

Interim AAYFDT Policies and Procedures for 2011 Season  
Effective July 19, 2011

League Operations (taken from the Rules of Competition)

**Section I: League Structure**

**01: Finance and Administration**

01.01.01.01 – added 2004

The proper control of, and accounting for, receipts, especially cash, is essential to maintaining individual accountability and reducing the risk of loss. The following procedures will apply in cash receipt situations:

1. Registration fees - A two-copy receipt book will be used to record all funds received for registration fees and pre-paid expenses. The receipt will show the registrant's name(s) and amount paid by category E.g. \$65 D/T fee, \$35 for uniform.
2. Fundraisers - Whenever possible, all receipts should be by check. It is highly recommended that cash be consolidated by those collecting funds and a check equal to the amount of cash be turned in instead of the cash. Whenever cash is turned in to the Club, the amounts must be verified by both parties and a cash receipt issued.
3. Sales of inventory/souvenirs - Receipts must be issued for all purchases, noting items purchased and the amount paid. A deposit must be made weekly of all funds received. If authorized by the Club, a change fund of not more than \$35 may be deducted from the weekly deposit. Regular reconciliation of inventory counts, receipts issued and funds deposited will be made.
4. Concessions - Cash receipts will be maintained in a cash box or bank deposit bag. Cash will not be kept in more than one location within the concession stand area. To the extent possible, control of and access to the cash box will be limited to as few personnel as possible. At least once every two hours, funds in excess of the change fund will be pulled from the cash box by the Booster Club Treasurer or other authorized Director and will be placed in a secure location. Funds pulled will be verified by the person in charge of the stand and the person pulling the funds issued to the cash box. All funds received will be deposited on a weekly basis. The Club may authorize a change fund of not more than \$50 to be deducted from the weekly deposit, for use at the next event.

01.01.01.02 Reporting

A. All Booster Club Treasurers shall submit a complete report on the booster club financial position on a monthly basis to the AAYFDT Treasurer. The report must be:

1. On AAYFDT forms as directed by the AAYFDT Board.
2. Delivered to the AAYFDT Treasurer no later than the tenth (10th) of each month with a receipt showing when reports were received by the AAYFDT Treasurer.
3. Complete and correct.
4. Justified by a complete and correct file of all receipts issued and received by the booster club.
5. Justified by bank statements and canceled checks.

B. All booster clubs must have a complete inventory of every asset under the control of the respective club, furnish current copies of the inventory to the AAYFDT Treasurer.

C. Year-end financial reports shall be in no later than February tenth (10), delivered to the AAYFDT with receipt issued.

D. Originals of all records, receipts, canceled checks, along with bank statements from previous year shall be turned over to the AAYFDT treasurer at year-end to be kept in a proper form for the required period of time as directed by the I.R.S. and all other government agencies which have authority to require such records.

E. All equipment must be handled, cared for and stored in a manner, in accordance with directives issued by the AAYFDT Board and controlled and inspected by the AAYFDT Equipment Director.

F. All directors, both at booster club level and the AAYFDT level, shall turn over all books, records, equipment and all other assets to the incoming director in a complete and orderly fashion along with complete descriptions of what that directors duties are, a list of names, numbers and times that are necessary for the incoming director to do their job in a proper fashion.

G. Any Booster Clubs not complying with directives concerning finances and equipment shall immediately lose control of all assets of the corporation to include all books, records, equipment and funds belonging to the corporation. The process for ordering the relinquishment of control shall be as follows:

1. When it is determined by the director in charge, i.e. The Treasurer or Equipment Director, that a Booster Club is not in compliance with rules relating to assets, a letter notifying the AAYFDT President of such non-compliance is to be delivered at once by the concerned director.
2. The AAYFDT President after receipt of such a letter shall investigate the report and if found to be true, issue an executive order calling for the surrender of all control of the assets held by the Booster Club not in compliance.
3. A copy of such order shall be mailed to all AAYFDT Directors and to all directors of the Booster Club involved.
4. Failure to comply with such order shall be cause to place the entire Booster Club Board on suspension by the President of the AAYFDT.
5. Such actions by the AAYFDT President may only be reversed by filing a grievance as called for by AAYFDT grievance procedures and receiving a 2/3 vote from the entire AAYFDT Board of Directors.
6. No grievance filed to reverse may be addressed until all assets have been turned over to the AAYFDT.

## **02: Boundaries**

### 01.01.02.01

The AAYFDT Board of Directors shall determine the boundaries for each booster club. No booster club, or prospective booster club, may set their own boundaries. Boundary changes will require majority approval of the AAYFDT Board of Directors.

### 01.01.02.02

Disputes regarding boundary infringements shall be settled by the AAYFDT Board of Directors.

### 01.01.02.03

Boundaries are defined as per the attendance zones for the Klein, Spring, or Tomball ISD middle school assigned to the booster club.

## **Section II: Registration**

### **01: Fees**

#### 01.02.01.01

The registration fee schedule shall be set annually by the AAYFDT Board of Directors. The fee schedule shall include football and drill team registration as well as the fundraiser amount. Each booster club is required to use this fee schedule.

#### 01.02.01.02 – 2010 rule change

The fee schedule is defined as follows:

Football - \$100 with \$180 fundraiser buyout

Drill Team - \$100 with \$180 fundraiser buyout

#### 01.02.01.03

Payment in full of all registration fees is required prior to issuance of equipment or participation in any practice or other AAYFDT activities. This requirement includes payment in full of any unpaid registration fees or other monies owing from prior seasons.

#### 01.02.01.04

All American Youth Football encourages the participation of siblings in its youth programs. Recognizing the costs of such participation, AAYFDT Clubs will provide the following discounts with more than one youth participating:

First Child No discounts

Second Child 5% of the total of both registration fees.

Three or more children 2.5% of the total registration fees, times the number of youth participants.

#### 01.02.01.05

Refunds of registration fees for participants who leave the program, for any reason, will be payable only under the following circumstances:

1. All requests for refunds must be submitted in writing, on the approval form, by no later than the second game of the regular season. Refund requests must be submitted to the Booster Club Treasurer.

