

WILLIAM B. TRAVIS HIGH SCHOOL PROJECT GRADUATION

COMMITTEE BY-LAWS

ARTICLE I

NAME AND LOCATION

Section 1

The Non-profit Organization shall be known as the W. B. Travis High School Project Graduation Booster Club, herein referred to as "Travis ProGrad".

Section 2

The principal office of Travis ProGrad shall be located in the City of Richmond, Texas in the County of Fort Bend. The mailing address shall be:

1860 FM 359, #109, Richmond, Texas 77406

ARTICLE II

OBJECTIVES

Section 1

The objectives of Travis ProGrad are: to provide an after school graduation event for graduating Seniors at W. B. Travis High School that is supervised and free from drug and alcohol use, and to raise funds in order to provide for these activities.

Section 2

The activities of Travis ProGrad shall not conflict with the policies of W. B. Travis High School or Fort Bend Independent School District.

ARTICLE III

MEMBERSHIP

Section 1

Membership is open to all W. B. Travis High School Seniors and their Parents. Interest and participation in Travis ProGrad shall not conflict with organization stated objectives.

Section 2

Membership is voluntary. Classification shall be Parent, Student and Ex-officio. Notice of monthly meetings shall be provided by written and/or verbal communication to all members, and may

utilize voicemail callout, school marquis notice, and other public forum, thereafter. Changes to the calendar shall be communicated by announcement to the student body.

Section 3

The principal of W. B. Travis High School, or his/her designee shall be an ex-officio member of Travis ProGrad and provide counsel and guidance.

Section 4

Members are expected to follow the rules of W. B. Travis High School and Fort Bend Independent School District and their officers and officials. Further, members are expected to exhibit behavior and decorum normally associated with good citizenship.

Section 5

Any member may address issues at a Committee Chair meeting or a General Meeting. Requests should be made to the President in writing at least 72 hours prior to the meeting. A reasonable time limit to address any issue shall be set by the President in charge of the meeting. Reasonable shall be defined as an appropriate time to discuss the issue at hand, but should be noted that a permanent resolution to the issue discussed may not be practical during the time of the meeting. Minutes shall reflect the nature of the issue and the resolution or proposed action regarding the issue discussed.

ARTICLE IV

CORE COMMITTEE OF CHAIRPERSONS

Section 1

The Standing Committee of Chairpersons may consist of, but is not limited to the following recommended positions:

- Chair or Co-chairs (President and/or Vice President)
- Treasurer
- Secretary
- Chair - Tiger Bucks
- Chair - Senior Serve Dinner & Silent Auction
- Chair - Holiday Hayrides
- Chair - Event Tickets & Registration
- Chair - Baggage Claim & Student Souvenirs
- Chair - Prizes
- Chair - Games & Entertainment
- Chair - Food
- Chair - Security
- Chair - Business Donations
- Chair - Email Notifications

The duties of this committee include setting the Annual Budget and submitting it to voting approval at the first Committee Chair meeting, and the General Parent meeting; setting Tiger Buck valuation for Committee Chairs and volunteer time earned; conduct all day-to-day business of the organization; approve and conduct all fundraising efforts, approve all expenditures and to adhere to the by-laws of the Booster Club organization.

Section 2

The Standing committee shall invite Junior class parent participation when deemed appropriate to provide continuity to the incoming Travis ProGrad membership.

Section 3

A Member of the Standing Committee may resign at any time upon written notice of resignation to this committee. The resignation will become effective immediately. Should a Chair fail to comply with Travis ProGrad by-laws, FBISD policies, State Comptroller, or IRS Laws, that Chair will be removed as committee chair. Such a removal is subject to a majority vote of Standing Committee members. Chairs who fail to perform the duties of the position for which they are responsible may forfeit Tiger Bucks given as a performance bonus for taking on a leadership position. Such a forfeiture is subject to a majority vote of Standing Committee members.

ARTICLE V

STANDING COMMITTEE RESPONSIBILITIES

Section 1

The Executive Officers of Travis ProGrad shall consist of President, Vice President, Treasurer, Secretary and Chair - Tiger Bucks. All officers shall serve a term of office for one fiscal year. One fiscal year is defined as August 1 to July 31.

Section 2

The President shall preside at all Standing Committee meetings and all General meetings; appoint, with the advice and consent of the Standing Committee, the chairpersons of any special committees; have supervision of and General Executive and Administrative powers relating to Travis ProGrad subject to the control of the Standing Committee; maintain a list of the names and contact info of members and implement the general directives, plans and policies formulated by the Standing Committee.

Section 3

The Vice President shall notify the Standing Committee of all meetings and have such powers and responsibilities as may be determined by the President or the Standing Committee. In the absence of the President, the Vice President shall perform the duties and exercise the authority of the President.

Section 4

The Secretary shall attend all meetings of the Standing Committee and General Member meetings and record the minutes of those proceedings; maintain the By-Laws and amendments in a minute book; have custody of all books and records pertaining to the business of the organization except those of Treasurer; conduct correspondence of the organization; and perform other duties that may be assigned by the President.

Section 5

The Treasurer shall have custody of the funds; keep an accurate account of receipts and disbursements in the books and records; deposit all funds in the name of the organization to the credit of Travis ProGrad; disburse the funds of the organization upon the authorization of the appropriate Chair; and present a statement of condition at each Standing Committee and General Member meeting. The Treasurer shall open and maintain a bank account in the name of Travis ProGrad. There shall be at least three authorized signers on the bank account, one being the Treasurer, the others being the President and the Vice President and /or Secretary. Two signatures shall be required on each check written. All funds submitted to the Treasurer should be in the form of cash, or check and should be double-counted by the individual delivering the funds and the Treasurer. The Treasurer shall prepare the financial books for audit at the close of the fiscal year. The Treasurer is responsible for reporting Sales Tax receipts to the Texas State Comptroller's Office and for filing Form 990 EZ (or as appropriate) to the Internal Revenue Service.

