

**BY-LAWS OF THE CANYON HIGH SCHOOL
ATHLETIC BOOSTER CLUB**
(effective 1 Mar 2017)

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BY-LAWS OF THE CANYON ATHLETIC BOOSTER CLUB
(effective 1 June 2016)

ARTICLE I. – NAME, PURPOSE AND OBJECTIVES

Section 1.01 Name. The name of this organization shall be the Canyon Athletic Booster Club, commonly known as CABC, hereafter referred to as the “Club”.

Section 1.02 Purpose. The purpose of the Club shall be to support, encourage, enrich and enhance the UIL recognized athletic programs at Canyon High School that is consistent with the educational philosophy of the school community.

All members, officers and representatives of the Canyon Athletic Booster Club shall conduct themselves with honesty and integrity and abide by all rules as set forth by Canyon High School, the UIL and the Comal Independent School District and all laws as set forth by the State of Texas and the United States of America.

All members will abide by the Booster Club Guidelines as described by the University Interscholastic League/Texas Education Agency for the State of Texas (Attachment A) and as outlined by the Comal Independent School District.

- To support, promote, and maintain a high standard of integrity and good sportsmanship in all athletic activities of high school.
- To foster and promote good will and fraternal spirit among the members.
- To promote and encourage more young men and women to get involved in athletics, either as an active participant or as a volunteer assistant such as statistician, etc.
- To raise funds to assist all athletic programs through high school’s athletic fund.
- Budgets are to be established at the beginning of each fiscal year. The CABC President will then present the budget for approval by a simple majority vote of the general membership in attendance.
- A minimum of three bids will be obtained for all purchases and the appropriate signatures acquired prior to any approval.

Section 1.03 Objectives. The objectives of the Club are as follows:

(a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all its participants regardless of sex, race, socio-economic status, or chosen sports activity.

(b) Promote school spirit and sportsmanship and encourage attendance at all Canyon High athletic events by the parents, friends of the athletes, the students and faculty of the high school.

(c) Encourage and support the academic endeavors of Canyon High's student athletes.

(d) Provide supplementary financial support for the various UIL athletic activities at Canyon High.

(e) Aid the staff in organizing and staging special events and projects.

(f) Aid and support the school staff in the areas of sports promotion, publicity, and program development.

(g) Consider supplemental request throughout the year by the coaches and athletic director.

Section 1.04 Non-profit Status. Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE II – Membership and Fees

Section 2.01 Membership. Any person interested in promoting the goals of the organization and who is willing to abide by the established By-Laws may be eligible for membership by paying their membership fees. There shall be one class of membership in the Club with each membership made up of the adults of the “family household” (i.e. parents do not need to join separately). The Superintendent, the Principal, the Athletic Director and all coaches of the Canyon High School will be honorary members. It is the expectation that coaches (as part of their “family household”) with student athletes eligible for CABC sponsored scholarships will also join the CABC by paying a membership fee.

Section 2.02 Membership Fee. A membership fee, established by the Executive Board shall accompany each application for membership and shall become the property of the Club. Fees will be established by a majority vote of the Executive Board at the beginning of each year.

There will be no proration of fees. For voting purposes in the officer's election, the cutoff date for memberships will be January 1st of the same school year.

Section 2.03 Membership Term. Membership term will be for one year beginning June 1st of each year.

Section 2.04 Membership Vote. One membership constitutes one vote.

Section 2.05 Membership Standing. Only members in good standing shall be eligible to introduce a motion, work on a committee, vote or hold an office.

Section 2.06 Members Right to Privacy. Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

ARTICLE III - Officers

Section 3.01 Officers and their Elections. The officers in this organization shall consist of the President, Vice-President, Secretary, Treasurer and Parliamentarian whose responsibilities are described in Article IV.

(a) Nominations. The President shall appoint a nomination committee for the selection of officers in February. Officers shall be elected from members in good standing and their consent must be obtained before placing their name in nomination. The nomination committee shall present the slate of officers at the March General Monthly Meeting and the nominations will be accepted from the floor at that time. The ballot shall be closed upon the acceptance of the floor nominations. The election of the officers will take place immediately after all nominations are closed. Each office will be voted on as listed in the By-Laws of the organization.

(b) Election. The Officers shall be elected by a majority of the voting membership present at the March General Membership Meeting. All elected officers and standing committee chairs must be current members of the Club. No proxy votes will be accepted.

(c) Terms of office. A term is one fiscal year, June 1st through May 31st. An individual may not serve in the same elective capacity for more than two consecutive terms.

