

**BYLAWS OF THE  
CENTRAL HIGH SCHOOL  
ATHLETIC BOOSTER CLUB (CHSABC)**

1. ARTICLE I – ORGANIZATION

1.1. The name of this Organization shall be Central High School Athletic Booster Club. Hereinafter also referred to as CHSABC. (removal of “the club” or “Organization”)

1.2. The physical mailing address shall be:  
Central High School Athletic Booster Club  
9450 Ray White Road  
Fort Worth, Texas 76244

The mailing address shall be:  
Central High School Athletic Booster Club  
P.O. Box 842  
Keller, Texas 76244

Official Website: [www.chsabc.org](http://www.chsabc.org)  
Twitter: @chsabc

2. ARTICLE II – ORGANIZATION PURPOSE / OBJECTIVE (changed from “OBJECTIVES”)

2.1 The Central High School Athletic Booster Club (CHSABC) is a non-profit organization dedicated to providing equipment, funds and services for UIL athletic programs at Central High School. We work with the KISD Athletic department, CHS Administration and coaching staff to support the goals for each UIL athletic program at CHS. (Reworded to match statement on website)

2.2 Mission Statement: To provide financial, moral and scholarship support to CHS athletic groups through hard work, honesty and integrity.

2.3 Authority for existence exists under the authority granted by Central High School and the Keller Independent School District’s Athletic Director. The Central High School Athletic Booster Club recognizes that it is not an autonomous entity and is subject to the rules, regulations and intents of the granting authorities. (moved from 1.3)

2.4 CHSABC is organized exclusively for charitable and education purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section **501 (c)(3) of the Internal Revenue Code**, or the corresponding section of any future federal tax code. (moved from 1.4)

2.5 Women’s Sports

Volleyball  
Cross Country  
Swimming  
Basketball  
Soccer  
Softball

Men’s Sports

Football  
Cross Country  
Swimming  
Basketball  
Soccer  
Baseball

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Track  
Tennis  
Wrestling  
Golf  
Athletic Training

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- 2.6 Definition of Athlete - "Any student under the supervision of the Keller Independent School District Athletic Department". (moved from 10.3)

3. ARTICLE III - MEMBERSHIP

- 3.1 Qualifications: Membership is available to any person, family or business interested in the objective of CHSABC, who is willing to uphold and abide by CHSABC's its policies and pay the annual fee. ~~and become a voting member.~~ A family membership entitles two adults to vote individually. A single parent/guardian membership entitles one adult to vote. A business membership entitles one person from the business to be the registered voting member.
- 3.2. Dues (changed from Fee): Membership levels and related dues will be determined annually by the CHSABC Board of Directors. ~~An annual membership (based on the school calendar year) may be obtained for a price to be set by the Board each year.~~
- 3.3 All parent/guardians of student athletes are encouraged to be members of CHSABC.

4. ARTICLE IV - GOVERNMENT OF CHSABC

- 4.1 The CHSABC Board of Directors is comprised of four (4) Executive Board members and seven (7) Directors of the Board as indicted below in 4.6 and 4.7.
- 4.2 The members of the Board of Directors are comprised of parent/guardians of CHS student athletes who shall strive to represent the students involved in all athletic programs at Central High School. Only one member may be elected from any household to serve as a Board Executive / Director ~~Member~~ during any term. (moved from 6.1) (Removal of member / addition of executive / director)
- 4.3. The Athletic Coordinator(s) and the Principal or designee of Central High School shall be non-voting members of the CHSABC Board of Directors. (moved from 6.3)
- 4.4 Meeting Attendance. Any Director (except Ex-Officio Directors) who misses three (3) consecutive meetings, unless excused, or who violates a UIL or KISD rule, or who otherwise exhibits behavior unbecoming of a Director, may be subject to removal by Board vote. (moved from 7.4)
- 4.5 Board members cannot serve as an independent contractor, employee or other paid position

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for CHSABC, nor can they be part of the paid coaching staff of CHS. (moved from 7.5)

- 4.6 All Executive Board and Board of Director positions require an approved KISD background check annually.
- 4.6a A negative background check eliminates the person from volunteering per KISD policy.
- 4.6b Any Executive Board or Board of Director arrested of a felony shall notify the Executive Board within 72 hours and the Executive Board shall take appropriate action per KISD guidelines.

