

**BRIDGELAND HIGH ATHLETIC BOOSTER CLUB, INC.  
BYLAWS OF CORPORATION**

**ARTICLE 1 – NAME**

1.1 **Bridgeland High Athletic Booster Club, Inc.** The name of this corporation is **BRIDGELAND HIGH ATHLETIC BOOSTER CLUB, INC.** ("Corporation", "BHABC").

**ARTICLE 2 – PURPOSE**

2.1 Purposes. The Corporation is a nonprofit corporation organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3).

The sole purpose of this Corporation is to promote all athletic programs at Bridgeland High School in an atmosphere that is consistent with the educational philosophy of the school community. The activities of the Corporation will conform at all times to the regulations of non-profit organizations set forth by the State of Texas, Section 501(c)(3) of the Internal Revenue Code and Universal Interscholastic League (UIL) booster club guidelines. The Corporation will provide funding exclusively for the athletic programs of Bridgeland High School and shall be the sole Corporation established for this purpose.

The objective of the Corporation is to develop an active and involved membership focused on the total athletic program at Bridgeland High School and all student participants regardless of sex, race, national origin, or social economic status.

The Corporation will strive to promote school spirit and sportsmanship at all Bridgeland High School athletic events.

The Corporation will encourage, support, and promote the academic endeavors of the Bridgeland High School students and goals of the administration.

The Corporation will provide supplementary financial support for the athletics programs at Bridgeland High School, limited by the regulations of the UIL, State of Texas, and Internal Revenue Code.

The members of the Corporation will assist the coaching staff and administration of Bridgeland High School with organizing and staging special events and projects.

**ARTICLE 3 – ADDRESS**

3.1 Principal Office. The place in this state where the principal office of the Corporation is to be located is the City of Cypress, Harris County, Texas.

3.2 Registered Office and Registered Agent. The name of the initial registered agents at the office is Lonnie Madison and Richard Dixon. The street address of the Corporation's initial registered office is 10707 Mason Road, Cypress, Harris County, Texas 77433.

The Corporation shall have and contiguously maintain in the State of Texas a registered agent whose office is identical with such registered office, as required by the Texas Business Organizations Code. The registered office may be but need not be identical with the principal office of the Corporation, and the address of the registered office may be changed from time to time by the executive Officers.

**ARTICLE 4 – ADMINISTRATION AND NON-COMMERCIAL**

4.1 Administration. The Purposes of the Corporation shall be carried out through conferences, committees, and projects. The Corporation shall not seek to direct the administrative activities of the school or to control their policies.

4.2 Non-Commercial. The Corporation shall be non-commercial, non-sectarian, and nonpartisan. No commercial enterprise or any candidates shall be endorsed by it. The name of the Corporation or its officers in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest or for any purpose other than the regular work of the

## **ARTICLE 5 – EXECUTIVE OFFICERS AND ELECTIONS**

5.1 Executive Officers of the Corporation are President, Vice President Membership, Vice President Fundraising, Vice President Spirit Gear, Vice President Outside Concessions, Vice President Inside Concessions, Secretary, and Treasurer. These Executive Officers constitute the Executive Officers Board of the Corporation and shall be elected to a (1) year term by a majority vote of the general membership present at the time of the election. Nominations for the open executive officers' positions shall be accepted by the executive officer's board during April's general membership meeting of the academic year, when voting shall be held. New executive officers will assume their duties in June of the same academic year, concurrently alongside the previous executive member through the end of the Corporation's fiscal year (May 31). The new executive officer will hold their position through the end of the Corporation's next fiscal year (May 31).

5.2 Qualifications for Executive Officers positions are: paid membership by May 31st (must be a paid member to assume duties of office on June 1), age of majority (18), and be a parent or legal guardian of a current Bridgeland High School athlete.

5.3 As authorized by the Executive Officers, the president, vice presidents, and treasurer possess the authority to bind the Corporation contractually with the signatures of two of the individuals holding those positions.

5.4 All Executive Officers and Chairpersons are volunteers and will not be paid any compensation for their services rendered to the Corporation.