2. All equipment or other items issued to the participant must be returned prior to the issuance of the refund check
3. Refund amounts, based on length of participation, are as follows:
  - Prior to the first practice 90%
  - Prior to the first game 75%
  - Beginning of the first game No Refund

## **02: Registration Schedule and Procedures**

### 01.02.02.01

It is the responsibility of the AAYFDT Board of Directors to hold registration to enlist boys and girls for the football and drill teams provided they are in an AAYFDT chartered area.

### 01.02.02.02

The registration dates shall be established by the AAYFDT Board of Directors and shall be made public knowledge according to the procedures established each year.

### 01.02.02.03

All eligible persons desiring to register must be given the opportunity. Coaches are permitted to find, encourage and recruit participants to their teams in accordance with the boundary rules of the AAYFDT.

### 01.02.02.04

No participant is fully registered or eligible for team assignment, practice or any other participation until:

- A. the official AAYFDT registration form is fully and properly completed and signed by a parent or guardian
- B. the booster club has received a copy of proof of birth
- C. a booster club board member has weighed football participants and initialed the registration form

### 01.02.02.05

Registration is subject to age, weight, school, grade, and residence within the AAYFDT boundaries and is accomplished in two methods: legacy registration and open registration. These registrations are to be two separate events. Anyone who does not live within the boundaries of an AAYFDT Booster Club may play for any club as determined by the AAYFDT.

### 01.02.02.06

Legacy registration is extended to participants who have legacy (returning) rights based upon the prior or current participation of him/her and/or family members. Legacy rights are extended for only their home booster club and for transfers to other booster clubs subject to the guidelines specified in 01.01.02.09. Legacy positions are subject to availability and priority order of the legacy rights. During the initial year the booster club is in operation, sons and daughters of members of the Booster Club Board of Directors, all coaches, and instructors appointed prior to registration, will have legacy privileges. Freshman teams may be signed up at this time as the team has no legacy players, but they must be from within the booster club's area. Legacy

Registration is to be performed and completed by each booster club prior a date determined by the AAYFDT Board on an annual basis in their January meeting and may begin on January 1st.

#### 01.02.02.07

Open Registration is open to all children who will be in the sixth grade or lower and who meet the following criteria:

Football participants will be 7\*-8 to 12 years of age on June 1 of the current school year.

Drill Team participants will be 6 to 12 years of age on September 1 of the current school year.

All open registration children are registered for participation in the AAYFDT without guarantee the child will be assigned to any particular booster club and are subject to the Lottery.

#### 01.02.02.08

Lottery is the means by which children are ultimately assigned to booster clubs by the AAYFDT.

Each team within each booster club is limited as to the maximum number of participants.

Children are preliminarily assigned to the booster club which area contains the child's home.

Should their home booster club team over fill, then all new or open registration children from that team (who signed up at that registration) are placed into the lottery. The names of children in the lottery will be randomly selected until such point that the total of legacy players and open registration players equals the maximum allowable for the team. The children not selected will be assigned to the nearest booster club that needs participants.

#### 01.02.02.09

The purpose of legacy positions is to provide continuity of teams and to encourage the necessary parental participation essential to the success of our program. Participants must live within the booster club's area. **Any adult may coach or participate in any booster club, but their children's legacy rights do not extend beyond their home booster club's area.** Legacy positions (subject to availability) are determined upon a priority order of legacy rights as follows:

A. returning participants from previous year's team

B. returning participant from the booster club, but from another team level

C. sons, daughters, or siblings of current year AAYFDT Board Members, Booster Club Board Members, and Coaches

D. the brother or sister of a returning participant

E. the brother or sister of a last year participant

F. sons, daughters or siblings of prior year AAYFDT Board Members, Booster Club Board Members, and Coaches

G. a transfer player from another booster club within the league

H. new participants

#### 01.02.02.10

Any and all changes to team rosters must be approved by the AAYFDT AD or Drill Team Director within 72 hours and prior to the new members being approved for participation in the game day activities. Anyone not included on the latest approved roster will not be allowed to participate in the game activities.

### **Section III: Penalties**

#### **01: Disciplinary Actions**

##### 01.03.01.01

All rules violations must be reported in writing to the AAYFDT AD or AAYFDT DTD for investigation.

##### 01.03.01.02

Booster Club members guilty of persistent misconduct may be suspended from participating based upon action of the Booster Club Board of Directors.

##### 01.03.01.03

The AAYFDT Board of Directors is authorized to assess penalties of any nature, including charter cancellation, for violation of any rules or regulations.

##### 01.03.01.04

All AAYFDT and Booster Club Board Members, (and coaches), are responsible for enforcing and complying with the rules specified herein. Any rule violation is subject to discipline in one or more of the following manners.

- A. Suspension of the individual for one or more weeks
- B. \$100 assessment against their respective booster club, payable to the AAYFDT
- C. \$250 assessment against their respective booster club, payable to the AAYFDT
- D. \$500 assessment against their respective booster club, payable to the AAYFDT
- E. Lifetime suspension and immediate removal of the individual
- F. Forfeiture of game(s)
- G. Disqualification from post-season participation

Violations for playing with an ineligible player will automatically result in forfeiture of all games played with the ineligible player. Violations resulting in forfeiture of games will automatically result in disqualification from the playoffs for those teams forfeiting games.

##### 01.03.01.05

Any decision concerning discipline may be appealed provided the following steps are taken. The Rules Panel consisting of the AAYFDT President, Vice-President, and the AAYFDT AD or AAYFDT DTD will review all appealed decisions. This process should be complete within 24 hours. If the decision is overturned, the booster club will be refunded their deposit. If the appeal is lost, all assessments and deposits will remain with the AAYFDT.

- A. the club/individual must first comply with the decision
- B. the club must make a deposit of \$250 to the AAYFDT
- C. the decision is reviewed and researched by the panel
- D. a final determination is made and the club/individual is notified
- E. the deposit is processed accordingly

Any disciplinary action, whether assessed by the AAYFDT or a Booster Club, will take place the next week. No choices will be granted as to what game the coach or player wants to sit out from a suspension, fine or penalty.

