

# LA VERNIA SPORTS BOOSTER CLUB

## CONSTITUTION AND BY-LAWS

**August 7, 2025**



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# **LA VERNIA SPORTS BOOSTER CLUB** **CONSTITUTION**

## **ARTICLE I: NAME AND LOCATION**

### **SECTION 1: NAME**

The name of this organization shall be LA VERNIA SPORTS BOOSTER CLUB (LVSBC).

### **SECTION 2: LOCATION**

The LVSBC shall be located at:

La Vernia High School Athletic Office  
225 Bluebonnet Road La Vernia, TX 78121.  
Mailing Address:  
La Vernia Sports Booster Club  
P.O. Box 1459  
La Vernia, TX 78121

## **ARTICLE II: PURPOSE**

The purpose of the La Vernia Sports Booster Club:

- A. To unite the parents, faculty, alumni and community in the common interest of supporting and encouraging participation in University Interscholastic League (UIL) sports programs within the La Vernia Independent School District (LVISD),
- B. To promote existing and future (UIL) sports programs within the La Vernia Independent School District,
- C. To develop an understanding and appreciation of the purpose and benefits of the UIL governed sports programs,
- D. To develop, between coaches, administration and the general public, such united efforts as will secure, for all youths, the highest advantages in a physical, mental, social and spiritual atmosphere,
- E. To raise funds for the LVISD UIL governed sports programs,
- F. To develop the LVSBC purposes through committees and projects,
- G. To avoid any actions that would interfere with the administration of the school or control its policies.

This organization shall be a non-profit corporation determined by the Internal Revenue Service to be within the meaning of Section 501(c) (3) of the Internal Revenue Code.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 1: ELIGIBILITY FOR MEMBERSHIP**

- A. Membership in the LVSBC shall be open to any person who agrees to the Constitution and Bylaws of the La Vernia Sports Booster Club.
- B. Each member in good standing, eighteen (18) years of age or over shall be entitled to one vote at all General Membership Meetings.

### **SECTION 2: MEMBERSHIP DUES**

#### **A. INDIVIDUAL MEMBERSHIP**

- i. Individual Memberships shall be extended upon payment of the annual dues for a period constituting the LVSBC fiscal year (June 1 through May 31).
- ii. Individual Memberships dues will not be prorated (new members may be accepted at any time during the LVSBC fiscal year).
- iii. Individual Membership fee shall be set by the Board as outlined in the LVSBC By-Laws, Article IV (B).
- iv. Individual Memberships shall include the following:
  - a. Booster Club Members Yard Sign;
  - b. Annual Sports Pass (with approval by LVISD).

#### **B. BUSINESS SPONSORSHIP**

- i. Business SPONSORSHIP fees shall be set by the LVSBC Executive Board annually.
- ii. Business Sponsorships shall be eligible for 2 Individual Memberships with each Business Sponsorship purchased.
- iii. Individual Memberships received out of Business Memberships purchases shall be identified at the time of purchase and shall not be able to be transferred during the current LVSBC fiscal year.

### **SECTION 3: TERMINATION OF MEMBERSHIP**

- A. Any membership may be terminated, with cause, by a majority vote of a quorum of the Board of Directors, at any duly noted Executive Board of Directors meeting. At such meeting, the member in question shall be entitled to present his or her case prior to the vote.

## **ARTICLE IV: BOARD OF DIRECTORS**

An Executive Board of Directors who shall comply with the Constitution and By-laws of the LVSBC and be members in good standing shall manage the affairs of the LVSBC. The Executive Board of Directors shall be comprised of elected Officers, the LVISD Superintendent (or his/her appointee), the La Vernia High School Principal, Jr. High School Principal, and the LVISD Athletic Director(s). The Chairperson of a committee necessary to accomplish the purpose of the LVSBC may serve on the Board of Directors with majority approval of the Elected Officers.