## **ARTICLE 6 – CONFLICT OF INTEREST**

6.1 The purpose of this conflict-of-interest policy is to protect this tax-exempt corporation's interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member. This policy will supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to non-profit organizations. No part of the net earnings of the Corporation shall be distributed to its members, officers, or other private persons, except when authorized and found to be free of conflict, to pay reasonable compensation for services rendered the Corporation.

6.2 Any executive officer, chairperson, or member with a financial interest, directly or indirectly through their business or family member, in a transaction pending before the Corporation may, but not necessarily, have a conflict of interest if the executive board decides there is a conflict.

6.3 A duty to disclose exists when any member, chairperson or executive officer has a financial interest. This interest must be disclosed to the Corporation executive officer's board. Following disclosure of all applicable information, the person with the potential conflict must leave the meeting allowing for discussion and a determination by the executive officers as to whether an insurmountable conflict exists.

After exercising due diligence and investigating the possible conflict and alternative options before proceeding with the transaction, the executive officer shall vote on whether to allow the transaction to be concluded.

6.4 Violations of the conflict-of-interest disclosure rules may result in removal from the Corporation following the procedures in Article 7.

## **ARTICLE 7 – EXECUTIVE OFFICER BOARD REMOVAL / RESIGNATION / REPLACEMENT**

7.1 Any executive officer or general member may be removed by a two-thirds vote of the board at any time, for reasons that could include neglect of duties, illegal activity, improper conduct, etc. Such removal would be effective immediately.

7.2 The process for removal begins with a written complaint filed with the executive officers. A special meeting of the executive officers will then be convened, a quorum required, and proper notice given. The member at issue will be afforded an opportunity to answer to the complaint. The executive officers will vote.

7.3 The ousted member may appeal the decision in writing to the Corporation's general membership if the written appeal request is made within 10 days of the executive officer's vote.

The ousted member may address the general membership at the next regularly scheduled meeting. Such members with issue will remain removed until next general membership meeting. No emergency meeting will be called.

7.4 A majority vote of the general membership in attendance will either affirm or reject the executive officer's decision. If rejected, the ousted member shall be restored to all rights and privileges of membership.

7.5 If rejected, the ousted member is restored to all rights and privileges of membership. Any executive officer or chairperson member may resign at any time by giving written notice to the board. Such resignation shall take effect at the date of receipt of such notice or on the date specified in the notice.

7.6 A vacancy occurring on the executive officers shall be filled by a majority vote of the executive officers with the replacement serving until the end of the original term. If the vacancy is due to a forced removal and the ousted member is appealing the decision, the position will remain open until the conclusion of the appeal process.

7.7 In the absence of the President or in the event of his or her inability or refusal to act, one of the Vice Presidents will be appointed by the remaining board members to perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

## **ARTICLE 8 – DUTIES OF EXECUTIVE OFFICERS**

### **8.1 President**

- Preside at all executive board meetings and general membership meeting following Roberts Rules of Orders unless otherwise agreed.
- Appoint committee chairpersons and serve as an ex-officio member of all committees.
- Sign for bank withdrawals and expenditures of Corporation.
- Authorize spending up to \$500 of Corporations funds in an emergency without prior consent of the executive officers.
- Assist with preparation of the fiscal year budget.
- Maintain communication between the Corporation and the Bridgeland High School Athletic Director or his/her designated representative.
- Be familiar with and conduct all business within the framework of the UIL guidelines for booster clubs.
- Perform any other duties deemed necessary.

### **8.2 Vice President Membership**

- Attend board meetings.
- Promote and sell memberships and coordinate annual membership drive.
- Keep a register of the address of each member which shall be furnished to the Corporation at time of membership sign-up/payment of dues.
- Serve as chair or ex-officio member of committees as assigned by the president.
- Assist with preparation of the fiscal year budget.
- Oversee an annual evaluation of the Corporation by-laws and update as necessary.
- Perform any other duties deemed necessary.

### **8.3 Vice President Fundraising**

- Attend board meetings.
- Responsible for investigating options for fundraisers and presenting those options to the board for approval.
- Coordinate and oversee all activities regarding fundraising.
- Maintain list of sponsors, donors, and approach new businesses for support.
- Serve as chair or ex-officio member of committees as assigned by the president.
- Assist with preparation of the fiscal year budget.
- Perform any other duties deemed necessary.