(d) All newly elected officers shall assume the responsibilities of their office as soon as the duties of the prior respective office have been completed.

(e) Any officer may be removed by a majority vote of the Executive Board.

(f) Vacancy. The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the

President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.

Section 3.02 Duties of Officers.

(a) President. The President shall:

- (1) Preside at all meetings;
- (2) Carry out the policies as stated in the By-Laws;
- (3) Coordinate the work done by all officers and committees;
- (4) Oversee the completion of all assignments as voted on by the organization;
- (5) Appoint standing committee chairpersons with the concurrence of the Executive Board;
- (6) Appoint and/or dissolve all other committees as required;
- (7) Serve as ex-officio member of all committees;
- (8) Serve as primary spokesperson for the Club, except as otherwise specified;
- (9) Direct goals and budget performance;
- (10) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

(b) Vice President. The Vice President shall perform all the duties of the President in his/her absence, including other duties deemed necessary by the President, and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate. **The Vice President will serve as the Committee Chair for the CABC “Booster Bash” fundraising event.**

(c) Secretary. The Secretary shall perform the function as official record keeper of the organization. He/She shall keep a record of all the proceedings of the General Membership Meeting of the Club. All minutes shall be kept in a regular bound Secretary’s Book. A record of the decision of the Executive Board shall be kept in a separate bound Secretary’s Book. A summary of the decisions made in these meetings should go out to the general membership each month. Records shall be kept for a minimum of 10 years.

(d) Treasurer. The Treasurer shall:

- (1) Oversee the custody of all funds, financial books and records of the organization and ensure that all receipt and disbursements of all club funds be conducted in an orderly fashion;
- (2) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- (3) Report the amount of money available in the general fund at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of Club funds.

(4) Maintain a working relationship with the bank utilized to manage funds of the Club and have electronic access to said accounts. The treasurer will NOT be on the signature card for the accounts but will be able to utilize electronic checks as needed to pay due taxes, insurances, etc. A minimum of three signers are required on the signature card; and

(5) Records shall be kept for a minimum of 10 years.

(e) Parliamentarian. The Parliamentarian is responsible for ensuring the orderly conduct of meeting in accordance with Robert's Rules of Order and advising the presiding officer on points of order.

ARTICLE IV – Executive Board

Section 4.01 The Board shall be responsible to establish the goals and direction for the Canyon Athletic Booster Club each year in accordance with the organization's By-Laws. It shall also act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings. The Executive Board shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Parliamentarian
- (f) One Chairperson of each Standing Committee as defined in Article V.

Section 4.02 The Executive Board shall:

(a) Approve the expenditure of all general funds up to \$1000 per request. Any expenditure of general funds above \$1000 shall require an advance approval vote by the Executive Board and then be presented at a General Membership Meeting for approval. All disbursement checks will require two signatures from either the President, Vice-President, Parliamentarian or Secretary. The treasurer is not an approved co-signer.

(b) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.

(c) Set the time and date of General Membership Meetings and give members timely notification;

(d) Approve goals and budget targets annually; and

(e) Review the annual budget, monthly financial reports, and monthly financial statements issued by the bank utilized to manage the funds of the Club (including

other official bank records for team accounts utilizing the 501(c)(3) status of the Club) at a minimum, every three months. Financial statements shall be provided to all Executive Board Members at said meetings by the Treasurer.

Section 4.03 If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board. A report of the action taken shall be made at the next General Membership Meeting.

Section 4.04 Parent representatives are encouraged to attend the executive board meetings on a non-voting basis.

ARTICLE V - Standing Committees

Section 5.01 Standing Committees. Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to approval of the Executive Board. Standing Committees and their primary functions follow. Note: *No individual has the authority to use or remove any funds from any Club checking or saving account for investment purposes or otherwise, unless directed and approved by the Executive Board majority.*

Section 5.02 Chairman of Memberships shall be responsible for the Membership Programs of the organization. The Membership Committee shall maintain a complete and current list of all annual members and collect the appropriate fees. The report will be shared with the Club's General Membership and the Club Treasurer. Further, the Membership Committee shall conduct ongoing efforts to recruit new members.

Section 5.03 Chairman of Programs shall be responsible for the publication of the Canyon All Sports Program each fall.

Section 5.04 Chairman of Banquets and Special Events shall be responsible for all Athletic Banquets of the athletes at Canyon High School and all special events for the organization.

Section 5.05 Communications Chair shall be responsible maintaining an adequate flow of information from the organization to its Membership – including up-coming events, past results and any other pertinent business of the organization. Communication may be performed via electronic media (email, newsletters, social media), postal mailings, radio or any other relative means. The Communications Chair will also work with the Website Chair to ensure accurate information is available for upload to the CABC website.