### **SECTION 1: ELECTED OFFICERS**

- A. Elected officers of the LVSBC shall be a President, a First Vice-President/Operations, a Second Vice-President/Administration, a Secretary and a Treasurer.
- B. Parliamentarian may be elected, or appointed by the president by a majority approval of the Elected Officers described in Article IV, Section 1A.

### **SECTION 2: TERM OF OFFICE**

- A. The term of office shall be for a period of one year to coincide with the fiscal year of the LVSBC.
- B. Officers may not serve more than 2 years in the same position concurrently or cumulatively. Any officer may serve in different position, as long as the term limits are followed, and selected annually by the general membership.
- C. Vacancies, which may occur during the LVSBC fiscal year, shall be filled by appointment by the President, subject to a majority approval by the Board of Directors. If the President's position becomes vacant, the 1<sup>st</sup> Vice President will become President. At that time then the new President will appoint a new 1<sup>st</sup> Vice President with approval by the Executive Board of Directors.
- D. Membership dues (Individual and one family member) for Executive Board members shall be waived for the fiscal year period while holding the Executive Board position.

### **SECTION 3: HONORARY MEMBERS**

- A. The following shall serve as honorary non-voting members of the Executive Board of Directors:
  - LVISD Superintendent (or his/her appointee)
  - La Vernia High School Principal
  - La Vernia Jr High School Principal
  - LVISD Athletic Director(s)(or appointee)
- B. The Executive Board of Directors may, from time to time, appoint, by a majority approval additional honorary non-voting members to the Executive Board of Directors.

### **SECTION 4: COMMITTEES**

- A. The Executive Board of Directors may, from time to time, establish standing and/or special committees and appoint a chairperson to further the purpose of the LVSBC.
- B. Chairperson may become a member of the Executive Board of Directors upon a majority approval of the existing Executive Board of Directors.
- C. The term of office shall be for a period of one year to coincide with the fiscal year of the LVSBC.
- D. Vacancies, which may occur during the LVSBC fiscal year, shall be filled by appointment by the President, subject to a majority approval by the Executive Board of Directors.
- E. Removal from the Chairperson position may occur, with cause, by a majority vote of a quorum of the Executive Board of Directors, at any duly noted Board of Directors meeting.
- F. Membership Dues for Committee Chairman shall be waived for up to two chairman for the fiscal year period while holding Committee Chair position.

### **SECTION 5: BASIC DUTIES**

- A. The Executive Board of Directors basic duties will be to:
  - a. Coordinate and supervise all activities of the LVSBC.
  - b. Prepare and present an annual budget, for approval, to the general membership.
  - c. Collect and disburse the LVSBC money based on clearly defined requirements.
  - d. Participate in review/update of the LVSBC By-laws.
- B. Each Board Member will have one vote, with the exception of:
  - a. Presiding Officer, who will vote only to break a tie.

b. Athletic Director(s), or designee, who will serve in an advisory capacity.

c. Honorary members, who will serve in an advisory capacity.

## **SECTION 6: REMOVAL**

- A. A person may be removed from the Executive Board of Directors, or from a committee, with cause by a majority vote of a quorum of the Executive Board of Directors at any duly noted Board of Directors meeting.
- B. A person may be removed from the Executive Board of Directors, or from a committee, for missing three consecutive meetings or for missing four meetings during the fiscal year, by a majority vote of a quorum of the Executive Board of Directors, at any duly noted Board of Directors meeting.

## **ARTICLE V: MEETINGS**

### **SECTION 1: BOARD OF DIRECTORS MEETINGS**

- A. Meetings of the Executive Board of Directors shall take place monthly. Honorary board members shall be invited to attend as needed.
- B. Any current Board member may call special meetings of the Executive Board of Directors. Such special meetings are to be held at the time and place designated in the call and notice thereof, which notice shall be given to all Board members not less than three days prior to the date of the meeting.
- C. A quorum shall be a majority of the voting members of the Executive Board of Directors.

