



# 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  
9650 Ray White Road, Fort Worth, Texas 76244**

1.3. Social Media / Email Account / Web Account:

1.3.1. The Secretary will maintain a file that contains the usernames and passwords for the social media, email accounts, and various web accounts needed to conduct CHSABC business. The passwords will be updated annually in July and shared with the Executive Board and Directors, as applicable.

1.3.2. The Official Website: [www.chsabc.org](http://www.chsabc.org)

1.3.3. Athletic Website: [www.centralchargerathletics.com](http://www.centralchargerathletics.com)

1.3.4. Emails:

1.3.4.1. General emails: [KellerCentralABC@gmail.com](mailto:KellerCentralABC@gmail.com)

1.3.4.2. Communication: [Communications@CHSABC.org](mailto:Communications@CHSABC.org)  
[CHSABCcommunications@gmail.com](mailto:CHSABCcommunications@gmail.com)

1.3.4.3. Treasurer: [treasurerchsabc@gmail.com](mailto:treasurerchsabc@gmail.com)

1.3.4.4. Liaison: [teamliaisonchsabc@gmail.com](mailto:teamliaisonchsabc@gmail.com)

## 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.

2.5.

### Women’s Sports

Volleyball  
Cross Country  
Swimming & Diving  
Basketball  
Soccer  
Powerlifting  
Track  
Tennis

### Men’s Sports

Football  
Cross Country  
Swimming & Diving  
Basketball  
Soccer  
Powerlifting  
Track  
Tennis



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Wrestling	Wrestling
Golf	Golf
Athletic Training	Athletic Training
Cheerleading	Cheerleading
Softball	Baseball

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 all current CHS athletes and family members interested in the objective of CHSABC, willing to uphold and abide by CHSABC’s policies and pay the annual fee. Each membership entitles one adult to vote. If a family would like more than one vote they must pay for individual memberships.
- 3.2. Dues: Membership and related dues will be determined annually by the CHSABC Board of Directors.
- 3.3. Upon request by the head coach or athletic director(s) membership data will be made available. Membership data shared will be limited to only the athlete(s) name the membership is associated with. This data will also be limited to the athletes in the sport associated with the coach making the request.

### 4. ARTICLE IV – GOVERNMENT OF CHSABC

- 4.1. The CHSABC Board of Directors is comprised of four (4) Executive Board members and a minimum of (5) Directors of the Board as indicated in Articles 4.6 and 4.7.
- 4.2. The members of the Executive Board of Directors is comprised of parents/guardians 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 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. Executive Board / Directors 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. Copies of a passed background check must be sent to the Parliamentarian.
  - 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.
  - 4.7c All Executive Board/Directors are required to open/close at least 4 concessions shifts per elected year.



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

**4.7a President**

- i. Call and preside over all meetings.
- ii. Keep and maintain action items from Executive Board, Board of Directors, General Membership, and special meetings ensuring follow through with the assistance of the secretary.
- 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 ad hoc committees.
- vi. Be a signatory for all bank accounts 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 the scheduled meeting (see Addendum A).
- x. Assist CHSABC by volunteering when needed on various CHSABC projects.

**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 the 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 Treasurer assist to carry out essential activities of the CHSABC organization.
- vi. Assemble the Nominating Committee.
- vii. Oversee Team Liaison Committee.
- viii. Assist CHSABC by volunteering when needed on various CHSABC projects.

**4.7c Secretary**

- i. Record minutes of the Board of Directors/General Membership Meetings on standard meeting minutes form. (Addendum B). Distribute meeting minutes at the next month's meeting for approval.
- ii. Provide a copy of the minutes to the President and webmaster within 10 days of the meeting.
- iii. Shall have custody of the Records of Minutes Book and maintain a record of minutes electronically that is maintained and passed on to the incoming secretary each year. A backup copy can be found on the website and stored for a minimum of 7 years.



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- iv. Shall check the CHSABC mailbox at the CHS mailroom weekly.
- v. Shall perform other duties delegated by the President.
- vi. Assist CHSABC by volunteering when needed on various CHSABC projects.