## **02: Consumption of Alcoholic Beverages and Tobacco Products**

### 01.03.02.01

If any AAYFDT sponsored function is at a public establishment where alcoholic beverages are sold and children are participants in the function, no adults accompanying the children are to purchase or consume any alcoholic beverages while attending the function or while in route to or from the function. An AAYFDT sponsored function is defined as any function where AAYFDT or subordinate booster club funds are used to support the activity.

### 01.03.02.02

No All American Youth Football and Drill Team Association organization shall have or permit the consumption of beer or other alcoholic beverages at any practice or game fields where children in the All American Youth Football, Inc. program are in attendance as members of an All American Youth Football, Inc. team.

### 01.03.02.03

Should an All American Youth Football and Drill Team Association function in a public park coincide with the activities of another organization at which beer or other alcoholic beverages are being sold and/or consumed, all adult members of the All American Youth Football and Drill Team Association organization are to exclude themselves and the children in their care from said other organization's activities and from the personnel connected therewith.

### 01.03.02.04

No smoking or tobacco will be permitted during practice, games or performances. These rules shall be interpreted to include illegal gambling and other vices.

### 01.03.02.05

In the event these are knowingly violated, the function at which a violation occurs will not be considered a legal authorized activity of All American Youth Football and Drill Team Association and any consequences will be handled accordingly.

### 01.03.02.06

The AAYFDT does not allow tobacco anywhere near the children. All of the campuses where we practice and play are tobacco free. It is the school district's rules that you will be breaking if you decide to use tobacco anywhere on these campuses. It is their security personnel that you will have to deal with.

### 01.03.02.07

Alcoholic beverages and profane or abusive language in the stands or parking lot must not be tolerated.

## **99: Miscellaneous**

01.03.99.01

The AAYFDT Board of Directors recommends that each booster club carefully set dates for activities such as, pictures and banquets, so as to not conflict with any school, religious or other activity that might prevent participation.

### **DUES AND ASSESSMENTS (taken from the 2002 By-Laws)**

Section 1. Annual Dues or Assessments: The Board of Directors may, subject to Members approval, determine from time-to-time the amount of initiation fee, if any, and annual dues payable to the corporation, if any, by Members of each class, or at their option shall assess from each Member such amount to be set by the Board of Directors that may be needed for the expenses of this corporation.

Section 2. Payment of Dues or Assessments: Dues or assessments shall be payable within (30) days of such assessment or no later than seven (7) days prior to the first practice of each year. Dues of assessments of a new Member shall be prorated, if authorized by the Board of Directors, from the first day of the month in which such new Member is elected to membership for the remainder of the fiscal year of the corporation.

Section 3. Default and Termination of Membership: When any Member shall be in default in the payment of dues of assessments for a period of 30 days from the beginning of the fiscal year of period in which such dues and assessments become payable, its membership may thereupon be terminated in the manner provided in Article III of these by-laws. Under no circumstances will a Member in default for such period of time be allowed to participate in inter-member competition, whether terminated by the Board of Directors or not.

Section 4. Eligibility to Vote: A Member in good standing is entitled to vote at a meeting of the Members of the corporation. A Member in good standing is one who has paid all required fees and dues and is not suspended as of the date of the meeting.

### **Fundraising (taken from Fundraising Policy document)**

#### **General Policies**

All fundraising is to be done voluntarily with the exception of the mandatory Booster Club Member fundraiser provided by the League.

Each Booster Club will submit their current year fundraising plans to the AAYFDT Executive Board by April 1<sup>st</sup> for approval.

Booster Clubs are prohibited from conducting fundraising at games in which they are the visiting team, with the exception of League sponsored activities such as raffles.

## **Mandatory Booster Club Member Fundraising**

### **AAYFDT Policy:**

The League (AAYFDT) provides a mandatory \$180 per participant fundraising opportunity to each Booster Club. Each Booster Club Member may either:

- elect to buy-out of the fundraiser by providing the Booster Club payment of \$180 before all registration fees are due, or
- elect to participate in the fundraiser and agree to sell enough merchandise to allow the Booster Club to generate a minimum of \$180 in commission
  - If the Member fails to sell the agreed upon minimum amount by the time registration fees are due, then the Member is required to make up the difference.
  - If the Member sells more than the agreed upon minimum amount then the Booster Club may give the Member the option of applying the excess to recover their current year registration fees. However, amounts in excess of registration fees may not be recovered.

Each Booster Club can select their own fundraising retailers, but each selected retailer must be approved by the AAYFDT Executive Board prior to April 1st of the year in which the retailer is used.

## **Charitable Raffles**

### **Background:**

Under Texas law, conducting a raffle is gambling and an illegal activity. However, The Charitable Raffle Enabling Act permits “qualified organizations” to hold up to two raffles per calendar year and only one at a time. A raffle is defined as “the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize”. Proceeds from ticket sales must be used for the charitable purposes of the qualified organization. The AAYFDT, as a 501(c) organization, is a qualified organization under the Act.

### **AAYFDT Policy:**

Raffles must be conducted on a league-wide (AAYFDT) basis ONLY. Booster Clubs may not conduct individual raffles for any reason. The League may elect to conduct as many as two or as few as zero raffles in any given year. The League reserves the use of one of its yearly raffle opportunities to benefit the League as a whole (scholarships, capital improvements, etc.). The League reserves the use of its second yearly raffle opportunity to benefit the Booster Clubs that elect to participate.

A raffle for the benefit of participating Booster Clubs will be conducted as follows:

- The length of the raffle and date of drawing will be determined by the League with input from participating Booster Clubs.
- Prize selection will be agreed upon by a simple majority of participating Booster Clubs.
- Ticket price will be agreed upon by a simple majority of participating Booster Clubs and clearly denoted on each ticket.
- Tickets will be printed and distributed by the League.