4.7 The Executive Board of Directors of CHSABC shall be as follows:

4.7a **President**

- i. ~~The President shall~~ Call and preside over at all meetings of the general membership and Board of Directors. ~~and shall be the Chief Executive Officer and spokesperson of the CHSABC.~~ (moved / modified from 8.1)
- ii. Keep and maintain action items from Executive Board, Board of Directors, General Membership and special meetings ensuring follow through.
- iii. Act as liaison between CHSABC and the CHS Athletic Directors, CHS Coaching Staff, CHS School Administration and CHSABC Membership.
- iv. Oversee the CHSABC Board of Directors, Standing Committees and Concessions Manager
- v. Appoint the chairperson and members of standing committees and any ad-hoc committees.
- vi. Be a signatory for all bank accounts and co-sign all checks issued by the organization as indicated by the financial rules of CHSABC in Article VI of this document.
- vii. Review annually the structure and organization of the CHSABC Government and recommend changes, as necessary, to the CHSABC Board of Directors.
- viii. Work with Treasurer on Annual Budget Proposal.
- ix. Provide written meeting agenda (Executive / Board and General Membership) 48 hours prior to scheduled meeting. (See addendum A)

4.7b **Vice President**

- i. ~~The Vice President shall have all the power of the President, and shall be the Executive Officer in the absence of the President. He/She shall serve in whatever capacity deemed necessary by the President.~~ Preside at any meeting at which the President would normally preside in the absence of the President. (moved and modified from 8.2)

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- ii. Keep and maintain the latest version of the CHSABC ByLaws as chairperson of the ByLaw committee.
- iii. Lead and chair the annual review session of the CHSABC By-Laws for the incoming Board of Directors by end of month of May following elections.
- iv. Carry out duties assigned by the President.
- v. Be a signatory for all bank accounts and in the absence of the President, co-sign checks necessary to carry out essential activities of the CHSABC organization.
- vi. Assemble the Nominating Committee
- vii. Oversee Team Liaison Committee

**4.7c Secretary**

- i. Record minutes on standard CHSABC meeting minutes form of the Board of Directors meetings on standard CHSABC meeting minutes form and distribute the minutes to the Board of Directors for approval. (Addendum B)
- ii. Record minutes of the general membership meetings on standard CHSABC meeting minutes form (Addendum B).
- iii. Provide a copy of the minutes to the President and webmaster within 7 days of the meeting.
- iv. Make minutes of the Board of Directors and General Membership meetings available at the general membership meetings for review.
- v. ~~The Secretary~~ Shall have custody of the Records of Minutes Book and maintain a record of minutes for each meeting in said book that is archived and stored in the CHSABC storage closet at CHS at the end of the elected term.
- vi. Shall maintain the CHSABC mailbox key for the PO Box and check the mailbox weekly.
- vii. Shall check the CHSABC mailbox at CHS mailroom weekly.
- viii. ~~Shall record minutes of each meeting and post them. He/She~~ Shall perform other duties such as providing notice of meetings or any other duty delegated by the President. (moved and modified from 8.3)

**4.7d Treasurer**

- i. ~~The Treasurer~~ Shall have charge of all funds and securities of CHSABC.
- ii. Deposit monies in the CHSABC bank account(s) as the Board may appoint, and maintain financial records.
- iii. Reconcile bank statements and keep a complete and an accurate record of all receipts and disbursements, showing each activity separately.
- iv. Maintain complete records of all funds.
- v. ~~The Treasurer is responsible for~~ Maintain ing the CHSABC bond.
- vi. Sign and File tax returns ~~filing all tax forms~~ and other legal documents required by law for a non-profit organization. Services from an outside firm

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that specializes and is qualified in preparing tax returns and / or audits may be utilized as approved by the Board of Directors.

- vii. ~~and for~~ Submit ~~ting~~ financial records for audit in the accordance with CHSABC financial policies and arrange for an annual independent review of the prior year's financial records. (moved and modified from 8.4)
- viii. Maintain records pertaining to the tax exempt status of the organization.
- ix. Present a financial report at each Board of Directors meeting and make that report available, upon request of a member, at each general membership meeting.
- x. Be a signatory for all bank accounts and co-sign all checks issued by the organization as indicated by the financial rules of CHSABC in Article VI of this document.
- xi. Collect funds and ensure deposits are timely without unnecessary delay. Deposits made within 24 hours (48 hours on weekend deposits)
- xii. Prepare and propose annual budget to the Board of Directors.
- xiii. Carry out other duties as delegated by the President.