### **SECTION 2: MEMBERSHIP MEETINGS**

- A. Meetings of the membership shall take place monthly (August – May) during the current school year.
- B. Special meetings of the membership may be held from time to time as determined by a majority approval of the Executive Board of Directors.
- C. A quorum for all membership meetings shall be a majority of those members in good standing in attendance.

## **ARTICLE VI: AMENDMENTS TO CONSTITUTION AND BY-LAWS**

- A. A member desiring to propose any amendment to the Constitution and By-laws shall present proposed amendment in writing with his/her signature to the Board of Directors.
- B. The Board of Directors will present the proposed amendment to the membership with its recommendation.
- C. The proposed amendment to the Constitution and By-laws will be read at the business



meeting prior to the vote being taken.

- D. The proposed amendment to the Constitution and By-laws must be approved by a majority vote of the general members present.
- E. An amendment to the Constitution and By-laws will become effective immediately upon approval of the general membership unless otherwise stated in the amendment.
- F. If at any time a new Constitution and By-laws is deemed necessary such document must be subject to the same review and approval procedures as stated above.
- G. On the date a new Constitution and By-laws are voted in, this Constitution and By-laws will automatically be rescinded.

## **ARTICLE VII: DISSOLUTION AND DISPOSITION**

- A. Dissolution of the LVSBC will require a majority approval vote of the current membership and the Executive Board of Directors.
- B. Upon decision to dissolve the LVSBC, all liabilities will be satisfied.
- C. All assets shall be converted to cash and disbursed pursuant to the “purpose” of this organization.
- D. No officer and/or member are to benefit monetarily.
- E. Assets abandoned, on or after dissolution will be acquired by the Athletic Director of La Vernia High School for disposal.

# **LA VERNIA SPORTS BOOSTER CLUB BY-LAWS**

## **ARTICLE I: GENERAL PROVISIONS**

### **SECTION 1: MEMBERSHIP LEVELS**

#### **A. General Member**

- a. A General Member shall be any person who has paid the Individual Membership dues, Past or Current Executive Board members as outlined in LVSBC constitution Article IV, Section 2 (D) or Business Membership dues in the current LVSBC fiscal year.
- b. All LVSBC general members in good standing shall have privileges to make motions and/or vote.

#### **B. Executive Board of Directors**

- a. An elected position which includes the President, First Vice-President/Operations, Second Vice-President/Administration, Secretary, and Treasurer.
- b. Committee Chairperson as approved by a majority vote of the Executive Board of Directors.

#### **C. Honorary Member**

Honorary Members of this club shall consist of the LVISD Superintendent, Principal of La Vernia High School, Principal of the La Vernia Jr. High School, LVISD Athletic Director(s), and special individuals, as the membership may desire to elect. All Honorary Members of the LVSBC shall be invited to become advisors to the Executive Board of Directors and will have NO vote.

### **SECTION 2: SCHOLARSHIPS REQUIREMENTS**

Individuals applying for LVSBC scholarships must meet the following requirements:

- a. A member of the immediate family must be a member of the LVSBC for a minimum of 2 years: (Immediate family to be determined by the board)
- b. The applicant or immediate family members must have volunteered a minimum of 20 hours for the LVSBC, with a maximum of 10 hours per year will go towards the minimum 20-hour requirement. Applicants are responsible for earning at minimum 10 hours over their high school career.
- c. The applicant must have attended a minimum of 3 General Membership Meetings per high school career. Students that attend General Membership Meetings will also receive 1 hour credit towards the volunteer hours.

## **SECTION 3: THE WALL**

### **A. Executive Board Responsibility**

- a. The LVSBC President is responsible for completing or appointing an individual to update “THE WALL” annually for all sports. The Board shall work with the LVISD Athletic Director and the coaching staff to establish the individuals who are eligible to be placed on a specific sports “WALL”.
- b. The Executive Board shall work with the LVISD Athletic Director to determine the best time to induct the new members of “THE WALL” for each sport.

