of the students enrolled in the HHS Academies to support various educational activities.

#### **Section 1.04: Non-profit Status**

Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law.

### **Article II. Membership and Fees**

#### **Section 2.01: Membership**

Membership to HHSABC is voluntary. The membership year shall be defined as between July 1 and the following June 30, except for the initial start-up year as between the date of the ratification of these By-Laws and June 30, 2014. Members are considered active and in good standing when all Club fees are paid in full.

### **Section 2.02: Voting**

Any member who has paid the annual fee may vote in any business presented to the membership. Membership is by family with one vote per family.

Persons acting in the capacity of Principal, Associate Principal, Assistant Principal, and Academy Coordinator shall be ex-officio members of the Club and shall be exempt from paying dues. Also, the past President who is still an active member of HHSABC will be an ex-officio member of the Club. Ex-officio membership is to provide counsel and guidance to the Club. They shall be considered non-voting members.

### **Section 2.03: Termination of Membership**

Membership in HHSABC is terminated upon non payment of dues.

### **Section 2.04: Membership Fee**

A minimum membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Club.

## **Article III. Officers**

### **Section 3.01: Officers**

The elected officers of the Club shall consist of the President, Vice-President, Secretary, Co-Secretary, Treasurer and Co-Treasurer. There shall also be an elected at-large member whose responsibilities are described in Article III Section 3.02 (e), and one appointed chairperson of each Operating Committee. To serve as an elected officer in HHSABC you must have a student currently enrolled in either the Medical or Media Academies at Hightower High School.

- (a) **Election:** The officers shall be elected by a majority of the voting membership present at the Annual Business Meeting. All elected officers and appointed committee chairs must be current members of the Club and the member must have a student enrolled in a Hightower High School Academy program.
- (b) **Nominations:** The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers and an at-large member with reasonable notice prior to the Annual Business Meeting. Additional candidates may be nominated from the floor at the Annual Business Meeting.
- (c) **Terms of office:** A term is one fiscal year, July 1 through June 30. Any officer may not hold the same position for more than three consecutive terms.
- (d) **Vacancy:** The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than that of a President. A vacancy in the office of the President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.
- (e) **Participation:** All officers are required to attend all scheduled General Membership and Executive Board meetings. Prior notification is required when a board member will not be able to make meetings and scheduled activities. If an officer misses more than two meetings, without giving prior notice of the absence, then that officer is subject to termination by a vote of the Executive Board.

### **Section 3.02: Duties of Officers**

(a) President.

The President shall:

- (1) Preside at all meetings.
- (2) Appoint Standing Committee chairpersons with the concurrence of the Executive Board.
- (3) Appoint and/or dissolve all other committees as required.
- (4) Serve as ex-officio member of all committees.
- (5) Serve as primary spokesperson for the Club, except as otherwise specified.
- (6) Direct goals and budget performance.
- (7) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic viewing access to said accounts.

(b) Vice President.

- (1) The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.
- (2) Assists President in day to day operations of the club as needed.
- (3) Acts as a Parliamentarian.
- (4) Have only electronic viewing access to said bank accounts.

(c) Secretary and Co-Secretary.

- (1) Record all the proceedings of the General Memberships and the Executive Board Meetings of the Club and distribute copies to the Executive Board members and committee chairs within two weeks and members who request them.
- (2) Maintain permanent records including minutes, correspondence and other documents and records to insure organization continuity. All minutes shall be kept in an electronic and hard copy format.
- (3) Conduct miscellaneous organizational correspondence as directed by the President.
- (4) Collect mail from the post office and distribute appropriately.
- (5) Maintain an up to date roster of the Executive Board members and committee chairs including names, addresses, phone numbers, and email addresses.
- (6) Maintain an up to date roster of the general members including names, address, phone numbers, and email addresses.
- (7) Co-Secretary will assist Secretary in all the aforementioned duties and preside in the absence of Secretary.

(d) Treasurer and Co-Treasurer.

- (1) Function as the organization's financial officer and maintain control over financial records including but not limited to checkbook(s), tax reports, and returns.
- (2) Keep accurate accounts of the Club, receive all monies, pay all bills/invoices approved by President, and preserve vouchers. An invoice for more than \$200.00 must be approved by the Executive Board.
- (3) Provide cash box for fund raisers.
- (4) Produce and distribute monthly and year-end financial statements to the Executive Board and during General Membership meetings and shall prepare such other statements as are required by the Executive Board and FBISD.
- (5) Formulate the annual budget with the assistance of the Executive Board and present the proposed budget to the general membership for approval.
- (6) Monitor income and expenditures and advise the President and the Executive Committee of inconsistencies and failures to achieve the budget.