4.8 The Directors of the Board for CHSABC shall be as follows:

4.8a **Parliamentarian**

- i. Ensure that Robert's Rules of Order / Parliamentary Procedures are followed during all meetings.
- ii. Assist the President in maintaining order at the meetings.
- iii. Serve as time keeper of the meeting.
- iv. Ensure all elected Executive Board and Board of Directors obtain KISD background check.
- v. Oversee standing committees:
  - a. Audit
  - b. ByLaws
- vi. Oversee Executive and Board of Directors Elections

4.8b **Membership Director** – The Membership Director shall recruit members and maintain records of all voting members.

- i. Maintains an active list of CHSABC members
- ii. Attends or coordinates CHSABC representative for UIL sport parent/guardian meetings at CHS to provide parent/guardians an opportunity to become members of CHSABC.
- iii. Maintains an email contact list for dissemination of the CHSABC information to various constituencies.
- iv. Promotes CHSABC to past, current, and prospective members to encourage maximum participation from parent/guardians and coaches.
- v. Maintains and edits membership forms for distribution.
- vi. Plans and coordinates membership drive activities.

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- vii. Organize and Market CHSABC membership with middle school feeder school.
- viii. Responsible for membership sign-in at meetings.
- ix. Oversee procedure to ensure active membership for voting in General Membership meetings.
- x. Oversee Membership Committee

**4.8c Concessions Director**

- i. ~~The Concessions Director~~ Shall be responsible for concession sales. (moved and modified from 8.5)
- ii. Oversees the functioning of all concession stands utilized by CHS athletics (KISD stadium (Varsity Football), Field House Concession Stand and Gym Concession Stand.
- iii. Oversees the Concessions Manager.
- iv. Develops and Maintains the Concessions budget in coordination with Treasurer and President.
- v. Develops and presents product pricing for approval by the Board of Directors.
- vi. Ensure all concession volunteers have KISD background check per KISD policy.

**4.8d Spirit Wear / Merchandising Director**

- i. ~~The Spirit Wear Director~~ Shall be responsible for promoting school spirit through the sale of CHS spirit wear and merchandise. (moved and modified from 8.7)
- ii. Maintains merchandise inventory
- iii. Develops and maintains Spirit Wear Budget in coordination with Treasurer and President.
- iv. Makes recommendations for spirit wear / merchandise purchases for inventory.
- v. Coordinate and organizes sale of spirit wear / merchandise.
- vi. Oversee spirit wear / merchandising committee.

**4.8e Communications Director**

- i. ~~The Communications Director~~ Shall communicate with the membership via suitable means to provide notices to CHSABC members ~~the Club~~ regarding meeting agenda, meetings, events, announcements, and volunteer opportunities.
- ii. ~~The Communications Director shall also be~~ Responsible for creating and communicating Newsletters and other media communications for the CHSABC ~~Club~~. (moved and modified from 8.10)

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- iii. Assists other directors with marketing of CHSABC.
- iv. Oversees the following committees:
  - a. Webmaster
  - b. Social Media

**4.8f Special Projects Director**

- i. Special Projects Director shall be responsible for creating and overseeing any CHSABC fundraising and special event opportunities as approved by the CHSABC Board of Directors. (moved and modified from 8.11)
- ii. Oversees Standing Committees
  - a. Athletic Programs
  - b. Fundraising
  - c. Business Sponsorship
- iii. Ensures UIL compliance on all donations and fundraising efforts.

**4.8g Team Liaison Coordinator Director**

- i. ~~The Team Liaison Director~~ Shall work with the coaches to recruit liaisons for each team. (moved and modified from 8.8)
- ii. Organizes and Disseminates information to Individual Sport Team Liaisons and coaches.
- iii. Organizes the Coaches luncheon to be held at the beginning of the school year to introduce Board of Directors and disseminate information for the new school year.
- iv. Ensure UIL compliance during team functions.