Section 5.06 Website Chair – working in coordination with the Communications Chair shall be responsible for maintaining the functionality and updated information

on the CABC Website. The Website Chair will also be responsible for coordinating an agreement with an appropriate website domain server / host. Website Chair will also be responsible for putting together picture slide shows for CABC events as needed.

Section 5.07 Chairman of Merchandising shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the Canyon Athletic Booster Club logo, at a nominal price.

The Chairman of Merchandising shall:

(a) Manage the merchandise inventory to meet the changing needs of the Canyon High School Community

(b) Record an accurate and timely account of revenues and expenses of merchandise sales and coordinate its financial operation with the Club Treasurer; and

(c) Report the ongoing operational and financial status of merchandise sales to the CABC Executive Board on a periodic basis.

Section 5.08 Scholarship Committee. CABC sponsors two types of scholarships: (1) the CABC scholarship, and (2) the Jim Rodrigue Scholarship. Each scholarship requires a different application and both applications must be completed to be considered for both scholarships.

CABC Scholarship: the CABC student athletic scholarships will be awarded in the amount of \$1,000 to those athletes who actively participate in recognized UIL Athletic programs at Canyon High School. There are no limits on the number of CABC Scholarships awarded. The application will be found on the Canyon ABC website (www.canyonabc.com) and must be completed in its entirety including any required essays. Applications must be **submitted online via the Canyon ABC website by 11:59 PM of the night of the last General Membership meeting in March**. The student must be a senior year sports participant to be eligible for the scholarship. Varsity trainers and managers are also eligible.

The parents / "family household" of student athletes applying for the CABC Scholarship must be active members of the Club and in good standing. The "family household" must be represented at a minimum of 12 general membership meetings throughout the student's Sophomore (2 meetings), Junior (5 meetings) and Senior years (5 meetings) in order to be eligible.

The meeting attendance requirement must be met prior to April 1st of the student's senior year. April and May meeting attendance MAY BE (but doesn't have to be) counted towards meeting requirements for the next year (i.e. attending 2 meetings in April/May of Junior year counts towards the 5 meeting Senior year requirement). There are typically not General Membership meetings in the months of June or July.

It is the responsibility of each “family household” to sign in at all general membership meetings – attendance will not otherwise be recorded. It is also the responsibility of the “family household” to periodically ascertain from the Membership Chair (or their designee) the status of their attendance requirements as part of scholarship eligibility.

Jim Rodrigue Scholarship: the Jim Rodrigue Scholarship will be \$1000 given to one Senior male and one Senior female student athlete each year who’s “family household” is a member in good standing of the CABC. Good standing would include meeting the minimum number of meetings required to be eligible for the CABC Scholarship above.

This application is separate from the CABC Scholarship application and is also found on the CABC website (www.canyonabc.com) and must be completed in its entirety including any required essays. Applications must be **submitted online via the Canyon ABC website by 11:59 PM of the night of the last General Membership meeting in March.**

Exceptions: The CABC Executive Board may consider exceptions to the above meeting requirements on a case –by- case basis. Granting of exceptions will in general be a rare occurrence and can only be approved by a majority vote of the Executive Board.

Circumstances that may be considered for an exception include – but are **NOT** limited to – new students moving into the district after the start of Sophomore year; students who did not participate in sports their Sophomore and/or Junior year but did their Senior year; and circumstances in which parents did not meet the required yearly meetings.

Requests for exceptions need to be made to the CABC Executive Board **PRIOR** to the CHS Scholarship Application deadline each year. Requests for exception may be made either in writing or in person and must include a succinct argument as to why an exception should be granted. There is no guarantee that merely requesting an exception will result in one being granted.

A student-athlete being considered for an exception **MUST** still complete the scholarship application and meet all deadlines for submission.

Section 5.09 Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year’s proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor.

ARTICLE VI – Team Representatives

Section 6.01 Team Representatives are an extension of the Canyon Athletic Booster Board (CABC). A team shall endeavor to have a Team Representative present at each General Membership Meeting. They will be the liaison to answer pertinent questions from other parents regarding CABC activities in lieu of the coaches. Team Representatives should give out both their email address and a phone number to their parents so they can contact them.