### **B. Eligibility for “THE WALL”**

- a. To be eligible to be inducted on to a “THE WALL” an athlete must:
  - i. have completed at least 1 full year competing for a LVISD varsity team or individual sport/event;
  - ii. have graduated or in the process of graduating from LVISD;
  - iii. ~~have either signed a letter of intent~~ or have served one year on an intercollegiate sports team in the same sport as played at LVISD;
  - iv. be approved by the LVISD Athletic Director.

### **C. Removal from “THE WALL”**

- a. An inductee on “THE WALL” may be removed if the board is made aware of conduct that would be detrimental to the image of the LVSBC, LVISD, any LVISD Athletic Program, and:
  - i. if criminal, has been convicted in the court of law;
  - ii. if personal conduct, the conduct can be confirmed;
  - iii. a hearing is held with the Executive Board, LVISD Athletic Director, and LVISD Superintendent and it is determined that it is in the best interest of LVISD to remove the individual “THE WALL”.

## **ARTICLE II: DUTIES OF OFFICERS**

All LVSBC Officers are responsible for participating in the operation of the LVSBC functions.

### **SECTION 1: PRESIDENT**

- A. Preside at all Executive Board of Director, General Membership, and any special general membership meetings. Appoint chairpersons of standing and special committees and function as an ex-officio member of all committees.
- B. Oversee activities of the organization based on plans and programs of the LVSBC.

- C. Be responsible for the overall management to include:
  - i. Accountability of assets.
  - ii. Authority to co-sign on all banking transactions in accordance with approved budget.
  - iii. Disposal of residual assets in accordance with Executive Board decision to dissolve the LVSBC.
  - iv. Financial management as the By-Laws and the LVSBC Executive Board of Directors specify.
- D. The President shall act as the liaison between the LVSBC, La Vernia ISD and other support organizations.

## **SECTION 2: FIRST VICE-PRESIDENT/OPERATIONS**

- A. The First Vice-President/Operations shall assist the President.
- B. In the President's absence, the First Vice-President shall perform the duties of the President, to include signatory responsibility on the established banking account(s).
- C. The First Vice-President shall succeed to the office of President in the event of a vacancy.
- D. The First Vice-President will oversee all LVSBC to include but not limited to:
  - i) Fundraising events
  - ii) Merchandise Sales
  - iii) Concessions

## **SECTION 3: SECOND VICE-PRESIDENT/ADMINISTRATION**

- A. The Second Vice-President/Administration shall assist the President.
- B. In the absence of the President and First Vice-President, the Second Vice-President shall perform the duties of the President, to include signatory responsibility on the established banking account(s).
- C. The Second Vice President will oversee LVSBC (Administration or Membership) to include but not limited to:
  - i) Membership drive
  - ii) Volunteers
  - iii) Scholarships
  - iv) Sports Banquet

## **SECTION 4: SECRETARY**

- A. The Secretary will keep the minutes at all meetings, present the minutes from the general membership meetings for the approval by the Executive Board and make a copy of the approved minutes available to the membership (via e-mail, social media or web-site as determined by the Board of Directors).

- B. The Secretary shall collect and assemble an email list of all LVSBC members and notify said members by email of upcoming meetings and LVSBC events and news.
- C. The Secretary shall confirm the monthly meeting location and notify the Executive Board.
- D. The Secretary will oversee all media relations as it relates to LVSBC.