4.9 The Appointed Standing Committees for CHSABC are individuals or teams designed to help the Board of Directors fulfill their responsibilities and execute the activities of the CHSABC. Standing committees provide the opportunity for additional members to become more involved with the CHSABC. Standing committees are appointed by the President, have a key contact person (chairperson), are not members of the Board of Directors and shall be as follows:

**4.9a Membership Committee**

- i. Assists the membership director with duties indicated.
- ii. **Organizes and Distributes New Member Packets**
  - a. **Membership Cards**
  - b. **New Member Packets**

**4.9b Athletic Programs Committee**

- i. Solicits advertising from businesses and individuals for Athletic Programs.
- ii. Invoices and collects advertising funds from all advertisers in coordination with and supported by the Treasurer.

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- iii. Maintains ongoing record of advertisers, amounts invoiced, amounts collected and accounts receivable in coordination with and supported by the Treasurer.
- iv. Coordinates the delivery of ads in acceptable format to the printing companies.
- v. Solicits bids from printing companies for program design, layout and production.
- vi. Provides recommendations of design, layout and printing companies to the Board of Directors for approval.
- vii. Coordinates business relationships with advertisers for program/media guide
- viii. Distribution and sales of Athletic Programs
- ix. Supervision and coordination of Athletic Programs Committee.
- x. Coordination with Team Liaisons for Team, Senior and misc. pictures for Athletic Programs.

**4.9c Scholarships Committee**

- i. Oversee the scholarship process and organizes / coordinates the scholarship committee in determining scholarship recipients for the current graduating class.
- ii. Maintain and edit Scholarship applications for the CHSABC scholarship process, presenting documents and edits to the Board of Directors for approval.
- iii. Maintain a record of Scholarship recipients, ensuring documentation with Secretary and Treasurer.
- iv. Coordinate and complete all appropriate documentation for university / colleges of recipients, working in conjunction and with the support of the Treasurer.

**4.9d Webmaster**

- i. Maintain the login and passwords for the websites
- ii. Maintains the CHSABC website with pertinent information as requested by the President and / or Communications Director.

**4.9e Social Media (Twitter / Facebook) Director Committee**

- i. ~~The Social Media Director~~ Shall be responsible for maintaining social media ~~online~~ presence of CHSABC ~~the Club~~ by utilizing various ~~online~~ resources approved by the Board of Directors. ~~such as but not limited to the Club's website,~~
- ii. Maintains the CHSABC Facebook account
- iii. Maintains the CHSABC Twitter account. (Moved and modified from 8.9)
- iv. Upload Executive and General Membership meeting minutes to website within 14 days of meeting.
- v. Maintain latest approved version of CHSABC ByLaws on CHSABC website.



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- 4.9f **Fundraising Committee**
- i. Coordinates all special / fundraising events for the CHSABC, such as spirit nights, restaurant events, etc.
  - ii. Works in conjunction with Sponsorship committee to solicit potential donations and other supporters through direct contact with community leaders and businesses.
  - iii. Ensures UIL compliance on all donations and fundraising efforts.
- 4.9g **Sponsorship Committee**
- i. The direction and responsibilities will be assigned by the President.
  - ii. Treasurer and Special Projects Director are mandatory members of the Sponsorship committee
  - iii. Sponsorship guidelines will be developed by the committee and approved by CHSABC Executive Board / Board of Directors, CHS athletic directors and KISD administrators.
  - iv. Will coordinate sponsorship(s) for usage on CHSABC athletic programs and budget items.
  - v. Committee will set objectives annually for each sport.
  - vi. Will follow objectives identified in Article IX.
- 4.9h **Audit Committee**
- i. Works in conjunction and collaboration with the Treasurer to conduct an annual internal audit of CHSABC financials as described in Article VI of this document.
  - ii. Complete Audit after end of fiscal year and prior to September CHSABC Executive Board Meeting.
  - iii. Provides a written report from internal Audit to the Board of Directors within 2 weeks of completing the internal audit.
- 4.9i **ByLaws Committee**
- i. Chaired by the Vice President
  - ii. Maintains the CHSABC By-Laws for accuracy and assists the Board of Directors with interpretation of the document.
  - ii. Maintains accuracy of By-Laws by updating and presenting updates to the Board of Directors for General Membership vote and approval.
- 4.9j **Spirit Wear / Merchandising Committee**
- i. **Assist Spirit Wear Director with duties assigned.**
  - ii. **Coordinate with Spirit wear director to ensure sale of spirit wear items as appropriate.**
- 4.9k **Board of Directors / Election Nominating Committee**
- i. Prepares a slate of candidates for the Board of Directors by soliciting, via the CHSABC website, social media and communications approved by the Communications Director, individuals interested in serving as an elected