- The cost of prizes and the administrative costs of conducting the raffle will be paid for by participating Booster Clubs in advance of receiving tickets. Each Booster Club assumes full financial risk of not recouping the costs of the raffle.
- Tickets must be sold for face value only and not given away or provided as compensation for any reason.
- Each Booster Club will keep all proceeds from the sale of raffle tickets.
- Each Booster Club will ensure that the accounting and banking records validate the number of tickets sold and at the request of the AAYFDT Treasurer, be prepared to demonstrate the validity before their tickets are submitted for drawing.

## **Charitable Bingo**

### **Background:**

Charitable Bingo is a form of legalized gambling. It is a licensed activity heavily regulated by The Charitable Bingo Operations Division of the Texas Lottery Commission.

### **AAYFDT Policy:**

All forms of bingo conducted by a Booster Club for fundraising purposes are strictly prohibited.

## **Casino/Poker Events**

### **Background:**

Unlike raffles and bingo, there is no exception to the gambling law in Texas for nonprofits to hold fundraising events that involve other forms of gambling. If all three of the following conditions are met, then it's probably gambling and illegal:

- Money or anything of value is paid to enter the game.
- Winners are decided by a game of chance
- Prizes of value are awarded

Many people are aware that it can be legal to play poker or other casino activities in a private place. Money can be bet and won by participants. However, for it to be a legal activity, all money must be redistributed to the participants. In other words, the "house" cannot keep a cut, which makes it difficult to legally raise funds using poker or casino events.

There are legal ways to fundraise with poker or casino events. You must remove at least one of the conditions that make it illegal gambling. You can either:

- Charge an entry fee but do not award prizes for games of chance or,
- Do not charge an entry fee, but conduct other legal fundraising activities such as selling food and drink or holding auctions.

### **AAYFDT Policy:**

Booster Clubs are prohibited from conducting poker and/or casino events without prior approval from the AAYFDT Executive Board. The AAYFDT Executive Board will determine if the structure of the fundraising activity is legal before granting approval.

## **Sale of Concessions and Merchandise**

### **Background:**

The issue here is not the legality of the activity but the collection of sales and use taxes. Just because the State of Texas has granted us a letter of exemption from paying sales tax when we purchase items, doesn't mean that we are exempt from collecting taxes on our sales of taxable items and services.

As a nonprofit organization we are granted specific exemptions from collecting sales and use tax. Those pertinent to us are:

- **Meals and Food Products-** Nonprofit organizations devoted exclusively to education or to physical or religious training and groups associated with a private or public elementary and secondary schools are not required to collect sales tax on meals and food products (including candy and soft drinks).
- **Annual Banquets and Suppers** – All nonprofit organizations can hold one tax-free banquet or other food sale per calendar year if all the food is prepared, served and sold by members of the organization and the event is not professionally catered, is not held in a restaurant, hotel or similar place of business, and does not directly compete with a retailer required to collect tax.
- **Amusement Services** – Most nonprofit organizations are not required to collect sales tax when they provide amusements (e.g. live or recorded performances, exhibitions or displays, spectator or participatory sports or games).
- **Membership Dues and Fees** – Not taxable.
- **Auctions, Rummage Sales and Other Fundraisers** – Most tax-exempt organizations can hold two, one day, tax-free auctions or sales each calendar year.

Selling taxable items without a permit is a criminal offense and each day of operation is a separate offense. The first offense is a Class C misdemeanor. Maximum penalties after a third conviction are fines up to \$4K and up to one year jail time. Failure to keep accurate records, file or submit the collected taxes can result in penalties, liens, property seizure and criminal charges.

For fundraising activities where a nonprofit takes orders, collects the money on the sales, and forwards the sales proceeds after retaining an agreed upon commission, the for-profit retailer is responsible for collecting and remitting the sales tax. Retailers that operate in this manner are used for the League sponsored fundraising opportunity offered to each Booster Club Member.

### **AAYFDT Policy:**

At no time is it permissible for a Booster Club to collect sales and use tax for any activity.

Booster Clubs may conduct the following fundraising activities that involve the sale of taxable items or services:

- **Meals and Food Products-** The sales of concession food items are permissible at any Booster Club event including practices and home games.
- **Annual Banquets and Suppers** – Each Booster Club may hold one tax-free banquet per year for the purpose of fundraising. All food must be prepared, served and sold by members of the Booster Club and not be held in a restaurant, hotel or similar place of business. This policy does not apply to banquets where the Booster Club acts as an

intermediary between the Member attending the banquet and the establishment holding or catering the event. In this case the Booster Club makes no profit on the event and sales tax is paid by the Member and remitted by the establishment hosting the event.

- **Amusement Services** – Booster Clubs are permitted to hold carnivals, sports tournaments, dances, shows or other similar activities as fundraising events.
- **Auctions, Rummage Sales and Sales of Merchandise Produced or Purchased** - Each Booster Club may sell merchandise that it produces or purchases, conduct an auction or hold a rummage sale on no more than two dates per year. Booster Clubs must notify the League of the dates in which these sales will occur. In regards to the sale of spirit items or other such merchandise, it is recommended that each Booster Club use order forms to take orders from Members in advance. Prepayments may be made but items must be delivered or made available for delivery on one of the two selected dates. The order form must explicitly state that the sale is occurring on that date.
- **Sales of Merchandise on Commission** – This fundraising method uses retailers that are responsible for collecting and remitting sales tax (e.g. World’s Finest Chocolate). Asking the Booster Club Member to do additional fundraising over and above the opportunity provided by the League is permissible if:
  - It is done on a voluntary basis only.
  - Voluntary participation is explicitly stated in all communications concerning the fundraising event.
  - The retailer is approved in advance by the AAYFDT Executive Board.
- **Nontaxable Sales and Services** – Booster Clubs are permitted to:
  - Hold car washes
  - Sell gift certificates and passbooks
  - Babysit (Parents Night Out)
  - Hold bake sales (as long as goods aren’t sold with plates or utensils)
  - Sell magazine subscriptions of six months or more
  - Sale of advertising space in programs, yearbooks, newspapers, etc.

