

LPS Athletic Boosters Bylaws

(Adopted: August 13, 2019)

(Amended: August 24, 2022)

(Amended: April 29, 2026)

(Amended: May 06, 2026)

ARTICLE I: Name

The name of this organization is the LPS Athletic Boosters, and is associated with Leadership Prep School in Frisco, Texas

ARTICLE II: Purposes

The purpose of the LPS Athletic Boosters is to elevate the sport programs at Leadership Prep School by raising funds, distributing money and materials, soliciting memberships, encouraging attendance at athletic events, assisting the Athletic Director and Coaches. We value the development of the whole person, encouraging our Student Athletes to grow as leaders to the best of their ability. Our non-profit organization (organized exclusively for charitable purposes, under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code) supports, promotes and encourages athletics for all Lion sports. The LPS Athletic Boosters members (parents, coaches, student athletes and fans) strives each year to make athletics at Leadership Prep School a very rewarding experience for the athletes and at the same time an enjoyable experience for the fans. The general fund financial support will vary from year to year. However, the funds are historically used for league fees, capital improvements, recognition banquets & receptions, equipment replacement and maintenance, team travel expenses, senior athlete gifts, athletic signage & banners, field or court scoreboards, admissions, spirit wear, and concession stand operations. LPS Athletic Boosters contributes to all Leadership Prep School athletic teams in both Middle School and High School.

ARTICLE III: Basic Policies

The following are basic policies of the LPS Athletic Boosters:

Section 1.

The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2.

The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose(s) of the organization.

Section 3.

The organization shall not—directly or indirectly—participate or intervene (in anyway, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4.

This organization shall not use any EIN (tax number) other than its own. The EIN for the LPS Athletic Boosters is not to be used by any other booster club for any purpose whatsoever.

Section 5.

This organization shall secure a sales tax Certificate of Registration by completing Texas Sales and Use Short form 01-117, and collect and remit the tax due on such sales unless the sales are specifically exempt by statute. May be efiled on Texas Comptroller website

Section 6.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 7.

This organization shall prohibit voting by proxy.

Section 8.

No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.

Section 9.

Dissolution of this organization:

- a. After paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code and affiliated with Leadership Prep School Athletics.
- b. Shall cease and desist from the further use of any name that implies or connotes association with LPS Athletic Boosters. c. Carry out promptly all proceedings necessary or desirable for the purpose of dissolving this organization.

Section 10.

This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members.

Section 11.

Only members who have paid dues for the current membership year (school year) may participate in the business of that association.

ARTICLE IV: Members and Dues

Section 1.

Membership in this organization shall be made available without regard to race, color, creed or national origin.

Section 2.

A person's paid membership dues allow membership in the organization from July 1 to June 30 of each school calendar year.

Section 3.

Upon payment of annual dues, a person shall have membership in the organization for one year.

- a. Membership shall give the right to vote in Board Elections.
- b. Amendment approved 05/06/2026 by unanimous board vote.

Section 4.

Team Representatives

- a. There shall be one (1) Team Representative to the LPS Athletic Boosters (1 for each male and each female sport supported by Leadership Prep School.
- b. All members of the LPS Athletic Boosters are eligible to serve as a Team Representative provided their student athlete is a member of that team.
- c. The Team Representative shall be selected by general agreement between the LPS Athletic Boosters Executive Board and the coach/coaches of the particular team they are chosen to represent.
- d. The Team Representative's responsibilities include, but are not limited to:
 1. Supporting the fundraising efforts of the LPS Athletic Boosters (this includes team fundraisers).
 2. Communicating the actions/needs of the team they represent to the LPS Athletic Booster Board at the monthly meetings.
 3. Communicating the actions/need of the LPS Athletic Boosters to their respective teams.
 4. Supporting, promoting and maintaining a high standard of integrity and good sportsmanship in all athletic activities of Leadership Prep School.
 5. Encouraging good will and fraternal spirit among members of the LPS Athletic Boosters.

Section 5.

Standing Board Members

- a. The Secondary School Principal and Athletic Director of Leadership Prep School shall retain a permanent position on the Board but shall not be considered voting members of the LPS Athletic Boosters. This is an honorary membership, no fees

will be collected for this membership.

