

**The Fairway Club**  
CONSTITUTION AND BY-LAWS  
Amended February 6, 2006

**Article I**  
**NAME**

**Section 1:** This organization shall be known as *The Fairway Club*.

**Article II**  
**OBJECTIVES**

**Section 2:** The Fairway Club is an independent non-profit organization, organized to support the Frisco High School golf program in Frisco, Texas, USA and dedicated to achieving the following objectives:

- To provide aid, encouragement, and support to the women's and men's golf programs at Frisco High School.
- To encourage a high level of individual and team achievement without losing focus that the development of our youth is the primary goal of any educational or athletic program.
- To promote a closer relationship between parents, golfers, and coaching staff in an atmosphere of mutual cooperation, support, and respect.
- To provide support to the school and coaching staff so they will have the greatest opportunity to help our golfers achieve their academic and athletic goals.
- To promote and recognize the team and the golfers' accomplishments.
- To provide the team physical and financial resources.

**Section 2:** Activities of the club shall not conflict with University Interscholastic League rules or Frisco Independent School District Policy. The organization is organized for charitable purposes only within the meaning of Section 501 (c) (3) of the Internal Revenue Code. At no time will the club or a member of the club profit from the activities sponsored or endorsed by the club.

**Article III**  
**MEMBERSHIP**

**Section 1:** Any person, or family, who supports the objectives of The Fairway Club and meets the following requirements may become a member of the Club upon payment of dues:

- Willing to uphold the policies and subscribe to the by-laws of the Fairway Club
- Demonstrate they are a resident of the Frisco Independent School District, relative of a registered Frisco High School student or legal guardian of said student.

**Section 2:** Club members shall be subject to annual dues of \$25.00 per family. Members of the Club will comply with all rules and regulations as may be prescribed by The Fairway Club in its constitution and/or by-laws.

**Section 3:** To be considered a member in good standing the conditions outlined in Article III, Section 2 above must be met.

**Article III**  
**MEMBERSHIP**  
Amended 2/6/2006

**Section 4:** Club members who violate of any provision of these by-laws or the Texas University Interscholastic League (UIL) – Parent Information Manual - Code of Conduct will be subject to expulsion from the club. Expulsions must be initiated in writing by a club member and received by the club President at least 10 days prior to a scheduled board meeting. The expulsion must be confirmed by two-thirds of the club's Board of Directors.

**Article IV**  
**DIRECTORS AND OFFICERS**

**Section 1:** The Board of Directors consists of the following officers:

- President
- Vice-president
- Treasurer
- Secretary
- Community Liaison (optional office)

**Section 2:** Members of the Board of Directors must meet the membership requirements of the Club and be a member in good standing.

**Section 3:** Board membership will represent both the men's and women's teams. The Board membership shall include a minimum of one representative from each team.

**Section 4:** The officers of the club shall be elected at the annual meeting and shall serve in the following capacities:

- 1) **President:** The President shall be the Chief Executive Officer of the club and Chairman of the Board of Directors. He/she shall preside over all club events and shall perform such other duties as required under this constitution and by-laws.
- 2) **Vice President:** The Vice-President shall act as President in the absence or incapacity of the President. The Vice-President shall also act as the club's tournament director, chief fund-raiser, and director of educational seminars.
- 3) **Treasurer:** The Treasurer shall be custodian of all club funds. The Treasurer will maintain a log of all receipts and expenditures and report such to the club at all scheduled board and general meetings. In addition the Treasurer will assure:
  - Funds received on behalf of the club are deposited into the designated bank account of the club
  - Expenditures of the club are support by valid receipts indicating the vendor, date of purchase, and items purchased.
  - Audit Committee and club accountant are provided all required financial documents for income tax and audit purposes no later than 45 days from the close of the fiscal year ending May 31<sup>st</sup>

**Article IV**  
**DIRECTORS AND OFFICERS**

Amended 2/6/2006

**Treasurer (Continued)**

- Reconciled copies of each month's bank statement are submitted to the club President, Secretary and Office of the FISH Athletic Director within 45 days of the bank statement date. The reconciliation will concisely describe the deposits and disbursements from the club's bank account(s).
  - Preparation and approval of an operating budget by the general membership preferably at the first scheduled meeting of the school year.
- 4) **Secretary:** The Secretary shall conduct the general correspondence of the club to include:
- Recording the proceedings of all general membership and Board of Director meetings
  - Maintaining a roster of the active membership and committees of the club.
  - Preserving the official records of the club.
  - Assuring an original copy of the club's by-laws is deposited for safekeeping with the Office of the Principal at Frisco High School in Frisco, Texas
  - Insuring copies of the bank statement are directed to the residing club President and Treasurer.
  - Insuring bank account signature cards reflect the residing club officers designated in Article IV of these by-laws.
  - Updating IRS Form SS-4 EIN with the name and address of the incoming Board Members.
- 5) **Community Liaison:** The Community Liaison will be the club's community spokesperson/representative responsible for promoting the club's activities and securing media coverage of team events. Specific responsibilities include:
- Coordinating the acquisition of sponsors to fund the annual team poster
  - Development, production, and distribution of team poster
  - Arranging transportation to private courses on a weekly basis

**Section 5:** The President shall appoint a Nominating Committee to present a slate of officers at the last general meeting prior to the end of the school year.

**Section 6:** Election of Board Members will be held at the May general membership meeting. Newly elected officers will assume their responsibilities on June 1. Board Members will serve for one year and may be re-elected to the same office for one additional term. Related members of one golfer family may not serve concurrently on the board.

