

Cedar Hill Athletic Booster Club

Bylaws

ARTICLE 1

THE CLUB

Section 1.1 Period of Duration. The period of the club shall be perpetual.

Section 1.2 Liability. The liability for debts of the Club shall be limited to the property of the Club.

Section 1.3 Powers. Without limiting the generality of any other provision of these Bylaws, the Club, acting by and through its Board of Directors (the Board) is authorized to do all acts permitted by the Texas Non-Profit Corporation Act as the same shall be amended from time to time; provided, however, this Club, except to an insubstantial degree, shall not engage in any activities or exercise any powers that are not in furtherance of the purpose of this Club.

Section 1.4 Composition of Club. The Club shall be composed of individuals and entities who subscribe to the purposes, rules and operating procedures of the Club as set forth in these Bylaws without regard to race, color, creed or national origin.

ARTICLE 2

PURPOSE

Section 2.1 Purpose. The purpose of the club shall be to provide assistance to the sports programs of the CHISD. More specifically, the Club shall provide assistance to the Athletic Director, coaches, faculty, students, parents and guardians in conducting successful athletic programs for competition in sports and related activities approved by the University Interscholastic League of Texas (UIL). In implementation of its purpose, the club will:

- a. Raise funds for (i) paying the actual operating costs of the club (ii) supplementing the normal operating budgets of the sports programs of the CHISD Schools (iii) providing scholarships to graduating senior athletes.
- b. Encourage support among and within the student bodies of the CHISD Schools, faculty, parents, alumni, and community for CHISD athletic events and attendance at each of the CHISD's games and meets.
- c. Provide assistance to and work in combination with other support groups or organizations deemed appropriate by the Board in furtherance of the Club's purpose.

Section 2.2 Subject to CHISD and UIL. While supporting the CHISD programs, the club shall strictly recognize that the athletic programs operate solely under authority and direction of the Superintendent of the CHISD. The Club shall comply with the rules and regulations of the UIL, as set forth in the UIL Constitution and Contest Rules, the administrative policies of the CHISD, and the official policies established by the board of trustees of the CHISD, as pronounced from time to time.

ARTICLE 3

OPERATING PROCEDURES AND POLICIES

Section 3.1 Fundraising. All fundraising activities must be in accord with the law of the State of Texas and the regulations and policies of CHISD and UIL. To include but not limited to: the solicitation and collection of annual dues; the sale of promotional and other goods identifying a CHISD school, its mascot and/or its athletic teams; concessions at volleyball, basketball, football, baseball, softball, and powerlifting meets and any other concessions deemed

appropriate by the Board; the sale or lease to sponsors or donors of advertising space at CHISD athletic facilities or events such as golf tournaments, ice cream socials, tailgate parties, open houses, after game dances ect...

Section 3.2 Deposit of Funds. All funds raised by the Club must be duly and promptly deposited in the Club's bank account and accounted for responsibly in the records maintained by the Treasurer.

Section 3.3 Expenditure of Funds.

- a. The funds of the club shall be divided into a general fund and separate funds for each sport as determined by the Board.
- b. The President may authorize all expenditures from the general fund for normal operating cost of the Club. These cost should be approved by the board and shared with body at monthly meetings.
- c. Prior to expenses being incurred, the Athletic Director shall approve all expenditures from the separate funds established for the individual sports.
- d. All checks from the Club shall require two signatures.
- e. The Athletic Director shall make all decisions regarding use of capital equipment donated to CHISD from the Club.
- f. Scholarships will be paid in accordance with set guidelines.
- g. Expenditures for all athletic banquets shall not exceed following limits
 - 1) The meal shall cost no more than \$15 dollars per athlete. These funds shall come from the approved fundraising efforts of the sport. If the meal cost more than the \$15 dollars the athlete will pay the difference.
 - 2) The facility rental, decorations ect. shall cost no more than \$15 dollars per athlete. meal cost more than the \$15 dollars the athlete will pay the difference.

Section 3.4 Gifts. The Board may accept on behalf of the Club any contribution, gift, bequest or device for the general purposes of the Club or for any special purpose of the Club. In no event may any officer or director accept and personal gift offered to him/her by reason of his/her position to the Club.

Section 3.5 Contracts. Contracts may be entered into or executed by the President, First Vice President, and Treasurer. Two signatures are required on any contract.

Section 3.6 No Involvement in School Affairs. All activities, efforts and monetary transfers by the Club to or for the benefit of CHISD shall be voluntary donations given to the school. The CHISD shall incur no obligation to the Club, or its donors or contributor, as to how such activities, efforts or monetary donation are to be expended or how the sports programs are to be run. The CHISD, thus, may expend the funds donated by the Club at its discretion. The Club, its Board, nor its officers shall have the authority to direct the activities of CHISD.

ARTICLE 4

MEMBERSHIP AND DUES

Section 4.1 Membership. Membership in the Club shall be available to (i) any parent, legal guardian, friend of any student, or supporter of the CHISD; (ii) any teacher or staff member of the CHISD; or (iii) any business wishing to support the Club, as set forth in these Bylaws. Members of the Club shall be eligible to participate in the business meetings and serve in any of its elective or appointed positions. Membership shall be available to all such individuals and businesses without regard to race, color, creed or national origin.