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- b. Recommendations made by the Athletic Director of Leadership Prep School shall be given elevated consideration in all matters.

ARTICLE V: Officers and Their Election

Section 1.

Each officer must be a member of this organization.

Section 2.

No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his family members.

Section 3.

Officers and their election

- a. The officers of this organization shall consist of a president, vice president, a secretary, and treasurer/co-treasurers. These officers constitute the Executive Board.
- b. Officers shall be elected by ballot before the end of school year. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.
- c. An individual must be a member prior to taking office. The president of the LPS Athletic Boosters Board, is an individual who has previously held an Executive Board (VP, Secretary, Treasurer) position in the organization.
- d. Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected.
- e. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 4.

Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
- b. In case a vacancy occurs in the office of president, an Executive Board member shall serve notice to the executive board of the election.

Section 5.

Reason to remove:

By two-thirds (2/3) vote of the executive board an Executive Board Officer, General Board member, or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

ARTICLE VI: Duties of Executive Officers

Section 1.

The president shall:

- a. Coordinates the work of the officers and committees of the association;
- b. Confirms that a quorum is present before conducting any business at any meeting of the association; c. Presides at all meetings of the association;
- d. Appoints chairmen of special committees subject to approval of executive board;
- e. Be authorized to sign on bank accounts (two authorizations shall be required on all checks; authorization via e-mail is appropriate) ;
- f. Call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
- g. Is a member ex-officio of all committees except the nominating and audit committees;
- h. Signer on tax return

Section 2.

Vice President

The vice president shall:

- a. Act as aide-to-the-president, and
- b. Presides in the absence of the president.
- c. Signer on tax return in absence of the president.

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- d. Sign on bank accounts (two authorizations shall be required for the issuance of all checks);

Section 3.

The secretary shall:

- a. Record the minutes of all meetings of the association;
- b. Maintain a compilation of the organization's minutes;
- c. Is responsible for correspondence;
- d. Have a current copy of the bylaws; and
- e. Maintains a current membership list.
- f. Sign on bank accounts (two authorizations shall be required for the issuance of all checks);

Section 4.

The treasurer/co-treasurers shall:

- a. Have custody of all the funds of the association;
- b. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;
- c. Makes disbursements in accordance with the budget adopted by the organization and approved requests; d. Sign on bank accounts (two authorizations shall be required for the issuance of all checks);
- e. Presents a financial report, both written and verbal, at every meeting of the unit and as requested by the board or the organization;
- f. Make a full report at the annual meeting;
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these bylaws; and
- h. Submits books to the audit committee as requested.
- i. Prepare and file Income Tax Return (or have it prepared); and
- j. Signer on tax return.
- k. Prepare and file Sales Tax Quarterly or Annually

Section 5.

All officers shall:

- a. Attend all meetings of the association;
- b. Perform the duties outlined in these bylaws and those assigned from time to time; and
- c. Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 6.

Signers

- a. Signers on bank accounts shall not be related by blood or marriage and shall not reside in the same household.

ARTICLE VI-a: General Board

Members of the General Board include Concession Committee Chair, Fundraising Committee Chair, Volunteer Committee Chair, Admissions Committee Chair. "Home Athletic Event" = athletic events in our home gym.

Section 1.

Concession Committee Chair duties:

- a. Make sure adequate change in Concession money box;
- b. Coordinate with Treasurer (or other Executive Board member) for counting and deposit of funds from concessions; c. Purchase, and keep inventory of all items for concession stand;
- d. Turn in all receipts for purchases to Treasurer;
- e. Place beverages in refrigerator for all home athletic events;
- f. Coordinate with Volunteer Committee Chair to make sure concession stand has adequate coverage for all home

- athletic events;
- g. Coordinate with Admissions Committee Chair to make sure admission table has adequate coverage for all home athletic events;
- h. Make sure concession stand is open and ready for all home athletic events;
- i. Make sure concession stand is closed/cleaned after all home athletic events.

Section 2.

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Fundraising Committee Chair duties:

- a. Liaison with Athletic Teams on what fundraising activity they are doing;
- b. Making sure all Athletic Team Coaches are aware of the amount needed to fundraise;
- c. Keep a calendar of all team fundraising, making sure there is not conflict;
- d. Report to Executive Board fundraising for each Athletic Team;
- e. Community Fundraising – seeking community sponsors for Athletic Program.