## **Sponsorships, Grants and Donations**

### **Background:**

The amount of sponsorships, grants and donations are required to be properly classified and reported on or Federal Tax Return (Form 990). In addition, donors should be provided written documentation establishing the sponsorship, grant or donation for their tax purposes.

### **AAYFDT Policy:**

Sponsorships, grants or donations written by check should be made out to “AAYFDT- Your Booster Club Name”. This will allow for the direct deposit into the Booster Club bank account while establishing that the donation was made to the AAYFDT, the entity that makes the donation tax deductible. A written receipt should be provided to each donor.

Booster Clubs are required to provide by the end of each calendar year a complete list of all sponsorships, grants and donations received. The list should include name of the donor, amount

donated, if the donation was cash or property, and the nature of any items or services of value provided to the donor in exchange for the sponsorship, grant or donation.

## **Booster Club Operations (taken from 2007 By-Laws)**

### **Article VIII: Affiliated Booster Clubs**

#### **Section 1: Organization**

Affiliated Booster Clubs shall:

- (a) Consist of a youth football program and drill/dance team for participants of either gender.
- (b) Maintain four football teams of varying age and weight divisions which will compete against the other affiliated booster clubs as designated by the A.A.Y.F.D.T.
- (c) Maintain two drill/dance teams which will compete against the other charter member booster clubs in age divisions as designated by the A.A.Y.F.D.T.

Affiliated Booster Clubs shall not maintain by-laws or rules of competition separate from those of the A.A.Y.F.D.T.

#### **Section 2: Membership**

- (a) Booster Club members shall consist of parents of duly enrolled children currently participating on the football or drill team, current board members, current coaches, current trainers, current drill team instructors, and current drill team instructors assistants.
- (b) The term of Booster Club membership is one calendar year beginning on February 1<sup>st</sup> of the current season and ending January 31<sup>st</sup> the following year.
- (c) Membership begins when the participating family has met the terms of registration or February 1<sup>st</sup>, whichever comes last.
- (d) Membership is automatically revoked if at any time the member family becomes delinquent in payment with any monies owed the Booster Club.
- (e) The Board of Directors can revoke membership if, by their majority vote, it is decided that any member family has violated the A.A.Y.F.D.T. Code of Conduct.
- (f) Each member family will receive one vote at any general election held by the Booster Club. In the case of stepchildren, the household where the child will spend the majority of nights during the current season will be considered the member family.

#### **Section 3: Finances**

Affiliated Booster Clubs are authorized to maintain one and only one checking account for the purposes of handling the finances for all aspects of operation of the booster club to include administrative, football, and drill team expenses. The checking account shall be set up as follows:

- a) Be in the name of the affiliated booster club and specified as a subordinate of the A.A.Y.F.D.T.
- b) Authorized signatures for checks will be the president, vice president, and treasurer of the affiliated booster club.
- c) The affiliated booster club must operate so that expenses below \$250 only require the signature of only the club treasurer while expenses \$250 and above require the signature of two club officers, one of whom must be the treasurer.

## **Article IX: Booster Club Board of Directors**

### **Section 1: Organization and Authority**

- (a) A member elected Board of Directors shall administer the activities of the affiliated Booster Club.
- (b) The Booster Club Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Athletic Director, Drill Team Director, Fundraising Director, Team Mom Coordinator – Football, and Team Mom Coordinator – Drill Team. These members shall be given one vote at all board meetings.
- (c) The booster club may also, at its discretion, have the following non-voting positions: Publicity Director, Member at Large – Football, Member at Large – Drill Team, and Volunteer Coordinator.
- (d) Executive board members shall be the President, Vice President, Treasurer, Secretary, Athletic Director and Drill Team Director.
- (e) The Booster Club Board of Directors shall administrate all booster club activities and shall have ultimate authority of all said activities, subject to A.A.Y.F.D.T. rules and regulations.
- (f) The Booster Club Board of Directors shall adhere to all rules and regulations of the A.A.Y.F.D.T. league and furthermore shall enforce said rules as they apply to all booster club members.
- (g) The Booster Club Board of Directors members must attend 90% of games, competition, registration and A.A.Y.F.D.T. functions.
- (h) At least five (5) members of the Booster Club Board of Directors, which must include two executive board members, must be present to achieve a quorum.
- (i) Proxy votes must be submitted in writing to the President before a meeting is called to order. Proxy votes shall be valid for the specified meeting only. Proxy notification shall specify both parties involved and the meeting date to be used.
- (j) Official proxy forms will be provided by the Booster Club Board of Directors.
- (k) The Booster Club Board of Directors will not recruit coaches or board members from outside their attendance zone for the sole purpose of gaining an otherwise ineligible child for their program.

## **Section 2: Qualifications**

Booster Club Directors need to meet the following qualifications:

- (a) Must have been nominated by a current member of the Booster Club.
- (b) Must be a minimum 18 years of age on the day of the general election.
- (c) Must have confirmed in writing their approval to appear on the election ballot. No elected or appointed official of the Booster Club Board of Directors shall hold a coaching or instructor position on either the football or drill teams.
- (d) No elected or appointed official of the Booster Club Board of Directors shall hold an elected or appointed position on the A.A.Y.F.D.T. Board of Directors or any other Booster Club Board of Directors.
- (e) More than one family member may be nominated for a board position, however only one family member can be elected to a position on the board. In the event more than one family member has been nominated, the family members must be ranked prior to the election. Rankings will start and consider 1 to be the highest ranking, 2 being the next highest ranking and so on.
- (f) Members and/or directors must not have been expelled from or removed from a position on a booster club, AAYFDT position, coaching position, or any position where disciplinary action can be assessed.

