

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

1. ARTICLE 1 – ORGANIZATION

1.1. The name of this Organization shall be Central High School Athletic Booster Club.

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

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

Official Website: www.chsabc.org
Twitter: @chsabc
Facebook: @CentralHSABC

2. ARTICLE II – ORGANIZATION PURPOSE/OBJECTIVE

2.1. The Central High Athletic Booster Club (“CHSABC”) is a non-profit organization dedicated to providing equipment, funds and services for UIL athletic programs at Central High School (“CHS”). We will work with the Keller independent School District (“KISD”) Athletic department, CHS Administration and coaching staff to support the goals of each UIL athletic program at CHS.

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 CHS and Keller Independent School District Athletic Director. The CHSABC recognizes that it is not autonomous and is subject to the rules, regulations and intents of the granting authorities.

2.4. CHSABC is 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) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

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|------|------------------|-------------------|
| 2.5. | Women’s Sports | Men’s Sports |
| | Volleyball | Football |
| | Cross Country | Cross Country |
| | Swimming& Diving | Swimming & Diving |
| | Basketball | Basketball |
| | Soccer | Soccer |
| | Power Lifting | Power Lifting |
| | Track | Track |
| | Tennis | Tennis |

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| | |
|-------------------|-------------------|
| Wrestling | Wrestling |
| Golf | Golf |
| Athletic Training | Athletic Training |
| Cheerleading | Cheerleading |

2.6. Definition of Athlete – “Any student under the supervision of the KISD Athletic Department.”

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 policies and pay the annual fee. A membership entitles one adult to vote. If a family would like more than one vote they must pay for individual memberships. A business membership entitles one person from the business to be a registered voting member.

3.2. Dues: Membership levels and related dues will be determined annually by the CHSABC Board of Directors.

3.3. All parents/grandparent/guardians of student athletes are encouraged to become 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 Directors of the Board as indicated in Articles 4.6 and 4.7.

4.2. The members of the Board of Directors are comprised of grandparent/parents/guardians/legal state mandated custodian of CHS student athletes who shall strive to represent the students involved in all athletic programs at CHS. Only one may be elected from any household to serve as a Board Executive/Director during any term.

4.3. The Athletic Coordinator(s) and the Principal or designee of CHS shall be non-voting members of the CHSABC Board of Directors.

4.4. Meeting Attendance: Any Executive Board of Director or Director position who miss (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.

4.5. Board members cannot serve as an independent contractor, employee or other paid position for CHSABC, nor can they be part of the paid coaching staff of CHS.

4.6. All Executive Board, Board of Director and Concessions Manager positions require an approved KISD background check annually. This must be completed prior to the start of the new school year.

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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. Call and preside over all meetings of the general membership and Board of Directors.
- 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 CHABC 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 adhoc committees.
- vi. Be a signatory for all bank accounts and co-sign all checks issued by the organizations 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. Preside at any meeting at which the President would normally preside in the absence of the President.
- ii. Keep and maintain the latest version of the CHSABC Bylaws as chairperson of the Bylaws committee.
- iii. Lead and chair the annual review session of the CHSABC Bylaws 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

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- i. Record minutes on standard CHSABC meeting minutes form of the Board of Directors meetings and distribute the minutes to the Board of Directors for approval. (Addendum B).
- ii. Record minutes of general membership meetings on standard 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. Shall have custody of the Records of Minutes Book and maintain a record of minutes 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 the CHS mailroom weekly.
- viii. Shall perform other duties delegated by the President.

4.7d Treasurer

- i. Shall have charge of all funds and securities of CHSABC.
- ii. Deposit monies in the CHSABC bank account(s) 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. Maintain the CHS bond.
- vi. Sign and file tax returns and other legal documents required by law for a non-profit organization. Services from an outside firm that specializes and is qualified in preparing and/or audits may be utilized as approved by the Board of Directors.
- vii. Submit financial records for audit in accordance with CHSABC financial policies and arrange for an annual independent review of the prior year's financial records.
- 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 Article VI of this document.
- xi. Collect funds and ensure deposits are timely without unnecessary delay.
- 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 the Robert's Rules of Order/Parliamentary Procedures are followed during all meetings.
- ii. Assist the President in maintaining order at all meetings.