Section 3.

Volunteer Committee Chair duties:

- a. Set up Sign Up Genius for all home athletic events;
- b. Distribute Sign Up Genius to coaches for distribution to their team parents;
- c. Post Sign Up Genius on LPS Athletic Boosters social media;
- d. Coordinate with Concession Committee Chair to make sure concession stand positions are filled for all home athletic events;
- e. Coordinate with Admissions Committee Chair to make sure admissions positions are filled for all home athletic event.

Section 4.

Admissions Committee Chair duties:

- a. Make sure adequate change in Admission money box;
- b. Coordinate with Treasurer (or other Executive Board member) for counting and deposit of funds from admissions; c. Manage Ticket Spicket for all home athletic events;
- d. Set up/tear down of admissions table at all home athletic events;
- e. Coordinate with Volunteer Committee Chair to make sure admissions positions are filled for all home athletic events.

ARTICLE VII: Meetings

Section 1.

This organization shall hold minimum of Nine (9) meetings a year. 2 are General Meetings, 7 Executive Board. a. Regular meeting dates will be established by the board during the first meeting of the year. Time and dates will be announced to the membership at the first meeting of the year. Five days notice shall be given if change of date is needed. b. The regular meeting held in March shall be the election meeting.

c. The annual meeting in August and June shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.

Section 2.

Special meetings of the association may be called by the president or by a majority of the executive board, at least three days notice having been given.

Section 3.

2/3 of Executive Board shall constitute a quorum for the transaction of business in any meeting of this organization.

Section 4.

a. An agenda shall be made available to all board members prior to monthly working meetings, by the President. b. An agenda shall be made available to all members prior to General Meetings, by the Secretary. c. A quorum of the board

is necessary for any financial decisions to be made which are not already addressed in the approved budget.
d. In extreme cases, a vote requiring a quorum may be taken by electronic signature
e. The event of extreme case is determined by the Athletic Director and the President of the LPS Athletic Boosters.

ARTICLE VIII: Standing and Special Committee

Section 1.

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Only members of the association shall be eligible to serve in any elective position.

Section 2.

The board may create such standing and special committees, as it may deem necessary to carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.

Section 3.

The newly elected president shall call a meeting of the incoming officers within thirty (30) days after the election for the purpose of approving standing committee chairmen and such other business as becomes necessary.

Section 4.

No chairman shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 5.

All standing committee chairmen shall:

- a. Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties; and
- b. Present a Plan of Work to the executive board for approval. No committee work shall be undertaken without written approval from the executive board.

Section 6.

The president shall be a member ex-officio of all committees except the audit Committee.

Section 7.

The quorum of any committee shall be a majority of its members.

ARTICLE IX: Fiscal Year

Section 1

The fiscal year of this organization shall begin July 1st and end June 30th

Section 2.

An audit committee consisting of not less than three (3) members, who are not authorized signers, shall be appointed by the board at least thirty (30) days before the last meeting of the fiscal year.

Section 3.

The audit committee report shall be adopted by the association.

ARTICLE X: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

ARTICLE XI: Amendment

Section 1.

These bylaws may be amended at any meeting of the association, provided a quorum is present. Notice of the proposed amendment shall have been given at the previous regular meeting or twenty (20) days prior to the meeting at which the amendment is voted upon.

Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty (20) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

Section 2.

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This organization shall review and if necessary, amend its bylaws at least every three (3) years.

ARTICLE XII: Amendment to 2-Check Signature Rule

Section 1.

In the event of a Global/National/State/County/City emergency, such as a pandemic, whereas social distancing or shelter-in place is enacted by Global/National/State/County/City authorities, the 2-check signature rule can be bypassed. One signature will be accepted for as long as the event is ongoing. The check writer/signer will obtain electronic agreement from a 2nd member of the LPS Athletic Boosters Executive Board, prior to writing/signing any checks.

Section 2.

Amendment approved 3.26.2020, by unanimous board member vote.

Section 3.

In the event that a second signer is not available in a timely manner and a check is needed immediately, the second signature can be obtained through electronic approval.

Section 4.

Amendment approved 04.29.2026, by unanimous board member vote.