#### 8.4 Vice President Spirit Gear

- Attend board meetings.
- Handles all aspects BHABC Spirit Gear sales, including ordering and selling BHS and BHABC merchandise.
- Organize volunteers and sell merchandise at a variety of sporting events and school events throughout the year.
- Maintain inventory and online store sells.
- Maintain list of vendors used for merchandise.
- Work closely with the treasurer on deposits, online sales reports, and invoicing to vendors.
- Serve as chair or ex-officio member of committees as assigned by the president.
- Assist with preparation of the fiscal year budget.
- Perform any other duties deemed necessary.

#### 8.5 Vice President Outside Concessions

- Attend all board meetings.
- Coordinates the procurement, storage, inventory and sale of concession items.
- Ensure compliance with health and safety regulations.
- Work with Sport Liaisons to organize volunteers for concession operations for all sports related to outside concessions
- Develop strategies to maximize concession revenue.
- Prepare and present reports on concession operations to the treasurer.
- Serve as chair or ex-officio member of committees as assigned by the president.
- Assist with preparation of the fiscal year budget.
- Perform any other duties deemed necessary.

#### 8.6 Vice President Inside Concessions

- Attend all board meetings.
- Coordinates the procurement, storage, inventory and sale of concession items.
- Ensure compliance with health and safety regulations.
- Work with Sport Liaisons to organize volunteers for concession operations for all sports related to inside concessions.
- Develop strategies to maximize concession revenue.
- Prepare and present reports on concession operations to the treasurer.
- Serve as chair or ex-officio member of committees as assigned by the president.
- Assist with preparation of the fiscal year budget.
- Perform any other duties deemed necessary.

#### 8.7 Treasurer

- The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation.
- Deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with these bylaws.
- Authorize spending up to \$500 of Corporations funds in an emergency without prior consent of the executive officers.
- Perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President.
- The Treasurer shall present a statement of account at meetings of the Corporation and at other times when requested by the Executive Officers. The Treasurer's books shall be subject to a review annually by a committee of three members appointed by the President. The Treasurer's books shall be closed by June 30 of the fiscal year (end of the fiscal year).
- Perform any other duties deemed necessary.

#### 8.8 Secretary

- The Secretary shall attend and keep minutes of meetings; present minutes at meetings.
- Give all notices in accordance with the provisions of these bylaws or as required by law.
- Be custodian of the corporate records.
- Serve as chair or ex-officio member of committees as assigned by the president.

- Assist with preparation of the fiscal year budget.
- Perform any other duties deemed necessary.

## **ARTICLE 9 – ADMINISTRATIVE LIASION**

9.1 The Athletic Directors of the Bridgeland High School athletics program or coach appointed in his/her stead, will serve as an advisor to the Corporation. This administrator will be responsible for working collectively with all coaches to prepare a prioritized, comprehensive list of equipment and supplies needed to enhance sports on campus. This list will be submitted annually and updated as needed for consideration by the Corporation's executive officers. Purchases from this list will be made in compliance with governing UIL and CFISD rules and at the discretion of the Corporation.

## **ARTICLE 10 – MEMBERS**

10.1 Each paid household is entitled to vote, one (1) vote per household, on all business put to the general membership. Paid members may also nominate executive officers. Members are eligible to serve as Corporation committee chairs and committee members.

10.2 Membership becomes automatic upon payment of dues. The minimum membership dues, as set by the Executive Officers, are payable at the beginning of each school year. However, to have voting rights in the organization, the parent must have a student that is currently active in Bridgeland High School athletics. Anyone else may be a member, but only as a volunteer without voting rights.

10.3 Membership is valid from date of payment of dues through the end of the current fiscal year (May 31).

## **ARTICLE 11 – COMMITTEES**

11.1 Committees, both standing and ad hoc, will be established by the Corporation executive officers board as needed. Committee chairs, the purpose of the committee, and duration will be determined by the executive officer's board. Executive officers are eligible to chair and serve on a committee, although it is preferable that non-board members serve as a chairperson. Committee chairperson will recruit committee members, lead the committee, and report to the executive officers.