- (7) Ensure that all checks are signed by two designated elected officials. Designated officials shall be President, Treasurer, and Co-Treasurer.
  - (8) Both shall have official signature cards on file with the bank utilized to manage the funds of the Club and administrator status to said accounts.
  - (9) Co-Treasurer will assist Treasurer in all the aforementioned duties and preside in the absence of Treasurer.
- (e) At-large Member.
- (1) Attend all the meetings.
  - (2) Represent the interests of the general membership of the Club.
  - (3) May have special role(s) as deemed necessary by the Executive Board.

### **Section 3.03: Executive Board Membership**

The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings.

The Executive Board shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary and Co-Secretary
- (d) Treasurer and Co-Treasurer
- (e) An elected At-large Member
- (f) Two Co-Chairs of each of the Five Standing Committees as defined in Article IV.

### **Section 3.04: Executive Board Responsibilities**

The Executive Board shall:

- (a) Develop an annual budget including disbursement of funds and make recommendation to the general members during the first general membership meeting for approval.
- (b) Approve unbudgeted expenditures of general funds at the monthly meeting. President shall approve any unbudgeted expense less than \$200.00 when the Executive Board is not in session.
- (c) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.
- (d) Set the time and date of General Membership Meetings and give members timely notification.
- (e) Review the annual budget and monthly financial reports prepared by the Treasurer. Review monthly financial statements issued by the bank against the reports prepared by the Treasurer at a minimum of every three months. Bank issued financial statements shall be available to all Executive Board Members at said meetings by the Treasurer.

### **Section 3.05: Special Votes**

If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board, comprised of the six officers, one at-large member, and one chairperson of each of the six Standing Committees.

A report of the action taken shall be made at the next General Membership Meeting. Only under special circumstances an electronic voting shall be allowed, which will not be more than one occurrence between two Executive Board meetings.

## Article IV. Operating Committees

### **Section 4.01: Operating Committees**

Operating Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. The remaining Committee members either are appointed by each Chairperson in consultation with Executive Board or are nominated from the floor during the Annual or Monthly Business Meeting.

**Each Operating Committee will have TWO Co-Chairs.** One Co-Chair will be a parent of a Digital and Media Academy Student and the other will be a parent of a Medical Academy Student. The Co-Chairs will work together to achieve the goals of the Operating Committee recognizing that activities within the Committee may be occasionally directed at only one of the two academies at HHS.

Operating Committees are as follows:

- (a) Communications
- (b) Membership and Hospitality
- (c) Volunteer
- (d) Fundraising
- (e) Grant and Education

### **Section 4.02: Communications Committee**

The Communications committee shall work to increase the school and community awareness of the Academy Programs at Hightower High School. The Communications Committee shall take care of all communications for the Club, including the communication concerning any functions which the Club may sponsor or promote through regular and electronic mails. The Communications Committee shall also be responsible for the maintenance of the Club website and maintain regular contact with the media.

### **Section 4.03: Membership and Hospitality Committee**

The Membership sub-committee shall maintain a complete and current list of all members and collect dues. Further, the Membership sub-committee shall conduct ongoing efforts to recruit new members. Hospitality functions of this committee may be at the request of Committee members, Academy Coordinators or the Executive Board.

### **Section 4.04: Volunteer Committee**

The Volunteer Committee shall recruit parent and student volunteers to staff and manage all events for which volunteers are needed to carry out Club functions

The Volunteer Committee shall:

- (a) Consult with the HHS Academy Coordinators with respect to recruiting student volunteers.
- (b) Record the labor-hours or volunteer-hours incurred for each event.

### **Section 4.05: Fundraising Committee**

The Fundraising Committee shall be responsible for the management of all fundraising activities for the Club. The Committee shall submit ideas for fund raising projects to the Executive Board for approval and shall plan for such projects as are approved by the Board.

The Fundraising Committee shall:

- (a) Record the expenses and revenues for each fundraising activity.

(b) Acquire all provisions required for each fund raising activity.