## **Section 3: Election Procedures**

The following procedures will be used for all Booster Club Board of Directors elections:

- (a) A general election of the Booster Club will take place annually on the last game of the regular season, be it home or away, to elect the Board of Directors for the following calendar year.
- (b) The schedule for the election process will be as follows:
  - 5<sup>th</sup> from last game, notice of election
  - 4<sup>th</sup> from last game, nominations accepted
  - 3<sup>rd</sup> from last game, nominations accepted
  - 3<sup>rd</sup> from last game, Nomination process closes at end of half-time during Senior game.
  - 2<sup>nd</sup> from last game, ballot announced.
  - Last game, general election held
  - On or prior to Playoffs Rd.1, results announced.
- (c) Notice of the general election for the positions of the Board of Directors for the Booster Club will be made weekly to the general membership, according to the schedule listed in item (b) of this section. This notice will include:
  - A list of all positions to appear on the ballot including job descriptions.
  - The procedure for nominating candidates.The nominating period; start date and end date.
- (d) Person whose name appears on the ballot must meet the qualifications as specified in Article IX Section 2.
- (e) Nomination ballots will be made available to the general membership on the morning of the first day that nominations can be accepted according to the schedule as specified under item (b) of this section.
- (f) Current members can nominate as many other current members as they wish for all available election positions.

- (g) Nominations will be verified by the Booster Club Secretary and accepted by the Board of Directors by majority vote prior to being placed on the general election ballot.
- (h) The Election Day procedures are to be supervised by the Booster Club Secretary.
- (i) Election ballots will be made available prior to the start of the 1<sup>st</sup> game on the Election Day as schedule and specified under item (b) of this section.
- (j) On the day of election, the Secretary will make available one election ballot to each booster club member family and a sealed ballot box for collection of the ballots.
- (k) A booster club member may only cast one vote for each of the board positions appearing on the ballot. Ballots containing more than one vote per position will be declared invalid and disposed of.
- (l) The election ballot box will remained sealed until halftime of the last game of the day.
- (m) The Booster Club Secretary will supervise the opening of the ballot box and the selection of a counting committee, which may not consist of any current board member.
- (n) The candidate receiving the majority of votes will be declared the winner of that particular position. Candidates running unopposed must still receive a majority of votes cast to be elected. In the event two family members have been elected, the member with the highest ranking will be declared a winner and the remaining family members declared ineligible. In this instance, the 2<sup>nd</sup> place candidates will be declared the winner of that position.
- (o) Election results will be made public on or before the following Saturday according to the schedule specified under item (b) of this section.

#### **Section 4: Terms of Office**

- (a) Officers elected to Booster Club Board of Directors are elected to 2-year terms, beginning on the January 1<sup>st</sup> following the election and ending on December 31<sup>st</sup> of the next calendar year.
- (b) The following election timeframes pertain to the Booster Clubs for the Klein Broncos, Klein Oilers, Klein Texans, Spring Dolphins, Tomball Patriots, and Westfield Cowboys.
  - (i) The following positions will be elected in the fall of odd numbered years: Vice President, Secretary, Drill Team Director, and Team Mom Coordinator – Drill Team.
  - (ii) The following positions will be elected in the fall of even numbered years: President, Treasurer, Athletic Director, Fundraiser Director, and Team Mom Coordinator – Football.
- (c) The following election timeframes pertain to the Booster Clubs for the Klein Eagles, Klein Jets, Klein Rams, Spring Lions, and Tomball Redcats.
  - (i) The following positions will be elected in the fall of even numbered years: Vice President, Secretary, Drill Team Director, and Team Mom Coordinator – Drill Team.
  - (ii) The following positions will be elected in the fall of odd numbered years: President, Treasurer, Athletic Director, Fundraiser Director, and Team Mom Coordinator – Football.
- (d) An elected officer is automatically removed from their position if that officer is absent from three consecutive regularly scheduled meetings.
- (e) An elected officer is automatically removed from their position if that officer is absent from eight regularly scheduled meetings during their term of office.

- (f) Any officer removed from office due to attendance violations as specified under items (d) and (e) of this section may appeal the removal in writing with the Booster Club Board of Directors.
- (g) Any officer removed from office a 2<sup>nd</sup> time due to attendance violations as specified under items (d) and (e) of this section may not appeal the removal.
- (h) The Booster Club Board of Directors may at its discretion, remove any other current officer of the Booster Club with a  $\frac{3}{4}$  vote of all remaining board members.
- (i) Any officer removed from office on a  $\frac{3}{4}$  vote by the Booster Club Board of Directors may appeal the vote before an impartial jury made up of 12 members of the Booster Club. The impartial jury is to consist of 2 members each representing the four separate football teams and two separate drill teams. Names will be drawn from a hat to determine the 2 representatives from each team.
- (j) All appeals to any decision made by the Board of Directors must be made in writing.
- (k) Any officer of the Booster Club that has been removed from office will be prohibited from holding office again, either elected or appointed, for a period of no less than five calendar years from the date of removal.
- (l) Any officer of the Booster Club may resign at anytime.
- (m) The current Board of Directors may appoint any current member eligible for nomination and election to fill any open position on the board. The term of office of the newly appointed member will end on December 31<sup>st</sup> of the same calendar year
- (n) The transference of board authority shall take place at the 1<sup>st</sup> regularly scheduled meeting of each calendar year. The outgoing board will open the meeting and then transfer all documents and authority to the new board. The new board will complete and adjourn the meeting.

## **Article X: Booster Club Officers**

### **Section 1: President**

The office of President shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall preside over all Booster Club Board of Directors meetings and moderate all debate under “Roberts Rules of Order”.
- (b) Shall be responsible for scheduling all Booster Club Board of Directors meetings. There shall be no maximum or minimum number of meetings, but there should be, as a guideline, one (1) meeting per month.
- (c) Shall have the authority to call emergency meetings.
- (d) Shall have the authority to appoint special and standing committees.
- (e) Should attend practices, as time permits, of both football and drill teams and to be present at all games, competition and other A.A.Y.F.D.T. functions.
- (f) Shall attend all A.A.Y.F.D.T. meetings and be given one vote at those meetings.
- (g) Shall designate two (2) alternates to attend the A.A.Y.F.D.T. meetings in the event the President cannot do so. Each alternate will be given a proxy vote for said meetings. One alternate shall be the Vice president and the other shall be chosen at the discretion of the President.
- (h) Shall present all written complaints to the Booster Club Board of Directors for investigation.
- (i) Shall not vote unless a tie-breaking vote is necessary.