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- iii. Serve as timekeeper of the meeting.
- iv. Ensure all elected Executive Board and Board of Directors obtain KISD background checks.
- v. Oversee Standing Committees:
 - a. Audits
 - b. Bylaws
- vi. Oversee Executive and Board of Director 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 and coordinates CHSABC representative for UIL Sport parent/guardian meetings at CHS to provide parent/guardians an opportunity to become members of CHSABC.
- iii. Compiles & maintains an email contact list for dissemination of the CHSABC information to various constituencies. Provides updated list to Communications Director,
- 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.
- vii. Organize and market CHSABC membership with middle school feeder schools.
- 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. Shall be responsible for concession sales.
- ii. Oversee the functioning of all concession stands utilized by CHS Athletics (KISD Stadium, varsity football), Fieldhouse concession stand and gym concession stand.
- iii. Oversee the concession manager.
- iv. Develops and maintains the concessions budget in coordination with Treasurer and President.
- v. Maintains product pricing for Fieldhouse and Gym concession stands. If product pricing changes are needed, Concessions Director will promptly get the Boards approval prior to changes taking effect.
- vi. Creates and maintains sign up for all concession and special events for the CHSABC. Ensure we leverage a system where accessing volunteer hours is available and stores previous years records at a minimum of 4 years.
- vii. With help of concession manager ensures all event have adequate volunteers to cover the shifts.

4.8d Spirit Wear/Merchandising Director

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- i. Shall be responsible for promoting school spirit through the sale of CHS spirit wear and merchandise.
- 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 organize sale of spirit wear/merchandise.
- vi. Oversee spirit wear merchandising committee.
- vii. Ensures Male or Female Athletic Coordinator approves all merchandise that contains something other than CHS logos.

4.8e Communications Director

- i. Shall communicate with the membership via suitable means to provide notices to CHSABC members regarding meeting agenda, meetings, events, announcements, and volunteer opportunities.
- ii. Responsible for creating and communicating newsletters and other media communications for the CHSABC.
- iii. Assist other Directors with marketing of CHSABC.
- iv. Oversee the following committees
 - a. Webmaster
 - b. Social Media

4.8f Special Projects Director

- i. Shall be responsible for creating and overseeing any CHSABC fundraising and special event opportunities as approved by the CHSABC Board of Directors.
- ii. Oversee standing committees:
 - a. Athletic Programs
 - b. Fundraising
 - c. Business Sponsorship.
- iii. Ensures UIL compliance on all donations and fundraising efforts.
- iv. Ensures IRS compliance to 501c3 rules.
- v. Prepares a fundraising budget for all fundraisers.

4.8g Team Liaison Coordinator

- i. Shall work with the coaches to recruit Liaisons for each team.
- 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 the responsibilities and execute the activities of the CHSABC. Standing committees provide the opportunity for additional members to become more involved with the CHSABC. Standing

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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. Assist membership Director with duties indicated. ii. Organizes and distributes new member packets and membership cards

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.
- 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. Solicit 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 miscellaneous 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/college 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 Committee

- i. Shall be responsible for maintaining social media presence of CHSABC by utilizing various resources approved by the Board of Directors.
- ii. Maintains the CHSABC Facebook account.
- iii. Maintains the CHSABC Twitter account.

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- iv. Upload Executive and general membership meeting minutes to website within 14 days of meeting.
 - v. Maintain latest approved version of CHSABC by laws on CHSABC website.
- 4.9f Fundraising Committee
- i. Coordinates all specials fundraising events for the CHSABC, such a spirit nights, restaurant events, etc.
 - ii. Works in conjunction with Sponsorship Committee to solicit potential donations and other supporters and is the 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. Treasure 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 sponsorships 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 two weeks of completing the internal audit.
- 4.9i Bylaws Committee
- i. Chaired by the Vice President.
 - ii. Maintains the CHSABC bylaws for accuracy and assist the Board of Directors with interpretation of the document.
 - iii. Maintains accuracy of bylaws 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 Board of Directors by soliciting, via the CHS website, social media and Communications approved by the Communications Director,

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individuals interested in serving as an elected Officer of the CHSABC as well as proactively pursuing individuals who would consider serving in such capacities.