Section 6.02 Team Representatives are strongly encouraged to attend all CABC general meetings and promote CABC to other athletic parents. They should also attend all team meetings held with parents and be able to assist the coaches at said meetings if needed with paperwork – forms to complete, sign-up sheets, etc. Team Representatives disseminate information from the General Membership Meeting to the team coach, athletes, and parents. Team Representatives shall assist coaches in whatever is needed – but Team Representatives are not necessarily a substitute for the usual “Team Mom” or “Team Parent”

Section 6.03 Teams are responsible to contribute to projects and fundraising activities as called upon.

Section 6.04 Parent Representatives should attend individual team events.

ARTICLE VII – Meetings

Section 7.01 Annual Business Meeting. The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time or location shall be announced a minimum to two weeks in advance of the proposed change.

Section 7.02 General Membership Meetings. General Membership Meetings shall be held on the last Monday of each month throughout the year in accordance with the school calendar. Meetings generally start at 7:00 p.m. in the Cougar Den (small) unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

Section 7.03 Purpose of General Membership Meetings. The purpose of the General Membership Meetings shall be to conduct the official business and approve and/or address the expenditures of the organization.

Section 7.04 Notice. Public notice shall be posted on the CABC website prior to the meeting. Notice can also be disseminated through electronic newsletter, email, radio announcements and through “one-call” from the school principal or President of CABC.

Section 7.05 Executive Board Meetings. Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members and Team Representatives within a reasonable timeframe following the meeting and before the next General Meeting.

Section 7.06 Quorum. A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be twenty five percent (25%) of the families with a current annual paid membership. A quorum for Executive Board Meetings shall be a simple majority vote of the Board members. In all voting instances, majority rules for those members only actually present.

Section 7.07 Robert's Rules of Order. Robert's Rules of Order, the latest edition, shall govern the meetings of the Club, its Executive Board, and its Committees unless otherwise stipulated.

ARTICLE VIII - Finances

Section 8.01 All monies received by the Club for any purpose shall be deposited to the credit of the Club in a financial institution or institutions selected by resolutions of the Executive Board.

Section 8.02 Funds raised by any of the Club fundraising programs can only be directed to an approved and recognized UIL Canyon High School Athletic sport / team or other recognized athletic activity or function that supports the Athletic programs (i.e. trainers, athletic directors discretionary, scoreboards, etc). All requests to direct money elsewhere must have prior approval of the Executive Board and General Membership.

Section 8.03 Due to the extensive use of personal computer/printer/fax equipment by the Treasurer (an official officer elected to the Executive Board and who manages the official books for the Club), said Treasurer may request a stipend of up to \$100 per school year to compensate for use of said personal equipment. The stipend shall be requested by the Treasurer through written request to the Executive Board.

ARTICLE IX – Fundraising

Section 9.01 All Fundraising Programs of the Club must follow the CISD Booster Club Guidelines for fundraising. All programs must have approval of the Principal at Canyon High School.

Section 9.02 There shall be no limitations on the number of fundraising programs each year. Booster clubs are entitled to two one-day tax free sale days.

Section 9.03 All monetary or equipment donations should follow the guidelines of CISD Booster Club regulations. Depending on the nature and size of the donation, some donations may need to be officially recognized and accepted by the CISD Board of Trustees at their monthly meetings.

ARTICLE X – Amendment of These By-Laws

Section 10.01 The By-Laws shall be revised as necessary.

Section 10.02 Amendments to the By-Laws must be read at two General Monthly meetings and passed by a majority vote of the membership in attendance at the second reading.

Section 10.03 A copy of the By-Laws should be made readily available to all members upon request.

Section 10.04 Amendments to the By-Laws are to be submitted in writing at a regular Executive Board Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or email to the membership at least two weeks prior to the Annual Business Meeting.

Section 10.05 Amendments may be adopted at the Annual Business Meeting by a simple majority of those Club members voting, a quorum being present.

ARTICLE XI – Dissolution of Club

Section 11.01 Dissolution of the Club entity. Should the Canyon Athletic Booster Club cease to operate as a legal entity, all of the Club assets and cash will be distributed equally to all active athletic teams. Distribution to the teams will be calculated in the following manner; the total sum of the Club's ending cash balance, including assets converted to cash, divided by the total of all Canyon High athletes participating in the previous three sport seasons as determined by ending varsity, junior varsity and freshman rosters prior to the Club's dissolution. Example: \$50,000 available divided by 750 athletes participating in the three prior sports seasons equals \$66.66 dollars given to each team based upon their athlete roster totals. Once distributed, the funds can be used at the discretion of the team's Head Coach and/or duly authorized designate.

Section 11.02 Upon Club dissolution, the interest generated in perpetuity by the assets of the Club will be distributed on an annual basis equally to all Canyon High Athletic teams and clubs based upon athlete participation as described in Section 11.01.