11.2 Qualifications for Committee chairpersons are: paid membership prior to assuming duties, age of majority (18), and be a parent or legal guardian of a current Bridgeland High School athlete.

## **ARTICLE 12 – FINANCIAL INFORMATION**

12.1 Budget. A budget shall be prepared at the beginning of each fiscal year and approved at a general membership meeting. Any amendments to the budget shall be approved by the Executive Officers Board.

12.2 Checks and Drafts. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by the Board President and Treasurer. The Corporation should have one back-up signer in the event one of the regular signers is not available.

12.3 Deposits. All funds of the Corporation shall be deposited in a timely manner to the credit of the Corporation in such banks, trust companies or other depositories as the Executive Officers may select.

12.4 Books and Records. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, executive Offices, and committees having any of the authority of the Executive Offices and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Corporation may be inspected by any member or his or her agent or attorney for any proper purpose at any reasonable time. All books and records must be provided to the succeeding members at the time of their election.

12.5 Fiscal Year. The fiscal year of the Corporation shall begin on the first day of June and end on the last day in May.

12.6 Annual Returns. The Corporation shall submit an annual return to the IRS (990, 990-N,

12.7 Sales Tax Report. The Corporation shall submit an annual sales tax report to the Texas Comptroller's Office.

12.8 Financial Report. The Corporation shall submit an Annual Financial Report to the Principal, the Sponsor and to the Director of General Administration (Booster Clubs) by September 15 of each year.

12.9 Fundraising. All fundraisers require the approval of the Principal/Sponsor.

**ARTICLE 13 – MEETINGS**

13.1 Executive Officers meetings shall be held on a date selected by the Executive Officers.

13.2 General Meetings shall be held on the 2<sup>nd</sup> Monday of each month at Bridgeland High School, or at another location to be announced by the executive officers.

13.3 A quorum (four executive officers) is necessary for business to be conducted.

13.4 Meetings shall be conducted following Roberts Rules of Order and adhering to the UIL guidelines.

13.5 A majority vote is needed for approval of all pending business.

**ARTICLE 14 – SPECIAL PROVISIONS**

14.1 Funds. At the close of the fiscal year, the Corporation shall remit \$2,500 for the succeeding Booster Club.

**ARTICLE 15 – AMENDMENTS**

15.1 Amendments. These bylaws may be amended at any regular or special meeting of the Executive Officers by a two-thirds vote of the members present and voting, following notices of the proposed amendment at a previous regular or special meeting of the Executive Officers.

**ARTICLE 16 – RULES OF ORDER**

16.1 Rules of Order. Except as provided in these bylaws, the rules contained in Roberts Rules of Order Newly Revised shall govern the Corporation's operation.

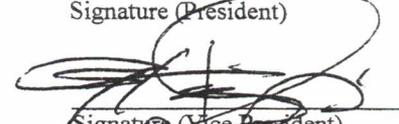
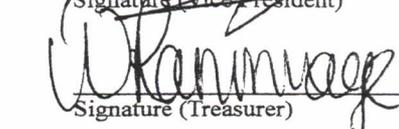
**ARTICLE 17 – INDEMNITY**

17.1 The corporation shall indemnify an officer, commissioner, director, employee, or agent of the corporation who is named or threatened to be named as a defendant or respondent in any proceedings as a result of his or her actions or omissions within the scope of his or her official capacity in the corporation as provided and limited in Article 1302-7.06 and 1396-2.22A of the Texas Revised Civil Statutes.

**Bridgeland High Athletic Booster Club, Inc ByLaws of Corporation:**

**Adopted, June 20, 2017**

**Amended, February 11, 2026**

	Elias Heideman	3/16/2026
Signature (President)	Printed Name	Date
	Gretchen	3/16/2026
Signature (Vice President)	Printed Name	Date
	Whitney Rammage	3/16/26
Signature (Treasurer)	Printed Name	Date

M. Gruber  
Signature (Secretary)

Aimee Gruber  
Printed Name

3.16.26  
Date