- ii. Assist the President in identifying the individuals interested in serving and CHSABC standing committees.
- iii. Contacts nominees for 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. Oversees the election of Board of Directors.

4.9I Team Liaison for each UIL sport associated with CHS.

- i. Attends monthly General membership meetings and disseminates information to coaches and parents/guardians of the respective sport.
- ii. Works in conjunction with the team coach to organize the team dinners.
- iii. Responsible for team's participation in the CHS homecoming parade.
- iv. Assist in ensuring UIL compliance on athlete related activities.
- v. Provides the team's game schedule to the concessions manager for concession 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 concession 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 for CHSABC team Liaisons and coordinate concession schedule with CHSABC concessions Director.
- viii. Ensure 95% of all scheduled concession events are open as advertised. If for some reason they cannot get anyone (CHSABC Board Member) to open the stands in their place they must notify the President and volunteers 48 hours prior to the event taking place. If they do this the event will not be counted towards their 95% goal.

4.10c The Appointed Concession Manager is paid 20% of the gross concession sales, paid monthly as indicated in the CHSABC budget. 10% of each payment will be held back ("Hold Back"). Concession Manager will get this Hold Back after the last scheduled concession event if they their 95% goal. If they do not then the Hold Back will go back into the general funds. If for some

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reason the manager needs to relocate (50 miles or more from current location) they will get the Hold Back if they have met their 95% goal at time of notice to relocate.

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 to be bonded.

5. ARTICLE V – MEETING GUIDELINES/RULES FOR CHSABC

5.1. CHSABC monthly meetings are held the second 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 p.m. and the general membership meeting is at 7 p.m. Meeting details shall be posted and open to the members of the Club. Parliamentary procedure shall govern all meetings.

5.2. The President may change the day of a regular 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 or 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-hour notice to the Board of Directors.

5.3b Special General Membership Booster meetings may be called by the President or in his or her absent 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. Special meetings require 72-hour notice to the Board of Directors and CHSABC membership.

5.4 Quorum:

5.4a A majority of Board of Directors (6 out of the 11 indicated an Article 4.1), shall constitute a quorum for a Board of Directors regarding transacting business in any Board of Directors meeting.

5.4b A majority of Board of Directors (6 out of the 11 indicate an Article 4.1) and voting members in attendance at the meeting, shall constitute a quorum for a general membership vote and regarding transaction 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.

5.6 Meetings of the Board shall be open to all members unless previously declared to be closed. Only Board of Directors may vote at Board meetings. Members may be allowed to speak at the direction 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 Agenda created by the President for General Meetings or Board meeting shall be communicated to the CHSABC membership within 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. 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

- 6.1. The fiscal year of the association shall be from July 1st to June 30th of the following year.
- 6.2. Two signatures will be required on all checks over \$500 of the obligation of CHSABC. Signatures will be of Treasurer and President or in absence of President, the Vice-President. If the Treasurer is unavailable or it is an open position, then the President and Vice President must sign any check over \$500. If getting a second signature is not an option, then written approval via email from the President or Vice-President will be acceptable. The Treasurer must keep the written documentation with the financial records.
- 6.3. CHSABC 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. 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.
- 6.5. All funds of CHSABC shall be deposited in a timely manner, within 24 hours (48 hours on weekend deposit) to the credit of CHSABC in such banks the Board of Directors may select. All deposits shall be documented using the CHSABC deposit form (Addendum D) and shall have two counter signatures along with the Treasurer signature.
- 6.6. A financial budget for CHSABC shall be proposed by the Treasurer and approved annually by the general membership. The proposed budget shall be presented at the July meeting and voted on by the general membership at the July meeting for implementation for the fiscal year as indicated in Article 6.1 of this document.