## **SECTION 5: TREASURER**

- A. The Treasurer shall maintain records of all the money that come to the LVSBC. Records shall include all receipts and disbursements for the LVSBC. The funds, as well as the books and record keeping materials, belong to the LVSBC and must be available upon request.
- B. The Treasurer shall deposit sums received by the LVSBC in the name of the group in such depositories as shall be approved by the Board of Directors.
- C. The Treasurer will act as custodian of the LVSBC assets.
- D. The Treasurer shall have authority to co-sign on all banking transactions as listed in the current year's Board approved budget. All checks must have two signatures. Any unbudgeted purchase up to \$500 requires executive board approval. Any unbudgeted purchase over \$500 requires approval by the general membership.
- E. The Treasurer will ensure that a financial report is presented at each general membership meeting. A copy of this report will be made available to the membership.
- F. The Treasurer shall arrange financial records and preparation of annual tax return, submit all records/files to CPA as requested, and ensure tax return is received by the IRS before the fiscal year filing deadline.
- G. The Treasurer shall work with the Board of Directors and Budget Committee in establishing an annual budget to be presented at the first (August) general membership meeting of the year by the new treasurer.
- H. The Treasurer, along with the new Treasurer, shall review the previous year's financial records and report any findings over to the newly elected board. A letter shall be submitted to the new board of directors...at minimum, any findings from the previous year, bank statement (attached) turnover of funds, signed by outgoing president, treasurers and newly elected President and Treasurer, and turn them along with any other LVSBC assets over to the new treasurer.

## **ARTICLE III: ELECTION OF OFFICERS**

### **SECTION 1: NOMINATION OF OFFICERS**

- A. Nominations from the floor will be accepted at the March and April Business Meetings.
  - a. Nominee must be present or a letter of intent must have been submitted to the President one week prior to the April meeting where voting will take place.
  - b. Nominee must be a general member in good standing and have met all eligibility criteria for office.

### **SECTION 2: ELIGIBILITY FOR VOTING**

- A. Any Board or General member of the La Vernia Sports Booster Club who has paid their dues for the LVSBC fiscal year (One vote per member).
- B. In all voting procedures, there shall be only one vote per member.

### **SECTION 3: VOTING AND ELECTIONS**

- A. Voting for elections will take place at the April meeting.
- B. Voting can be by ballot or acclamation.
- C. The Secretary may prepare ballots.
- D. The Secretary, VP Administration, will count ballots and two randomly selected General Members present at the meeting.
- E. A candidate will be elected if he/she receives a quorum of votes.
- F. In case of a tie vote, a new vote will be taken for that office.
- G. Only Executive Board and General Members attending the April meeting may vote.
- H. Votes by proxy will not be allowed.
- I. The elected officer will take office July 1<sup>st</sup>.

### **SECTION 4: ELIGIBILITY OF CANDIDATE FOR OFFICE**

- A. Must be a General Member or current Executive Board Member of the La Vernia Sports Booster Club in the year of the election and meet the following eligibility criteria:
  - Option 1: Must have attended five LVSBC General Membership meetings during the current LVSBC fiscal year.
  - Option 2: Must have attended three LVSBC General Membership meeting during the current fiscal year and completed ten hours of LVSBC volunteer service as determined by the Executive Board.

## **ARTICLE IV: COMMITTEES**

### **SECTION 1: STANDING COMMITTEES**

- A. Consists of Chairperson who will:
  - a) Be a voting member of the Executive Board of Directors as required.
  - b) Present a report at each Executive Board of Directors meeting, if feasible.
  - c) Appoint additional members as required who will not serve on the Executive Board of Directors.
- B. Duties:
  - a) BY-LAWS (First Vice President)
    - i) Shall consist of a maximum of seven members or a minimum of five members: the First Vice-President and a maximum of six members who volunteer or are appointed by the Executive Board of Directors.
    - ii) Shall review the by-laws every year and submit recommended changes to the membership for approval at the meeting following the amendment. A copy of the proposed bylaws shall be made available to each member.
  - b) BUDGET (President)
    - i) Shall be initially composed of the outgoing and newly elected officers.
    - ii) The Athletic Directors shall be non-voting members of the committee. All requests for athletic equipment and for athletic programs must be channeled through the Athletic Directors to the committee.
    - iii) This committee shall prepare an itemized annual budget showing projected revenues and expenditures for the coming year.
    - iv) The approved budget will be submitted to the General membership at the August meeting.
  - c) SCHOLARSHIP (Second Vice President)
    - i) Determine the selection committee of the scholarship(s) each year.
    - ii) Parents of the applicant(s) may not serve on the selection committee.
    - iii) Review and publicize the criteria determined by the scholarship committee based on but not limited to athletic participation, leadership and academic performance.