(j) Shall have the authority to make emergency decisions on behalf of the Booster Club Board of Directors interest. All said decisions are to be reported to the Booster Club Board of Directors within 72 hours.

(k) May be one of the two required signatures on checks written from the booster club bank account as described in Article VIII Section 3.

### **Section 2: Vice President**

The office of Vice President shall be elected and shall be eligible to one vote. His/Her activities shall be:

(a) Shall assume all duties of the President in the event of illness or absence of the President.

(b) Shall attend all A.A.Y.F.D.T. meetings as a proxy of the President.

(c) Shall assist in all matters of the Booster Club Board of Directors when requested by the appropriate officers.

(d) Is encouraged to attend all Booster Club Board of Directors and A.A.Y.F.D.T. activities.

(e) Shall chair the Booster Club Board of Directors scholarship approval committee.

(f) Shall chair the Booster Club Board of Directors registration committee.

(g) Shall chair the Booster Club Board of Directors equipment handout committee.

(h) May be one of the two required signatures on checks written from the booster club bank account as described in Article VIII Section 3.

### **Section 3: Treasurer**

The office of Treasurer shall be elected and shall be eligible to one vote. His/Her activities shall be:

(a) Shall be responsible for the collection and bookkeeping of all booster club monies.

(b) All money raised by any booster club member for support of the Booster Club shall be surrendered to the treasurer.

(c) Shall accept all moneys from fundraising activities and registration for both football and drill team functions.

(d) The treasurer shall keep documented record of all booster club financial transactions using A.A.Y.F.D.T. approved financial software and A.A.Y.F.D.T. specified chart of accounts.

(e) Shall keep booster club funds in a bank account of the A.A.Y.F.D.T. prerogative.

(f) Shall always be one of the required signatures on checks written from the club bank account as described in Article VIII Section 3.

(g) Shall provide Booster Club Board of Directors monthly financial statements.

(h) Shall provide the A.A.Y.F.D.T. treasurer with monthly financial statements.

(i) Shall write all checks to cover expenses of the Booster Club.

(j) Shall NOT pay for expenses unless said expense is a line item on either the executive, football or drill team approved budget.

(k) Shall issue purchase order numbers for booster club orders when possible.

(l) Shall NOT pay any non-budgetary item without prior APPROVAL of the Booster Club Board of Directors.

(m) Shall have the authority to suspend all monies for activities not listed in the football, drill team, or administrative budgets pending investigation by the Booster Club Board of Directors.

(n) Shall sit on Booster Club Board of Directors scholarship approval committee.

(o) Shall sit on the Booster Club Board of Directors registration committee.

(p) Shall sit on the Booster Club Board of Directors equipment handout committee.

#### **Section 4: Secretary**

The office of Secretary shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall schedule each regular monthly meeting of the Booster Club Board of Directors and secure an appropriate location for the members to convene.
- (b) Shall notify voting members of the date, time and location of the regular monthly meeting at least seven days prior to the meeting.
- (c) Shall keep the official attendance records of the board members.
- (d) Shall record all minutes of Booster Club Board of Directors meetings.
- (e) Shall deliver meeting minutes to all voting members within seven days after the meeting by either fax, U.S. Mail or by Internet e-mail.
- (a) Shall issue each voting board member a binder for the purpose of information storage. The binder shall be prepared and organized with the following information:
  - i. A.A.Y.F.D.T. board of directors contact information
  - ii. A.A.Y.F.D.T. Official Rules and Regulations
  - iii. Booster Club Board of Directors voting and non-voting board of director contact information
  - iv. Booster Club Board of Directors football coaches contact information
  - v. Booster Club Board of Directors drill team instructor contact information
  - vi. Booster Club Board of Directors by-laws
  - vii. an area for storing minutes of monthly meetings
  - viii. an area for storing financial reports as presented by the Treasurer along with the booster club budgets
  - ix. an area for storing A.A.Y.F.D.T. board of director minutes

(g) Shall direct the annual Booster Club Board of Directors elections in accordance with items as stated under Article III, Sections 2 and 3 of the Booster Club Board of Directors.

Shall handle all clerical and correspondence duties for activities of the Booster Club Board of Directors.

Shall assist in all official Booster Club Board of Directors activities.

#### **Section 5: Athletic Director**

The office of Athletic Director shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall have the authority and responsibility to conduct the football athletic program for the Booster Club Board of Directors.
- (b) Shall present a budget to the Booster Club Board of Directors concerning projected monetary expenses for all football activities. Budget is subject to be approved by a majority vote of the Booster Club Board of Directors. The Athletic Director shall enforce said budget.
- (c) Shall accept applications for all coaching positions and present them to the Booster Club Board of Directors for selection and approval. Athletic Director shall be responsible for verification of all football coaches' references.
- (d) Shall govern the operation and be responsible for player safety at all football practices. This includes the final word on practice delay, postponement or cancellation due to inclement weather.
- (e) Shall reside over all weigh-ins at football games.

- (f) Shall handle all protests of officiating at all games following A.A.Y.F.D.T. guidelines.
- (g) Shall enforce proper conduct of all coaches at games and practices.
- (h) Shall attend all A.A.Y.F.D.T. "Coaches Sub-Committees" or arrange for an alternate with a proxy vote to represent the Booster Club Board of Directors interest.
- (i) Shall appoint non-voting positions for Assistant Athletic Director(s), as deemed best manageable, whose responsibilities will be to aid the A.D. in the management of the Freshman, Sophomore, Junior, and Senior football teams, as well as maintenance of all football players and coaches equipment..
- (j) Shall handle parent complaints regarding football operations in the following manner:
  - (1) Shall inform complainant that all issues must be made in writing.
  - (2) Shall require the complainant to 1<sup>st</sup> discuss the written complaint with the Head Coach when applicable.
  - (3) The Athletic Director shall be the 1<sup>st</sup> level of appeal after discussing the problem with the Head Coach.
  - (4) The President shall be the 2<sup>nd</sup> level of appeal.
  - (5) The Booster Club Board of Directors shall be the 3<sup>rd</sup> level of appeal.
  - (6) The A.A.Y.F.D.T. shall be the 4<sup>th</sup> and final level of appeal.