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- office of the CHSABC as well as proactively pursuing individuals who would consider serving in such capacities.
- ii. Assists the President in identifying individuals interested in serving on CHSABC standing committees.
  - iii. Contacts nominees for their acceptance of the nomination for office.
  - iv. Publish the slate of candidates according to parliamentary rules and election guidelines as indicated in Article 7 of this document.
  - v. Oversee the Election of Board of Directors
- 4.9l **Team Liaison** for each UIL sport associated with CHS.
- i. Attends monthly general membership meetings and disseminates information to coaches and parent/guardians of the represented sport.
  - ii. Works in conjunction with the team coach to organize the Team Dinner
  - iii. Responsible for Team's participation in the CHS Homecoming parade.
  - iv. Assists in ensuring UIL compliance on athlete related activities.
  - v. Provides the team's game schedule to the Concessions Manager for Concessions scheduling.
  - vi. Works in coordination with the Coach, Concessions Director and Concessions Manager to ensure coverage of assigned concessions.
- 4.10 Appointed Concessions Manager
- 4.10a The CHSABC appointed concessions manager is a paid position and not a member of the Board of Directors for CHSABC.
- 4.10b The CHSABC appointed concessions manager is responsible for:
- i. Purchase and maintain food and drink inventory for CHS concessions (field and gym).
  - ii. Set up and clean up concessions prior to and after events at all CHS concessions and KISD stadium during CHS activities.
  - iii. Instruct volunteers on correct operation of concession equipment.
  - iv. Instruct volunteers on proper food handling and how to make food items.
  - v. Assist Concession volunteers as needed for successful operation of CHS activity concessions.
  - vi. Communicate with CHSABC Concessions Director to ensure volunteers for concessions during CHS events.
  - vii. Obtain game schedules from CHSABC Team Liaisons and coordinate Concession schedule with CHSABC Concessions Director.
- 4.10c The Appointed Concessions Manager is paid 10% of the gross concessions sales, paid monthly as indicated in the CHSABC budget.
- 4.11 New Standing Committees may be formed, or existing Standing Committees modified or deleted at the President's discretion to facilitate the execution of the CHSABC activities.
- 4.12 Any officer on the Executive Board or Board of Directors may be required ~~by the Board~~ to be bonded. (moved and modified from 10.2.)

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~~8.12. Others-Other Directors shall be responsible for the activities assigned during the board meetings or as directed by the President or Vice President.~~

5.0 ARTICLE V – MEETING GUIDELINES / RULES FOR CHSABC

- 5.1. CHSABC monthly meetings are held the second (2<sup>nd</sup>) Monday of each month in the classroom of the CHS Field House unless otherwise posted in the Notice of the Meeting. The Board of Directors meeting is at 6:00 pm and the General Membership meeting is at 7:00 pm. ~~shall be held at the discretion of the Board.~~ Meeting details shall be posted and open to the members of the Club. Parliamentary procedures shall govern all meetings.
- 5.2. The President may change the date of a regular ~~Board~~ monthly meeting, provided a 72 hour notice has been given to the Board of Directors and General Membership.
- 5.3. Special Meetings:
- 5.3a Special Board of Directors meetings may be called by the President or in his/her absence by the Vice President as appropriate. Special meetings may also be called by the Secretary upon written request from a majority of the Board. Special meetings require 72 hours' notice to the Board of Directors.
- 5.3b Special General Membership Booster meetings may be called by the President or in his/her absence by the Vice President as appropriate. Special meetings may also be called by the Secretary upon written request from a majority of the Board or 20% of the CHSABC membership ~~Boosters~~. Special meetings require 72 hours' notice to the Board of Directors and CHSABC Membership. ~~or its members.~~
- 5.4. Quorum.
- 5.4a A majority of Board of Directors (6 out of the 11 indicated in Article 4.1) ~~(but not Ex-Officio Directors)~~, shall constitute a Quorum for a Board of Directors regarding transacting business at any Board of Directors meeting.
- 5.4b A majority of Board of Directors (6 out of the 11 indicated in Article 4.1) and ~~A simple majority of voting members in attendance at the meeting, or when using electronic voting methods, those who vote,~~ shall constitute a quorum for a general membership vote and regarding transacting business at any CHSABC General Membership Meeting.
- 5.5. The general membership shall have the right to vote on all items brought forth to the CHSABC general meetings. ~~the contents of these Bylaws.~~
- 5.6. Meetings of the Board shall be open to all members, unless previously declared to be closed. Only Board of Directors ~~Members~~ may vote at Board meetings. Members may be allowed to speak at the discretion of the President.