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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 Article 4.10c of this document.
- 6.7b Payment for products as required for the regular maintenance and function the CHSABC concessions.
- 6.7c Letter jacket invoices from KISD.
- 6.7d Sodexo fee related to KISD Stadium concessions.
- 6.7e Banquet request related to Article 6.7g 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 Sports season banquet upon receipt of appropriate request from the head coach of said sport (Addendum F).

6.8 CHSABC shall comply with the following Internal Revenue Service ("IRS") in the 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 property shall ever be used for such purposes.

6.9 The distribution of funds is subject to the Board's discretion and based on participation and volunteering as well as membership.

7. ARTICLE VII – ELECTION OF BOARD OF DIRECTORS

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

7.2. Nominee requirements. If a nominee is not present at the general membership meeting the nominee must have agreed to serve. Nomination 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 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.

7.3 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.

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- 7.4 The elections for Executive Directors and Board Directors will occur in April with the new Board effective July 1st. The period of April elections until July 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 Nomination 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 grandparent/parent/guardian/legal state mandated custodian of a CHS athlete.
 - 7.7b Nominations are ranked based on character and knowledge of duties assigned to office.
 - 7.7c Nominations must have completed a KISD background check prior to election.
 - 7.7d An Executive Board nomination must have served as a Board of Director's position for a minimum of one 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 by nominating committee or from the floor.
- 7.8 Voting procedure follows parliamentary procedures as indicated in Robert's Rule of Order
- 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 – CONCESSIONS

- 8.1 The coaches will be canvassed at the beginning of each year to let them know that they can sign up for a varsity home football game (first come, first serve) with the understanding that if they sign up for a varsity home game, they will be committing to also working two other non-varsity football games, including their own sport. If they do not fulfill the commitment to working the two non-varsity home games, they will forfeit their right to work a varsity home game the following season.

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- 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 Executive Board, Board of Director's member or Concessions manager must be present at concessions.
- 8.5 All concession volunteers must sign the waiver form available at the concession stand before each shift. The waiver form is provided by the KISD administration.
- 8.6 If a specific team can fill a majority of the volunteer spots for a concession stand opportunity that particular sport will earn 10% of the profits made from that concession stand opportunity to be deposited into the sports sub-account for the CHS Athletic Booster Club. If the concession manager is the only one to work the concession stand as the volunteers did not show up then the concession manager will get the 10%. If the volunteers are random individuals looking for hours of service, the 10% will go back to the main CHSABC financial account.

9. ARTICLE IX SPONSOR/FUNDRAISING

- 9.1. Each sport is allowed two parent/guardian fundraisers per school year. One in the fall semester and one 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. All funds generated from adult led fundraisers will be deposited into the CHSABC bank account using the CHSABC deposit form (Addendum D).
- 9.4. After all bills have been paid, 20% of the profit from the specific parent/guardian fundraiser will go into the main CHSABC financial account. The remaining 80% will be deposited into the sports sub-account of CHSABC.
- 9.5. 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

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

10.1 CHSABC will provide ten (10) \$1,000 scholarships to graduating seniors identified by the CHSABC scholarship committee based on the specified criteria and completion of the scholarship application. If an amount less than 10 are eligible then the \$10,000 total shall be divided evenly by the number of awarded Scholarships. (i.e if only 8 then \$10,000/8=\$1,250 per person)

10.2 Criteria along with the scholarship application form the student must include the following:

10.2a Athletics

- i. letter of recommendation from your athletic coach that describes attendance, attitude and behavior in a sealed envelope.
- ii. Awards and honors list all honors, awards and letters earned in High School athletics.

10.2b Academics

- i. Letters of recommendation from 2 teachers in sealed envelopes (applicant’s choice).
- ii. Academic achievements and honors.

10.2c Leadership/Community Service

- i. Part time work – description and hours worked each week
- ii. Community Service – description of activity and hours performed
- iii. Membership to school organization
- iv. Offices held or honors earned

10.2d Application Essay

- i. The student will provide an essay on the following topic: *Explain how being a Central Charger student athlete has taught you the importance of Character, Honor, and Service (the CHS motto).* The essay must be no more than 400 words typed using a font size of 12.