Section 4.2 Contributions. Solicitation of annual cash contributions shall be a principle fundraising method for membership in the Club.

Section 4.3 Annual Fundraiser. The Club shall conduct an annual enrollment of members, but persons may be admitted to the Club at any time.

Section 4.4 Membership dues. The amount of the annual contributions for membership in the Club shall be set each fiscal year by the Board prior to the general membership meeting in April. The initial dues for a membership shall be \$10 per year. The annual contributions fixed each year shall become effective on the first day of following fiscal year. The Board may establish

different classifications of membership including, without limitation, special categories for contributions by alumni, corporations, and other businesses.

Section 4.5 Regular Meetings. General meetings will be held each month. Dates and locations or the regular meetings shall be determined and announced by the Board.

Section 4.6 Special Meetings. Special meetings of the general membership of the Club may be called by the President or request by the Board. This requires ten days notice to the general membership.

Section 4.7 Quorum. Ten members shall constitute a quorum for the transaction of business in any meeting of the general membership of the Club.

Section 4.8 Place of Meetings. The Board may designate any place as the place of meeting for any general or special meeting of the membership.

Section 4.9 Form of Notice of Meetings. A written notice will be posted at the Athletic office and an email will be sent with the date and time of the meeting.

Section 4.10 Participation at Meetings and Voting Rights. Only members of the Club have a vote at the meeting guest may be invited for presentations and to learn about the club but do not get a vote. Members present get one vote on each matter and there are no proxy votes allowed.

Section 4.11 Length of Membership. Membership runs from June 1 thru May 31 of the following year. A member may join at any time but membership expires May 31 of the fiscal year they joined.

Section 4.12 Limitation of Rights of Membership. Except as specifically provided for in these Bylaws, no member of the Club shall have any power or authority to incur any debts or assume any liability in the name or on the behalf of the Club.

SECTION 5

NOTICES

Section 5.1 Form of Notice. Whenever under the provisions of the statutes or of the Articles of Incorporation or of these Bylaws, notice is required to be given to any member or officer and no provision is made as to how such notice be given, it shall not be construed to mean personal notice, but any such notice may be given in writing, by mail, postage prepaid, addressed to such member or officer at the address as it appears on the books of the Club. Any notice required or permitted to be given by mail shall be deemed to be given when it is deposited in the United States mail, postage prepaid.

Section 5.2 Waiver. Whenever any notice is required to be given to any member or officer, under the provisions of the statutes or of the Articles of Incorporation or of these Bylaws, a wavier thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice.

SECTION 6

DIRECTORS

Section 6.1 Board of Directors. Its Board, who may exercise all such powers of the Club and do all such lawful acts, shall manage the business and affairs of the Club and things as are not prohibited by statue or by the Articles of Incorporation or by these Bylaws. Continuing and exclusive authority to fix, supervise and control the professional, business, and other affairs of the Club shall be wholly vested in the Board.

Section 6.2 Officers and Term of Office. The Board shall consist of 9 officers as specified in section 7.1. The number of officers may be increased or decreased by resolution of the Board, but in no case shall the number of officers be less than 3. Except as expressly provided otherwise in these Bylaws, the term of each officer shall be one year; provided that each officer shall continue to serve as an officer until his/her successor has been elected and qualified.

Section 6.3 Vacancy. Any vacancy occurring in the Board shall be filled by majority vote of the remaining Board members.

Section 6.4 Board Meetings. Board meetings should occur monthly before the general meetings to conduct Club business meetings. These meeting should be conducted by the President at his/her set location and time.

Section 6.5 Quorum. A quorum is constituted by a majority of the Board being present.

Section 6.6 Meetings not in Person. Decisions on Club business can be conducted using email as long as all Board members are included in the email a majority of the members reply to the business at hand and the President keeps a copy of the email and replies to present at the next board meeting.

Section 6.7 Committees. The President has the authority to appoint and supervise all committees. The committee will have a Board member as a chairperson that will report any information to the Board and/or general membership.

Section 6.8 Audit Committee. Each fiscal year, an audit committee shall conduct and audit of the Clubs financial records and accounts, which were compiled by the Treasurer during the fiscal year. The President will appoint a three person committee to audit the Club's finances in April. The audit committee will report to the Board and the general membership it's findings at the May meeting.

Section 6.9 Compensation of Officers. No Officer or member of any committee may be paid compensation for his/her services.

Section 6.10 Removal from Office. Board members are required to attend all meetings and must notify the President in advance of a conflict with attendance. If a board member misses three meetings during a fiscal year unexcused, the remaining members of the Board may vote to him or her.

SECTION 7

OFFICERS

Section 7.1 In General. The officers of the club shall be a President, four Vice Presidents, a Secretary, a Treasurer and a Historian. The President shall serve as Chairman of the Board. Each Officer of the Club must be a member of the Club. The officers shall serve one year terms, except for the President which shall be a two year term.