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- 5.7. The Board may take all action for CHSABC, except that action that is specifically reserved to the CHSABC general membership. A majority of the Board shall carry any motion, except for expenditures of athletic equipment or services shall also require the approval of the Athletic Director.
- 5.8. ~~Details~~ Agenda created by the President for General meetings or Board meetings shall be communicated to the CHSABC membership ~~Club~~ with a 48 hour notice by the Communications director through suitable means.
- 5.9 There shall be no vote by proxy. Board of Directors and general members must be present to vote during a Board of Directors or General Membership meeting. No electronic or social media voting will be accepted. ~~Method of voting is determined by the Board. The secretary will compile all the votes and send the results to all current Board members and keep in the official CHSABC records.~~ (moved from 4.1) Voting by Proxy may be allowable during Elections of Executive and Board of Directors as specified by the Election Committee using appropriate developed proxy document. No electronic or social media voting will be accepted on elections.
6. ARTICLE VI – FINANCIAL / INVENTORY (Changed from BOARD OF DIRECTORS which is now covered under Article 4: Government of CHSABC
- 6.1 The fiscal year of the Association shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. (moved from 4.2) - Dates changed by membership vote on 11/10/2014.
- 6.2 Two (2) signatures will be required on all checks over \$500 of the obligation of CHSABC ~~the Club~~. (moved from 4.3) Signatures will be of Treasurer and President or in absence of President, the Vice President.
- 6.3 CHSABC ~~The club~~ also allows for the use of debit cards. Debit card holders are issued with approval by the Board of Directors to the President, Vice President, Treasurer and Concessions Manager. (moved from 4.4) Use of Debit Card requires all appropriate documentation (receipts) and the CHSABC Credit/Debit Card Use Form (Addendum C) which is provided to the Treasurer within 72 hours of use.
- 6.4 The President or Vice President shall have the authority to spend, for emergencies only, a total not to exceed \$500 during their term in office, without pre-approval of the Board of Directors. (moved from 4.4)
- 6.5 All funds of CHSABC ~~the Club~~ shall be deposited in a timely manner, within 24 hours (48 hours on weekend deposit) to the credit of CHSABC ~~the Club~~ in such banks the Board of Directors may select. (moved from 4.8) All deposits shall be documented using the CHSABC Deposit Form (Addendum D) and shall have two (2) counter signatures along with the Treasurer's signature.
- 6.6 A financial budget for CHSABC shall be proposed by the Treasurer and approved annually

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by the general membership. The proposed budget shall be presented at the March meeting and voted on by the general membership at the April meeting for implementation for the fiscal year as indicated in 6.1 of this document.

6.7 Standing Payments in Budget:

The following are standing payments as indicated by line items on the budget that shall be made by the CHSABC, when presented with the appropriate invoices, without a required Board of Directors or General Membership vote.

6.7a Concessions Manager payment as indicated in 4.7 or this document.

6.7b Payment for products (Coca-Cola, Sam's, etc.) as required for the regular maintenance and function of the CHSABC Concessions.

6.7c Letter Jacket Invoices from KISD

6.7d Sodexo fee related to KISD stadium concessions.

6.7e Banquet requests related to 6.8 of this document.

6.7f Scholarship disbursements

6.7g CHSABC will provide \$10 per varsity athlete, coach, coach's guest and CHS administrator for each sport's season banquet upon receipt of appropriate request from the head coach of said sport. (Addendum F).