10.2e Additional

- i. Parents, guardian or athlete must be members of CHSABC no later the January 31st of the athlete’s senior year. They must have been members of CHSABC a minimum of 2 years during the athlete’s career at CHS.
- ii. Students or parent/guardians must have supported the CHSABC activities with a minimum of 12 volunteer hours per year while they are CHS athletes. Volunteer hours must be worked in concessions, spirit wear, membership table, or CHSABC projects. Please list all person(s) and their volunteer hours, dates and where the hours were served (ie. concessions for football, basketball, etc.) on a separate sheet
- iii. Volunteer hours will be grandfathered according to the following table:

| Senior Year | Hours Per Year | 4-year Example |
|--------------|----------------|----------------|
| 2019 - 2020* | 12 | 36 |
| 2020 - 2021* | 12 | 48 |

*Volunteer hours for transfer students are minimum of the number of years played at CHS multiplied by 12.

11. ARTICLE XI – BYLAWS

11.2 Bylaw amendments. The bylaws 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.

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

11.1 Any questions concerning these bylaws shall be interpreted by the Board in compliance with UIL, KISD and parliamentary rules.

12. ARTICLE XII – MISCELLANEOUS

12.1 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.

13. ARTICLE XIII – DISSOLUTION

13.1 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(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.

In witness whereof, we have hereunto subscribed our names this 11th day of November 2019,



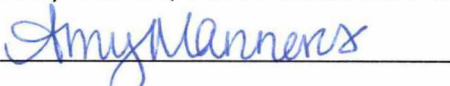
Angel Karr, President 2019-2020



Colleen Bartoszek, Secretary 2019-2020



Andy Manthei, Vice President 2019-2020



Amy Manners, Treasurer 2019-2020

Addendum A

CHS Athletic Booster Club 2019-2020

| | | | |
|--------------------------------------|--------|------------------------|--------|
| Board Meeting Agenda – [DATE] | | | |
| President: | [NAME] | Vice President: | [NAME] |
| Treasurer: | [NAME] | Secretary: | [NAME] |

Directors:

Parliamentarian: [NAME]
Membership Director: [NAME]
Concessions Director: [NAME]
Spirit Wear Director: [NAME]

Administrators\Coaches\Other Guests:

Coach Bart Helsley
Coach Dave Maher

Communications Director: [NAME]
Special Projects Director: [NAME]
Team Liaison Coordinator: [NAME]
Standing Committee Chairpersons:
Membership: [NAME]
Athletic Programs: [NAME]
Scholarships: [NAME]
Webmaster: [NAME]
Social Media: [NAME]
Fundraising: [NAME]
Corporate Sponsorship: [NAME]
Audit, By Laws, Elections Nominating: [NAME]
Concessions Manager: [NAME]

BOARD Meeting Agenda:

New Business

1. [NEW BUSINESS ITEMS]

Old Business

1. [OLD BUSINESS ITEMS]

Addendum A
CHS Athletic Booster Club 2019-2020

| |
|--|
| General Meeting Agenda – [DATE] |
|--|

| | | | |
|-------------------|--------|------------------------|--------|
| President: | [NAME] | Vice President: | [NAME] |
| Treasurer: | [NAME] | Secretary: | [NAME] |

General Membership Meeting Agenda:

1. Call to Order / Roll Call of Board of Directors.
2. Welcome – President
3. Vice President – Report
4. Secretary Report – Review of Minutes from the [DATE] meeting
5. Treasurer Report – Review financial activity for [DATE]
4. Director Updates
 - 4.1 Parliamentarian
 - 4.2 Membership
 - 4.3 Concessions
 - 4.4 Spirit Wear
 - 4.5 Communications
 - 4.6 Special Projects
 - 4.7 Team Liaison Coordinator