### **C. Dissolution of Committees**

The President shall have the authority to create or delete special committees with concurrence of the Executive Board of Directors as needed for the welfare of the club.

## **ARTICLE V: QUORUM**

### **SECTION 1: BUSINESS MEETING**

For any business General Membership or special meeting of the LVSBC, a quorum shall consist of a majority of those members present.

## **SECTION 2: EXECUTIVE BOARD OF DIRECTORS MEETING**

A quorum for a meeting of the Board of Directors shall be a majority of the voting board members.

## **ARTICLE VI: FINANCE**

### **SECTION 1: REVENUE, DUES AND DONATIONS**

#### **A. Revenues**

- a. The revenues of the La Vernia Sports Booster Club shall be derived from membership dues and monies from revenue producing activities.
- b. All pertinent Texas tax laws shall be observed.

#### **B. Dues**

- a. The amount of annual dues shall be set by the Board of Directors prior to the first general membership meeting of the fiscal year.
- b. Dues are payable beginning July 1<sup>st</sup>.

#### **C. Donations**

- a. Gifts will be readily accepted.

#### **D. Fundraisers**

- a. Primary funding for the LVSBC shall come from membership dues, sponsorships, concessions, spirit items, and promotions.
- b. The La Vernia High School Superintendent must approve all fundraising activity before they begin.

### **SECTION 2: EXPENDITURES**

- A. Funds of this club maybe expended by the LVSBC Executive Board in accordance with the approved annual budget.
- B. Any unbudgeted purchase up to \$500 requires Executive Board approval.
- C. Any unbudgeted purchase over \$500 requires approval by the General Membership.
- D. No school/district employee shall be compensated directly from LVSBC funds.
- E. Departing gifts will not exceed UIL allowed expenditures.

### **SECTION 3: AUDIT OF FUNDS**

- A.** An audit of the La Vernia Sports Booster Club funds shall be performed, by a Certified Tax Auditor, as deemed necessary by a vote of the General Membership or Executive Board of Directors.



## **SECTION 4: FINANCIAL CHECKLIST**

- A. Budget has been approved.
- B. Treasurer handles all funds.
- C. A blank check is never signed.
- D. All checks are required to have two signatures.
- E. Funds are always deposited into the authorized bank account.
- F. Funds are always kept separate from personal funds or school funds.
- G. Two people count the money and provide the treasurer with a signed proceeds receipt.
- H. Sales slips, receipts or invoices are provided for all expenditures.
- I. A Check Request Form is required to receive reimbursement.
- J. The monthly bank statement is reconciled immediately by the treasurer.
- K. A written monthly financial report is provided by the treasurer.
- L. A year-end financial report is completed by the treasurer and presented to the Board of Directors at the May meeting.

## **ARTICLE VII: PARLIMENTARY AUTHORITY**

Distribute the meeting agenda a day before the meeting (earlier if there is a lot of advance reading or preparation to do) and make sure everyone has access to any relevant background materials.

Start the meeting on time and end it on time (or even early). Starting on time requires discipline by the organizer and the participants. Arriving late shows a lack of consideration for all those who were on time. But if all participants know that the organizer is going to start the meeting right on time, there is a much greater likelihood that everyone else will make the effort to be punctual.

Parliamentarian procedures shall govern the LVSBC meetings in all cases to which they are applicable and in which they are not inconsistent with these By-laws.

## **APPROVAL OF BY-LAWS**

La Vernia Sports Booster Club Constitution and By-Laws approved at the August 7, 2025 General Membership Meeting and ratified as written.

—  
Ronnie Coleman  
President  
La Vernia Sports Booster Club