6.9 CHSABC shall comply with the following Internal Revenue Service ("IRS") requirements. CHSABC shall never have any capital stock. No part of its net earnings or income, if any it may have, shall ever inure to the benefit of any private individual. The organization shall not carry on propaganda or otherwise attempt to influence legislation in a manner or to a degree, which would contravene the provisions of Section 501c(3) of the Internal Revenue Code of 1954, or its successor statutes ("Code") and no part of its funds or properties shall ever be used for such purposes. (moved from 1.5)

6.10 The distribution of such funds is subject to the Board's discretion and based on participation in volunteering as well as membership. (moved from 2.1)

**7. (ARTICLE VII) - ELECTION OF BOARD OF DIRECTORS**

7.1. The Board of Directors shall be elected for a term of one (1) year and may be re-elected for a second consecutive term in the same office. Additional extended terms in the same office is at the discretion of the Board.

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- 7.2. Nominee Requirements. If a nominee is not present at the General Membership ~~Club~~ meeting, the nominee must have agreed to serve. Nominations shall also be subject to the following rules:
- 7.2a Any nominated candidate is required to have been a member of CHSABC for a minimum of three (3) months to be eligible
  - 7.2b The members of the Board shall strive to represent the students involved in all UIL athletic programs at CHS ~~and its feeder schools~~.
- 7.3. Vacancies. Vacancies occurring on the Board during a term may be filled for the remainder of the term, by Board vote at the next Board meeting.
- 6.4. Vacancies occurring on the Board of Directors during a term shall be filled for the unexpired term by a majority vote of all Board members present at the next meeting of the Club. (Removed due to redundancy)
- 7.4 The Elections for Executive Directors and Board Directors will occur in April with the new board effective June 1. The period of April elections until June 1 shall be a transition period for the newly elected Executive Board and Board of Directors.
- 7.5 Nomination committee is formed in January and is chaired by the Parliamentarian. Committee members are appointed by the Parliamentarian.
- 7.6 Nominations committee will present a slate of candidates at the March meeting. The slate of candidates will be posted following the March meeting for a minimum of 20 days prior to the April General Membership Meeting.
- 7.7 Nomination criteria
- 7.7a Each nomination must be a parent/guardian of a CHS athlete.
  - 7.7b Nominations are ranked based on Character, Knowledge of duties assigned to office.
  - 7.7c Nomination must have completed the KISD background check prior to election.
  - 7.7d An Executive Board nomination must have served as a Board of Directors position for a minimum of one (1) year prior to nomination.
  - 7.7e A Board of Director nomination must have served as a committee chair prior to nomination for Board of Director position.
  - 7.7f Nomination of candidates can be made in several ways:

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- i. By a nominating committee
- ii. From the floor

7.8 Voting procedure - Follows parliamentary procedures as indicted in Robert's Rule of Order. (Addendum G).

7.9 Proxy – voting procedure for proxy voting during elections shall be determined by the Election / Nominating Committee with the following specifications:

7.9a Use of developed and approved proxy voting document.

7.9b No electronic or social media voting will be accepted on elections.

7.10 Special Elections are determined by the Executive Board to fill vacated positions. Vacated positions will be determined by special election during the next general membership meeting following the time as such position was vacated. The special election must be indicated in the General Membership Meeting Agenda which is distributed no later than 48 hours prior to the scheduled meeting.

~~8. (ARTICLE VIII) – BOARD OF DIRECTOR'S POWERS AND DUTIES (moved and modified to Article IV)~~

8. (ARTICLE VIII) – CONCESSIONS

8.1 All sports will be assigned a home football game to work the concessions

8.2 Coaches and Team Liaisons will be responsible for getting volunteers for the concession stands that are assigned to them working in conjunction with the Concessions Director and Concessions Manager.

8.3 Workers for concessions will be scheduled during the off season of their sport or on nights when their team is not competing

8.4 At least one (1) Executive Board or Board of Directors member must be present at concessions.

8.5 All concessions volunteers must have completed the KISD volunteer background check as per KISD policy.

~~9 (ARTICLE IX) – COMMITTEES (modified and changes made to Article 4)~~

~~9.1. Standing Committees of the Club shall be Communications Committee, Scholarship~~

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~~Committee, Audit Committee, Concessions Committee, Fundraising Committee, Merchandising Committee, Sports Program Committee, Corporate Sponsorship Committee and Membership Committee. The Directors of the standing committees shall serve as elected members of the Board of Directors.~~

9.2. ~~The Board may also, from time to time, create special committees. The President of the Club shall be an ex-officio member of all committees, with exception of the Nominating Committee.~~

9 ARTICLE IX – SPONSORS / FUNDRAISING (information from Operational Structure approved April 2013) and KISD District Athletic Director on 7/7/2014.