### 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/General Membership 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 an annual budget to the Board of Directors.
- xiii. Carry out other duties as delegated by the President.
- xiv. Assist CHSABC by volunteering when needed on various CHSABC projects.

### 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.
- iii. Serve as timekeeper of the meetings.
- 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.
- vii. Assist CHSABC by volunteering when needed on various CHSABC projects.



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- 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 parents/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 the Board of Directors/General Membership meetings.
  - x. Oversee Membership Committee.
  - xi. Assist CHSABC by volunteering when needed on various CHSABC projects.
- 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(s) (i.e.: Fieldhouse, CHS Gym, Stadium).
  - iv. Develops and maintains the concessions budget in coordination with the Treasurer and President.
  - v. Maintains product pricing for Fieldhouse and Gym concession stands. If product pricing changes are needed, the Concessions Director will promptly get the Boards approval prior to changes taking effect.
  - vi. Creates and maintains sign up for all concessions and special events for the CHSABC using the [KellerCentralABC@gmail.com](mailto:KellerCentralABC@gmail.com) email address. 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 team liaisons via the team liaisons coordinator ensures all events have adequate volunteers to cover the shifts in conjunction with the President / Vice President.
  - viii. Assist CHSABC by volunteering when needed on various CHSABC projects.
- 4.8d Spirit Wear/Merchandising Director**
- 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.



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- iv. Makes recommendations for spirit wear merchandise purchases for inventory prior to Executive Board meetings for approval prior to purchase.
- v. Coordinate and organize sales 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.
- viii. Assist CHSABC by volunteering when needed on various CHSABC projects.

### **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 (to include volunteer sign ups). Booster meeting communications will be sent at regular intervals such as 10 days prior, 5 days prior, and day of to remind members of the meeting.
- 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
  - a. 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.
  - b. Social Media Committee
    - i. Shall be responsible for maintaining the social media presence of CHSABC by utilizing various resources approved by the Board of Directors.
    - ii. Maintains the CHSABC Facebook account / Instagram account.
    - iii. Maintains the CHSABC Twitter account.
    - iv. Upload Executive and general membership meeting minutes to the website within 10 days of meeting.
    - v. Maintain the login and passwords for the social media sites
  - c. Email Address(s)
    - i. Shall be responsible for ensuring the Secretary has updated copies of the login and passwords for the emails
    - ii. Responsible for checking emails daily and forwarding to the necessary board for timely responses. This excludes the emails being monitored by various Board of Directors.
- v. Assist CHSABC by volunteering when needed on various CHSABC projects.

### **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



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- 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.
- vi. Assist CHSABC by volunteering when needed on various CHSABC projects.

### **4.8g Team Liaison Director**

- 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 the Board of Directors and disseminate information for the new school year.
- iv. Ensure UIL compliance during team functions.
- v. Assists with the concessions sign up in absence of the Concessions Director.
- vi. Assist CHSABC by volunteering when needed on various CHSABC projects.

- 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 committees are appointed by the President, have a key contact chairperson from the executive board, are not members of the Board of Directors and shall be as follows:

### **4.9a Membership Committee**

- i. When applicable a membership committee will be formed to assist the membership Director with duties indicated.

### **4.9b Athletic Programs Committee**

- i. Solicits advertising from businesses and individuals for athletic programs.
- ii. 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 organize/coordinate the scholarship committee in determining scholarship recipients for the current graduating class.



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- 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 the 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 Fundraising Committee**

- i. Coordinates all special fundraising events for the CHSABC, such a spirit night, restaurant events, etc.
- ii. Works in conjunction with the 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.

### **4.9e Sponsorship Committee**

- i. The direction and responsibilities will be assigned by the President.
- ii. Sponsorship guidelines will be developed by the committee and approved by CHSABC Executive Board, Board of Directors, CHS Athletic Directors and KISD Administrators.
- iii. Will coordinate sponsorships for usage on CHSABC athletic programs and budget items.
- iv. Committee will set objectives annually for each sport.
- v. Will follow objectives identified in article IX.