#### **Section 4.06: Grants and Education Committee**

The Grants and Education Committee shall be responsible for helping HHS Academy Coordinators and their staff to apply and secure various extramural grants to significantly enhance the endeavors of HHS Academy students. This committee shall be responsible for all activities to enhance the educational experience of the HHS Academy students. This includes, but not limited to, assistance in finding internships, assistance in competitions, assistance in college admissions, and organizing guest speakers program.

#### **Section 4.07: Operating Committee Chairperson Duties**

Operating Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, and vendor contacts for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor within 30 days after the new successor assume the duties.

### **Article V. Meetings**

#### **Section 5.01: Annual Business Meeting**

The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time or location shall be announced in advance of the proposed change.

#### **Section 5.02: General Membership Meetings**

General Membership Meetings shall be held at least once every school-semester unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons. The annual budget shall be approved by the members by a simple majority during the first General Membership meeting to be held in September.

#### **Section 5.03: Executive Board Meetings**

Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members within a reasonable timeframe following the meeting and before the next General Meeting.

#### **Section 5.04: General Meeting Voting**

All members in good standing for the current year are eligible to vote. No member shall be allowed to vote by proxy in any form.

#### **Section 5.05: Quorum**

A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be ten percent (10%) of the families with a current annual paid membership. A quorum for Executive Board Meetings shall be fifty one percent (51%) of the Board members. In all voting instances, majority rules for those present. A quorum of thirty percent (30%) of general members shall be required to amend the bylaws.



## **Article VI. Finances**

### **Section 6.01: Collection of Funds**

All funds including cash and checks received by the Club shall be deposited to the credit of the Club in a financial institution selected by resolution of the Executive Board. The party issuing an insufficient funds check must reimburse the Club for the amount of the check plus any applicable fees within thirty (30) days of notification of insufficient funds. If more than one insufficient funds check is presented to the Club by the same party, no further checks will be accepted, only cash or cash equivalents such as cashier's check or money order.

### **Section 6.02: Allocation of Special Funds**

Funds raised by the Club that have a specific advertised purpose as approved by the Executive Board, shall be deposited (and separately tracked) in the Club's general fund to ensure that at least 90% is disbursed for the advertised purpose and to safeguard the integrity of the Club and the School. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project's inception. Any undisbursed amount shall be deposited back in the general fund.

### **Section 6.03: Allocation of Club Funds**

Funds raised by any of the Club fundraising programs shall only be directed to an approved Club activity. All requests to direct money elsewhere are considered unbudgeted and must be approved by the Executive Board as outlined in Section 3.04

### **Section 6.04: Allocation of Generated Investment income**

Any interest generated by the investment of the Club's general funds and/or encumbered funds, in an approved financial institution, shall be deposited into the Club's general fund.

## **Article VII. Amendment of the By-Laws**

### **Section 7.01: Request for Amendments to the By-Laws**

Amendments to the By-Laws shall be submitted in writing to the Executive Board by a minimum of five members from general membership or by two members of the Executive Board. All the amendments shall be submitted at the General Membership meeting for approval before presenting at the next Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership in advance of the Annual Business Meeting.

### **Section 7.02 Adoption of Amendments**

Amendments shall be adopted at the Annual Business Meeting by a simple majority of those Club members voting, using quorum guidelines in Section 5.05. An approved proxy as determined by the Executive Board shall be accepted for quorum purposes only to amend the bylaws.

**Article VIII. Dissolution of Club**

**Section 8.01: Dissolution of the Club entity**

In the event of voluntary or involuntary dissolution of this Club, all assets and cash will be distributed to the Hightower High School Student Council.

**BY-LAWS**  
**OF**  
**HIGHTOWER HIGH SCHOOL ACADEMIES**  
**BOOSTER CLUB**  
**(HHSABC)**

Approved at a General Body Meeting on September 16, 2013

Adopted

IN WITNESS WHEREOF, we have hereunto set our hands this day and year shown below

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ President \_\_\_\_\_  
K.P. George

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Vice President \_\_\_\_\_  
Ebony Lyons

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Secretary \_\_\_\_\_  
Ellen Hughes

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Co-Secretary \_\_\_\_\_  
Sugra Shaik

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Treasurer \_\_\_\_\_  
Tammy Harvey

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Co-Treasurer \_\_\_\_\_  
Machelle Milligan

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ At Large Member \_\_\_\_\_  
Marilyn Cooper