**Section 7:** A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining board members with due notice of such election having been given the general membership. In the case a vacancy occurs in the Office of President, the Vice-President shall serve the remaining term.

**Section 8:** Any officer whose child (by birth or legal guardianship) ceases to be a member of the Frisco High School golf program shall resign and a new officer shall be elected in accordance with Article IV, Section 7 above.

**Section 9:** An officer may be removed from office for delinquency, neglect of duty, or for other cause in the same manner as prescribed in Article III, Section 3 for the expulsion of a member.

**Article V**  
**MEETINGS AND VOTING**

Amended 2/6/2006

**Section 1:** All meetings shall be conducted per “The Robert’s Rules of Order”.

**Section 2:** Regular meetings (general meetings) of the club shall be held at least four (4) times a school year as called by the President. The first meeting shall be held as soon as practical after the commencement of the school year (August –May).

**Section 3:** Quorum at General Membership Meetings: Members present at a general membership meeting shall constitute a quorum for the transaction of club business provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as notification via newsletter, web page or e-mail, or letter or announcement in class at least 15 days prior to the scheduled meeting.

**Section 4:** The Board of Directors shall meet at least four (4) times a year prior to general membership meetings. The President is responsible for notifying the Board Members of the date, time, and location of a meeting at least 15 days prior to said meeting. In the case of an emergency (e.g. financial crisis, loss of a board member, or special need of the golf team) the 15 day notification period will be waved.

**Section 5:** Attendance at Board Meetings may be by phone. A member participating by phone will be considered present and will maintain the same voting rights as those members physically present. The meeting minutes will note the members present via phone.

**Section 6:** Quorum at Board Meetings: Two-thirds of the Board Members specified under Article IV Section 4 must be “present” for the Board to conduct official club business.

**Section 7:** Board actions shall be confirmed by a simple majority of the members present when a quorum of the Board is present.

**Section 8:** A Board Member may appoint a member in good standing of The Fairway Club to act as their “proxy” at a Board Meeting if the Board Member is unable to attend due to illness, business commitment, personal/family situation, or other out of town commitment. The “proxy” will have the same voting rights as the absent Board Member.

Appointment of a “proxy” must be made in writing to the Board President on or before the scheduled meeting date. The “proxy” notification must include the name of the proxy, reason for the member’s absence, and the date of the meeting at which the proxy will represent the absent Board Member. A “proxy” appointment will be valid for one meeting only.

The minutes of the Board Meeting will note that a proxy was appointed to represent the absent member.

A Board Member submitting multiple “proxy” requests during their term of office should be considered for removal from office due to excessive absences.

**Section 9:** The President or members of the Board may call a special meeting, as necessary, provided all Board members are properly notified by phone and/or email.

**Section 10:** An annual meeting of all Club members shall be held in May of each year at which time final reports of the current golf season will be shared with the membership. Additionally, the Nominating Committee will present a slate of officers for the coming school year which upon election by the general membership will take office effective June 1.

**Article VI**  
**BUDGETING AND EXPENDITURE AUTHORITY**

Amended 2/6/2006

**Section 1:** The Treasurer shall maintain an operating budget which accounts for all anticipated revenues and expenditures throughout the year. The budget for the current school year, to include any funding raising activities, shall be approved by the general membership of the club.

**Section 2:** A minimum of 15% of any fundraising activity of the club will be set aside for golf scholarships to be distributed in accordance with Article VII – section 2 of these by-laws.

**Section 3:** The Board shall have authority to commit funds as defined in the approved operating budget without a vote of the general membership.

**Section 4:** No unbudgeted expenditures shall be made without prior approval of the Board of Directors. The total of unbudgeted expenditures approved by the Board during a given school year may not exceed \$500 without approval of a revised operating budget or motion from the floor approved by the general membership of the club.

**Section 5:** No monies shall be disbursed by the Treasurer without approval of the Board of Directors or general membership as documented in the official meeting minutes of the club or its Board of Directors. All distributions of club funds must be made by check or draft on an account maintained at a local FDIC insured financial institution. All checks shall be drawn from the Club account under dual signature and shall be signed by the Treasurer and at least one of the following Board members; President or Vice president. Copies of the cancelled check along with the original invoice signed by the Treasurer and dual signatory will be filed with the appropriate bank statement.

**Section 6:** The fiscal year of the Club shall begin on June 1 and end at midnight on May 31<sup>st</sup> of the following year. The club Treasurer will, at the end of each fiscal year, will distribute all funds in excess of \$1,000 in the aggregate financial accounts of the club to the Frisco Educational Foundation for the awarding of future golf scholarships in accordance with Article VIII – section 2 of these by-laws.

**Article VII**  
**COMMITTEES**

**Section 1:** The Board will appoint an Audit Committee consisting of three or more club members, who are not authorized check signers, at least sixty (60) days prior to the end of the fiscal year. The Audit Committee will review all appropriate financial transactions and records of the club and report their findings to the general membership no later than the first general membership meeting of the school year.

The Audit Committee will report all potential irregularities in the financial records of the club to the Board of Directors within 30 days of determining the said irregularities may exist. The Board of Directors will investigate and report said irregularities to the membership within 45 days of being notified by the Audit Committee.

**Section 2:** The Board will appoint a Scholarship Committee to establish the criteria for granting scholarships to members of the Frisco High School (FHS) golf team. The committee will be comprised of Fairway Club members, to include one Board member, who are not a parent, guardian, or otherwise related to a golfer who is a member of the FHS senior class. The Board will designate the chairperson of this committee.