9.1 Each sport is allowed two (2) parent/guardian fundraiser per school year. One (1) in the fall semester and (1) in the spring semester.

9.2 Parent/guardian fundraisers must be approved by the campus athletic coordinator and the Head Coach of the specific sport.

9.3 In order to be eligible to participate in an adult led fundraiser, the parent/guardian group of each sport must reach a 50% membership level in the CHSABC.

9.4 All funds generated from adult led fundraisers will be deposited into the CHSABC bank account using the CHSABC Deposit Form (Addendum D)

9.5 After all bills have been paid, Twenty percent (20%) of the profit from the specific parent/guardian fundraiser will go into the main CHSABC financial account. The remaining Eighty percent (80%) will be deposited into the sports sub-account of CHSABC.

9.6 The Head Coach of the specific sport may have access to any dollar amount in said sport's CHSABC subaccount with approval by a campus athletic coordinator and upon completion and submission of the appropriate Check Request (Addendum E) or Debit / Credit Card use form (Addendum C) to the President. Upon use of CHSABC credit card for a purchase, the appropriate receipts / documentation will be submitted to the Treasurer within 72 hours.

10 ARTICLE X – SCHOLARSHIPS

10.1 CHSABC will provide Ten (10) - \$1000 scholarships to graduating seniors identified by the CHSABC Scholarship Committee based on the specified criteria and completion of the scholarship application.

10.2 Criteria - Along with the scholarship application form, the student must also include the following information.

1. Athletics



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- Letter of recommendation from your athletic coach that describes attendance, attitude and behavior in a sealed envelope.
  - Awards and Honors – list all honors, awards and letters earned in high school athletics.
2. Academics
- Letters of recommendation from 2 teachers in sealed envelopes (applicant’s choice)
  - Academic achievements and honors
3. Leadership/Community Service
- Part time work – description and hours worked each week
  - Community service – description of activity and hours performed
  - Membership to school organizations
  - Offices held or honors earned.
4. Application Essay:  
The student will provide an essay on the following topic. The essay must be no more than 400 words typed using a 12 font size. *Explain how being a Central Charger student athlete has taught you the importance of Character, Honor, and Service (the CHS motto)*
5. Additional
- Parents or guardian must be members of CHSABC no later than March 14 of the student’s senior year.
  - Senior students or parent/guardians must have supported the Central High School Athletic Booster Club activities with a minimum of 10 volunteer hours working during the student’s senior year. Please list person(s) and their volunteer hours, dates and where the hours were served (i.e. concessions for football, basketball, etc.) on a separate sheet.

11 ARTICLE XI – BYLAWS (MOVED FROM MISC. 10.1)

- 11.1 By-law Amendments. The by-laws may be amended by a majority vote of the members present at any meeting of the Boosters in which a quorum is present, provided such amendments have been presented to the membership at least two weeks prior to a vote.
- 11.2 ~~Interpretation.~~ Any questions concerning these By-laws shall be interpreted by the Board in compliance with UIL, KISD and parliamentary rules.

12. ARTICLE XII – MISCELLANEOUS (changed from Article X)

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- 12.1. ~~MISCELLANEOUS~~ CHSABC Property – an annual inventory will be completed through coordination of the Vice President, Special Projects Director, Spirit Wear Director, Concessions Director, Treasurer and Team Liaison Coordinator.
- 12.2 KISD Rules / guidelines from KISD Athletic Dept.

13 ARTICLE XIII – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporate is then located, exclusively for such purposes, as said Court shall determine, which are organized and operated exclusively for such purposes. (moved from 1.6)

In witness whereof, we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_ 2015 ~~2013~~,

\_\_\_\_\_  
~~Jim McClurg~~

\_\_\_\_\_  
~~Theresa Steele~~

Catherine Moore

Janet Hampton

President – ~~2013-2014-2015~~

Vice President - ~~2013-2014-2015~~

\_\_\_\_\_  
~~Curt Vernon~~

\_\_\_\_\_  
~~Sara Gomez~~

Lisa Farmer

Scott Stemley

Secretary - ~~2013-2014-2015~~

Treasurer – ~~2013-2014-2015~~