Section 6

The Chair - Tiger Bucks shall also sit on the Executive Board. The Chair shall be responsible for coordinating and maintaining an accurate record of Tiger Bucks earned by any parent or student volunteering for Travis ProGrad. The Chair shall secure volunteer reports from the Executive Board and Standing Committee Chairs reflecting time volunteered, and input this record into a Master Record of all volunteer time. The Chair - Tiger Bucks shall then convert volunteer time into "earned" Tiger Bucks for each Senior participant. The Chair - Tiger Bucks will work with the Chair - Tickets and Registration to ensure the accurate award of Tiger Bucks to each Senior participant.

Section 7

Each Committee Chair shall be responsible to attend Standing Committee Meetings and General Parent / Senior meetings throughout the school year; for obtaining quotes for service and materials

when needed; shall purchase those items approved by the Standing Committee by preparing the appropriate Treasurer forms and submitting forms in advance; shall follow Organization By-laws and FBISD Financial Training protocols for handling fundraising funds; shall be responsible for other duties as determined and authorized from time-to-time by the Standing Committee. Each Chair shall keep records of the activity they organized, expenses, profits and volunteers to provide continuity and support for future years including the turning in of their project binders as determined by the Executive Board.

ARTICLE VI

OFFICES AND TERMS

Section 1

Committee Chairperson positions are voluntary and will last one school year or as appointed by the Executive Board. Approval of those persons desiring to volunteer as Committee Chairpersons shall be given at the annual organization meeting held at the beginning of the school term.

ARTICLE VII

MEETINGS

Section 1

The Organizational meeting for Travis ProGrad shall be held at the beginning of the school term. Guidance shall be provided to the new Senior class by members of the outgoing Standing Committee and this support shall also be documented in position binders. Notice of monthly meetings shall be by written and/or verbal communications. Changes to the calendar shall be communicated by announcement to the student body.

Section 2

Standing Committee meetings shall be held monthly at an appropriate time prior to the General Meeting. General meetings shall be held monthly, notice of which shall be provided by written and/or verbal communication.

Section 3

Special meetings may be called by the President, Vice President or Committee Chairs when circumstances dictate the need. Notice should be no less than 72 hours prior to the meeting. Notice may be written or verbal and need not be published.

Section 4

All Travis ProGrad meetings shall be OPEN MEETINGS.

Section 5

A majority of the Members present shall constitute a quorum for both Standing Committee meetings and for General Meetings.

Section 6

Roberts's Rules of Order (Revised) shall be the recognized rules of order at all Travis ProGrad meetings.

ARTICLE VIII

VOTING

Section 1

Each member present shall have one vote. Voting may be separated by student / parent membership classification when the issue warrants.

Section 2

There shall be no proxy voting.

ARTICLE IX

FINANCE

Section 1

Funds raised by Travis ProGrad shall be deposited in such bank as the Executive Officers shall designate and shall be withdrawn only upon the approval, or order of the Treasurer, countersigned by President, Vice President, or Secretary.

Section 2

In the case of prolonged absence of the Treasurer, a Treasurer Pro-tem may be appointed by the Executive Officers.

Section 3

All disbursements will be approved by the Executive Board. Finance reports shall be presented by the Treasurer at every Travis ProGrad meeting.

Section 4

Year-to-date receipts and disbursement information will be presented at each Standing Committee Meeting and General Parent/Senior meeting by the associated Chair.

Section 5

The Treasurer must adhere to FBISD Financial Training rules and guidelines.

Section 6

An audit of all books and records of Travis ProGrad Booster Club will be conducted and completed by July 31 each year. The audit committee shall consist of at least two (2) current Booster Club members who are NOT signatures on the account and selected by the Executive Officers. The audit committee must be satisfied that the Treasurer's annual report is correct. They shall sign a statement of that fact at the end of the audit.

Section 7

In the event of dissolution of the Travis ProGrad Booster Club, all outstanding bills shall be paid and all remaining property and assets of the Travis ProGrad Booster Club shall be distributed to William B. Travis High School, or if such disposition is not possible, to another qualified exempt organization under the Board. In no event shall the remain property and assets of the Travis ProGrad Booster Club be distributed to any Member or other individual entity.

ARTICLE X

FUNDRAISING

Section 1

All funds raised by Travis ProGrad are designated for the purpose of Travis ProGrad and may not be used for any other designation.

Section 2

Any funds not used by the Travis ProGrad Committee of the current year shall remain on account to be used by the following year's committee.

Section 3

All funds raised by Committee Chairs are required to be verified and turned into the Treasurer in accordance with the FBISD Parent Organizational Manual. This manual is available through the Travis ProGrad Treasurer or may be found online at the FBISD website under Parent Information.

ARTICLE XI
AMENDMENTS

Section 1

These By-Laws may be amended and changed at any General Meeting of the members, at which a quorum as defined in Article VII, Section 5 is present and voted upon, by a 2/3's vote of the members present, provided the proposed amendment was presented and discussed at the previous General Meeting. The change or amendment must be presented in writing.

Section 2

The initial year for the organization shall be November 1, 2007 through July 31, 2009. Future years shall be defined as August 1 through July 31.

These bylaws were approved by a majority vote of Travis ProGrad present at the initial meeting on this the 1st day of November, 2007.

Attest:

Original signed by Stephanie Lauck

Original signed by Stacy Coulter

These amended bylaws were approved by a majority vote of Travis ProGrad present at the General Member meeting on this the 10th day of October, 2011.

Attest:

Original signed by Terrie White

Original signed by Nancy Lawrance