### **Section 6: Drill Team Director**

The office of Drill Team Director shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall have the authority and responsibility to conduct the Drill Team program for the Booster Club Board of Directors.
- (b) Shall present a budget to the Booster Club Board of Directors concerning projected monetary expenses for all drill team activities. Budget is subject to be approved by a majority vote of the Booster Club Board of Directors. The Drill Team Director shall enforce said budget.
- (c) Shall accept applications for all instructor positions and present them to the Booster Club Board of Directors for selection and approval. Drill Team Director shall be responsible for verification of all drill team instructors references.
- (d) Shall govern the operation and be responsible for dancer safety at all drill team practices. This includes the final word on practice delay, postponement or cancellation due to inclement weather.
- (f) Shall enforce proper conduct of all instructors at games and practices.
- (g) Shall attend all A.A.Y.F.D.T. Drill Team Director's meetings or arrange for an alternate with a proxy vote to represent the Booster Club Board of Directors interest.
- (h) Shall make an inventory of costumes, props and uniforms. Shall be responsible for providing safe and secure storage of said equipment.
- (i) Shall appoint a non-voting position of Assistant Drill Team Director whose responsibility will be to aid the Drill Team Director in the management of Drill Team activities.
- (j) Shall handle parent complaints regarding drill team operations in the following manner:
  - (1) Shall inform complainant that all issues must be made in writing.
  - (2) Shall require the complainant to 1<sup>st</sup> discuss the written complaint with the Head Instructor when applicable.
  - (3) The Drill Team Director shall be the 1<sup>st</sup> level of appeal after discussing the problem with the Head Instructor.
  - (4) The President shall be the 2<sup>nd</sup> level of appeal.

- (5) The Booster Club Board of Directors shall be the 3<sup>rd</sup> level of appeal.
- (6) The A.A.Y.F.D.T. shall be the 4<sup>th</sup> and final level of appeal.

### **Section 7: Fundraising Director**

The office of Fundraising Director shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall present to the Booster Club Board of Directors, strategies for fundraising activities and manage those activities by a majority vote of the Booster Club Board of Directors.
- (b) Shall be co-responsible with the Publicity Director to provide coverage to sell and distribute booster club memorabilia.
- (c) Shall surrender all monies collected to the Treasurer.
- (d) Shall initiate all bids with companies for group pictures and memorabilia.
- (e) Shall appoint a non-voting position of Corporate Fundraiser, whose responsibility will be to solicit donations and sponsorships from surrounding business.
- (f) Shall appoint a non-voting position of Participant Fundraiser, whose responsibility will be to direct the mandatory fundraiser for each player and dancer.

### **Section 8: Team Mom Coordinator – Football**

The office of Team Mom Coordinator - Football shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall work with Head Coaches to find team moms for the four (4) football teams and present their applications to the Booster Club Board of Directors for approval.
- (b) Shall coordinate all teams, spirit-boosting activities such as sign painting, posters, flags, etc.. to support the football teams.
- (c) Shall coordinate weekly assignments to provide proper refreshments for football players.
- (d) Shall assist in collecting all fundraising and registration money from all football players and surrender said monies to the Treasurer. There shall be a receipt book issued for said monies.
- (e) Shall assist the Athletic Director to ensure all proper registration paperwork is completed and on file with the A.A.Y.F.D.T.
- (f) Shall assist the coaches as requested to boost the team spirit.

### **Section 9: Team Mom Coordinator – Drill Team**

The office of Team Mom Coordinator – Drill Team shall be elected and shall be eligible to one vote. His/Her activities shall be:

- (a) Shall work with Drill Team Directors to find team moms for the Junior and Senior drill teams and present their applications to the Booster Club Board of Directors for approval.
- (b) Shall coordinate all teams, spirit-boosting activities such as sign painting, posters, flags, etc.. to support the drill teams.
- (c) Shall coordinate weekly assignments to provide proper refreshments for drill team members.
- (d) Shall assist in collecting all fundraising and registration money from all drill team members and surrender said moneys to the Treasurer. There shall be a receipt book for said money.
- (e) Shall assist the Drill Team Director to ensure all proper registration paperwork is completed and on file with the A.A.Y.F.D.T..
- (f) Shall assist the instructors as requested to boost team spirit.

## **Article XI: Booster Club Meetings**

### **Section 1: Regular Meetings**

The Booster Club shall hold regularly scheduled meetings at a frequency, time and place decided upon by the Board of Directors.

### **Section 2: Special Meetings**

The President of the Booster Club can call special or emergency meetings as necessary and scheduled at a time and place decided upon by the Board of Directors.

### **Section 3: Parliamentary Procedures**

All meetings held by the Booster Club will be conducted using the “Roberts Rules of Order” and moderated by the President.

### **Section 4: Special Meeting Rules**

All special or emergency meetings held by the Booster Club will also be conducted using the “Roberts Rules of Order” and moderated by the President.

## **Article XII: Booster Club Committees**

### **Section 1: Standing Committees**

The following standing committees will be appointed at the beginning of each calendar year and will remain in effect throughout the fiscal year:

(a) Scholarship Committee. Comprised of the Vice President, Treasurer, Football Member at Large and Drill Team Member at Large of the Booster Club.

(b) Registration Committee. Comprised of the Vice President, Athletic Director, Drill Team Director, Treasurer, Football Member at Large and Drill Team Member at Large of the Booster Club.

(c) Equipment Handout Committee. Comprised of the Vice President, Athletic Director, Drill Team Director, and Treasurer of the Booster Club.

### **Section 2: Special Committees**

The President of the Booster Club may appoint at any time special committees to solve short-term problems. The committee will be dissolved upon completion of the special task.