5. Old Business:
 - a. [OLD BUSINESS ITEMS]

6. New Business
 - a. [NEW BUSINESS ITEMS]
 - b. Open Discussion

7. Next Meeting Date – [DATE]
(Board – 6 pm General Meeting – 7:00 pm)

Addendum B

CHS ATHLETIC BOOSTER CLUB 2019-2020 GENERAL MEETING MINUTES – [DATE]

Attendees

President – [NAME]

[LIST ALL BOARD MEMEBERS ATTENDING]

Administrators/Coaches/Other Guests

[LIST ALL NON-BOARD MEMBERS ATTENDING]

Absent Directors/Chairpersons

[LIST ANY BOARD MEMBERS NOT PRESENT]

President [NAME] called the meeting to order at [TIME] pm.

[PRESIDENT] welcomed everyone.

1. **Vice President Report** – [NAME], Vice President – [DETAILS OF REPORT]
2. **Secretary Report** – [NAME], Secretary presented the minutes from the [PRIOR MEETING DATE] meeting. Minutes were reviewed by members.

[NAME] made a motion to accept the minutes of [DATE OF PRIOR MEETING]. [NAME] seconded the motion. The motion [passed /failed] [unanimously/ or vote count].

3. **Treasurer Report** – [NAME], Treasurer presented the treasurer report:

[MONTH YEAR]

Beginning Balance: \${DOLLAR AMOUNT}

Total income: \${DOLLAR AMOUNT}

Total Expenses: \${DOLLAR AMOUNT}

Ending Balance: \${DOLLAR AMOUNT}

Subaccount Balances: \${DOLLAR AMOUNT}

4. **Required Reserves:** \${DOLLAR AMOUNT}
 \${DOLLAR AMOUNT}scholarships
 \${DOLLAR AMOUNT}Letter Jackets

General Fund Remaining \${DOLLAR AMOUNT}

Financials were reviewed by members.

[NAME] made a motion to accept the Treasurer’s Report for [MONTH YEAR]. [NAME] seconded the motion. The motion [passed /failed] [unanimously/ or vote count].

Director Updates:

- 4.1 Parliamentarian, [NAME] [DETAILS OF REPORT GIVEN]
- 4.2 Membership Director, [NAME] [DETAILS OF REPORT GIVEN]

- 4.3 Concession Director, [NAME] [DETAILS OF REPORT GIVEN]
- 4.4 Spirit Wear Director, [NAME] [DETAILS OF REPORT GIVEN]
- 4.5 Communications Director, [NAME] [DETAILS OF REPORT GIVEN]
- 4.6 Special Projects, [NAME] [DETAILS OF REPORT GIVEN]
- 4.7 Team Liaison Coordinator, [NAME] [DETAILS OF REPORT GIVEN]

5. Old Business:

- a. LIST ANY OLD BUSINESS & DETAILS DISCUSSED
- b. CONTINUE OLD BUSINESS DISCUSSED

6. New Business:

- a. LIST ANY NEW BUSINESS & DETAILS DISCUSSED
- b. CONTINUE NEW BUSINESS DISCUSSED
- c. IF A MOTION IS MADE IT SHOULD FOLLOW THIS FORMAT:
[NAME] made a motion that [LIST DETAILS OF MOTION WORD FOR WORD AS IT IS STATED].
[NAME] seconded the motion. The motion [passed /failed] [unanimously/ or vote count].

7. Next meeting date – [DATE]

(Board 6pm; General 7pm)

**[NAME] made a motion that the meeting be adjourned. [NAME] seconded the motion.
The meeting was adjourned at [TIME] pm.**

Addendum B

CHS ATHLETIC BOOSTER CLUB 2019-2020 BOARD MEETING MINUTES – [DATE]

Attendees

President – [NAME]

[LIST ALL BOARD MEMEBERS ATTENDING]

Administrators/Coaches/Other Guests

[LIST ALL NON-BOARD MEMBERS ATTENDING]

Absent Directors/Chairpersons

[LIST ANY BOARD MEMBERS NOT PRESENT]

President [NAME] called the meeting to order at [TIME] pm.