Section 7.2 Election of Officers. Nominating Committee

- a. The Officers of the Club shall be nominated each year at the April general membership meeting by a Nominating Committee composed of five members: the President, two current officers and two current members. The President shall appoint the committee and be the chairperson.
- b. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the April meeting of the membership, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. The Officers shall be elected by a majority vote of the membership at the April meeting. All Officers shall assume their office the the last day of the fiscal year May 31.

Section 7.3 Other Officers and agents. The Board may appoint such other officers and agents as it seems necessary to serve for such terms and shall exercise such powers and perform such duties as determined time to time by the Board.

Section 7.4 Term of Office and Removal. Each officer of the Club will serve until the earliest of his/her death, resignation, or removal from office, or the election and qualification of his/her successor. Any elected Officer may be removed from office by the majority vote of the whole board. The vacancy will be filled by the remainder of the board.

Section 7.5 President. The President shall be the chief executive officer of the Club and shall have the general powers and duties of supervision and management and shall direct the business of the Club. The President shall preside at all meetings. The President may also sign as one of the two signatures for contracts and checks.

Section 7.6 First Vice President. The First Vice President shall assume the duties of the President in His/Her absence or in the vacancy of the office until a new President is elected. He/She is the chairman for the concessions committee. He/she is responsible for the buying and restocking of the concession stands. The First Vice President may also sign as one of the two signatures for contracts and checks. In general, he/she shall perform all duties incident to the office of Vice President and such other duties as may be prescribed by the Board from time to time.

Section 7.7 Second Vice President. The Second Vice President shall serve as the membership chairman and banquet chairman. The duties of the office concern coordinating the membership and news media. In addition, this officer will coordinate with the sports representative the athletic banquets for each sport. In general, he/she shall perform all duties incident to the office of Vice President and such other duties as may be prescribed by the Board from time to time.

Section 7.8 Third Vice President. The Third Vice President shall serve as the budget and finance chairman responsible for preparing a budget for the general revenue of the club, and the budget shall be submitted for adoption at the first meeting of the Club. Prior to the first

meeting of the Club a budget from the Athletic Director should be obtained to be presented as well. In addition, this officer shall serve as the chairman of the fundraising and spirit booth committees. In general, he/she shall perform all duties incident to the office of Vice President and such other duties as may be prescribed by the Board from time to time.

Section 7.9 Forth Vice President. The Forth Vice President shall be in charge of all public relations and advertising, including coordination of advertisement sales and preparation of the advertising portion of the events program throughout the year. In general, he/she shall perform all duties incident to the office of Vice President and such other duties as may be prescribed by the Board from time to time.

- a. Due to the nature of the space being sold, it will be necessary to allow previous year ad holders to maintain the same space in the program (back cover, inside front, ect.). If they abstain from using that space, it will be made available to other ad holders.

Section 7.10 Secretary. The Secretary shall record all minutes from all meetings both Board meetings and general meetings. The Secretary shall post times and dates for all meetings and special meetings called by the Board. The Secretary shall be in custody of the seal of the Club and affix it to any documents necessary.

Section 7.11 Treasurer. The Treasurer shall serve as the chairman for the scholarship committee, have custody of the Club funds and securities, keep full and accurate accounts of receipts and disbursements of the Club, and deposit all monies and other valuable effects in the name and to the credit of the Club in such depositories as may be designated by the Board. The Treasurer may also sign as one of the two signatures for contracts and checks. The Treasurer shall disburse the funds of the club as directed by the Board and President taking proper vouchers for such disbursements, and shall render to the Board and general membership a financial report at monthly meetings. The Treasurer shall also prepare and file all necessary reports and tax returns required by applicable law to be prepared and filed with respect to the Club.

Section 7.12 Athletic Director. The Athletic Director shall communicate and represent the interest, rules and regulations of Cedar Hill High School and CHISD in deliberations of the officers and the Board.

Section 7.13 Historian. The Historian shall maintain a pictorial and documentative scrapbook of the history of the Club throughout the year. Pictures of events, newspaper articles, meeting notices, newsletters ect shall be included.

Section 7.14 Sports Representative. A Sports Representative will be appointed for each of the following: Football, Boys' Power Lifting, Boys' Basketball, Baseball, Track, Cross Country, Boys' Soccer, Swimming, Tennis, Golf, Girls' Basketball, Girls' Power Lifting, Volleyball, Softball, Girls' Soccer, Trainers, and Cheerleading. The head coach of that particular high school sport and the athletic coordinator for the middle school shall appoint each such representative. Each representative shall be a member of the Club and are required to attend the general meetings of the Club. Each representative will be responsible for all activities and promotion that relates specifically to the particular sport, school or cheerleading group that they represent; this includes communication with the coach or coaches involved in their sport. Each chairman will assist the Board as necessary and in general will perform all duties incident to chairmanships and other such duties as from time to time may be assigned by the President. This includes but is not limited to, coordinating and conducting fundraising activities, setting up hospitality rooms for tournaments, and recruiting and coordinating volunteers for tournaments.

SECTION 8

BYLAWS

Section 8.1 Amendments. These Bylaws may be altered or amended by submitting in writing meetings a vote will be taken to accept or decline the changes. If the proposed changes are accepted for the two consecutive meetings then the changes will take effect immediately.