1. Old Business:

- a. LIST ANY OLD BUSINESS & DETAILS DISCUSSED
- b. CONTINUE OLD BUSINESS DISCUSSED

2. New Business:

- a. LIST ANY NEW BUSINESS & DETAILS DISCUSSED
- b. CONTINUE NEW BUSINESS DISCUSSED
- c. IF A MOTION IS MADE IT SHOULD FOLLOW THIS FORMAT:
[NAME] made a motion that [LIST DETAILS OF MOTION WORD FOR WORD AS IT IS STATED].
[NAME] seconded the motion. The motion [passed /failed] [unanimously/ or vote count].

3. Next meeting date – [DATE]

(Board 6pm; General 7pm)

[NAME] made a motion that the meeting be adjourned. [NAME] seconded the motion.
The meeting was adjourned at [TIME] pm.

Addendum C

CENTRAL



CHARGERS

ATHLETIC BOOSTER CLUB

DEBIT CARD VOUCHER

Person making purchase: _____

Account(s) to debit: _____

(If the invoice reflects more than one sub-account, please list each as separate line item. i.e. women's soccer)

| DATE | ITEM | PLACE OF PURCHASE | AMOUNT |
|-------------|-------------|--------------------------|---------------|
| | | | |
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(receipts should be attached, sales tax will not be reimbursed, use tax exempt form)

REMARKS:



CHS Athletic Booster Club

Addendum D

Deposit Form

Event _____

Date _____

Account _____

(Please make sure that there are 2 people counting money to protect the reliability of the count)

| CASH | | |
|--------------|------------|--------|
| Bills | # of bills | Amount |
| \$100 | | |
| \$50 | | |
| \$20 | | |
| \$10 | | |
| \$5 | | |
| \$2 | | |
| \$1 | | |
| TOTAL | | |

| Coins | # coins | Amount |
|--------------|---------|--------|
| Dollar | | |
| 50 Cent | | |
| Quarters | | |
| Dimes | | |
| Nickels | | |
| Pennies | | |
| TOTAL | | |

| CHECKS | | |
|--------|----|------|
| Name | ## | \$\$ |
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If more checks need to be listed, use back of form

TOTAL CHECKS _____

TOTAL CASH _____

BANK DEPOSIT AMOUNT

CREDIT/DEBIT CARD Amount _____
 Credit Card fees (i.e. SquareUp or PayPal) _____
 Less Credit card processing fee -

TOTAL CC Deposit

Sub account to be credited _____ Amount to sub account _____

*If parent led fundraiser, 20% goes to general fund Amount to general fund: _____

Counter's Signature _____ Date _____

Counter's Signature _____ Date _____

Received Treasurer _____ Date _____

Addendum E

CENTRAL



CHARGERS

ATHLETIC BOOSTER CLUB

CHECK REQUEST/REIMBURSEMENT FORM

Check requester: _____ Date: _____

Payable to: _____ Address: _____

Accounts to debit: _____

(If the invoice reflects more than one sub-account, please list each as separate line item. i.e. women's soccer)

| <u>DATE</u> | <u>ITEM</u> | <u>PLACE OF PURCHASE</u> | <u>AMOUNT</u> |
|-------------|-------------|--------------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

(receipts should be attached, sales tax will not be reimbursed, use tax exempt form)

REMARKS:

CHECK NUMBER: _____

AMOUNT OF CHECK: _____

DATE PAID: _____

Addendum F

Banquet Payment Request Form

TEAM: **SCHOOL:**
HEAD COACH: **PHONE #:**
BANQUET CONTACT: **PHONE #:**
BANQUET DATE: **LOCATION:**
ADDRESS OF BANQUET LOCATION FOR PAYMENT:

OF VARSITY ATHLETES: **X \$10.00 =**

OF COACHES & SPOUSES: **X \$10.00 =**

OF ADMINISTRATORS: **X \$10.00 =**

TOTALS: **X \$10.00 =**

DATE SUBMITTED:

DATE CHECK IS NEEDED:

Signature of Coach

Signature of Booster Club Representative