### **4.9f 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 the 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.

### **4.9g Bylaws Committee**

- i. Chaired by the President and/or Vice President.
- ii. Maintains the CHSABC bylaws for accuracy and assists 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.

### **4.9h 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.



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### 4.9i 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, 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.

### 4.9j 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. Assist in ensuring UIL compliance on athlete related activities.
- iii. Provides the team's game schedule to the concessions manager for concession scheduling.
- iv. Works in coordination with the coach, Concessions Manager to ensure coverage of assigned concessions.
- v. Works in coordination with the Team Liaison Director on various CHSABC business.
- vi. Executive Board Members are excluded from this position.

### 4.10. Appointed Concessions Manager

#### 4.10a 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 schedules 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.



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**4.10b** 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 reach their 95% goal. If they do not, then the Hold Back will go back into the general funds. If for some 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/General Membership meeting is at 7:00PM. 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 with the exception of weather-related changes, which will be in accordance with KISD weather policy.

**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 absence by the Vice President as appropriate. Special meetings may also be called by the Secretary upon written request from a majority of the Board or 20% of the CHSABC membership. 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 51% or higher i.e.: 5 out of the 9 minimum, 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 majority and voting members in attendance at the meeting, shall constitute a quorum for a general membership vote and regarding transaction business at any CHSABC Board of Directors/General Membership meeting.

**5.5** The general membership shall have the right to vote on all items brought forth to the CHSABC General meetings.



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- 5.6** Meetings of the Board shall be open to all members unless previously declared to be closed. Only the Board of Directors may vote at Board meetings. Members may be allowed to speak at the direction of the President.
- 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 the Board of Directors/General Membership meetings shall be communicated to the CHSABC membership within a 48-hour notice by the Communications Director through suitable means.
- 5.9** The agenda must include any topics being brought to a vote. If the topic is not advised to the President 48 hours prior to meeting, voting will not be permitted on the same night. The topic may be reviewed and voted on 48 hours later by the Board of Directors.
- 5.10** There shall be no vote by proxy. Board of Directors and general members must be present to vote during a Board of Directors/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 documents. No Electronic or social media voting will be accepted in elections.

### **6. ARTICLE VI – FINANCIAL/INVENTORY**

- 6.1.** The fiscal year of the association shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.
- 6.2.** If the Treasurer is unavailable or it is an open position, then the President or Vice President must sign any check over \$500. If unavailable, 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 Director. 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 48 hours (72 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.



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- 6.6.** A financial budget for CHSABC shall be proposed by the Treasurer and approved annually at the Board of Directors/General Membership meeting. The proposed budget shall be presented at the June meeting and voted on by the general membership at the June meeting for implementation for the fiscal year as indicated in 6.1 of this document.
- 6.7.** Standing payments in the 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** Payment for products as required for the regular maintenance and function of the CHSABC concessions.
- 6.7b** Letter jacket invoices from KISD.
- 6.7c** Sodexo fee related to KISD Stadium concessions.
- 6.7d** Banquet request as described below (6.7d.i)
- i. CHSABC will provide \$13 per Varsity athlete, coach, coach's guest and CHS administrator in attendance for each active sports season banquet upon receipt of appropriate request from the head coach of said sport (Addendum F). Funds will be transferred to the sports sub-account following the event. To qualify as an active sport, the team must have a minimum of 35% membership and at least 1 ABC Sponsor OR 1 Fundraiser through the ABC.
- 6.7e** Scholarship disbursements
- 6.7g** CHSABC.org website hosting expenses
- 6.7h** General Liability Insurance payment annually
- 6.7i** CentralChargersAthletics.com annual subscription costs
- 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 be 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.



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- 7.2b** 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.
- 7.4** The elections for Executive Directors and Board Directors will occur in April with the new Board effective July 1<sup>st</sup>. 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 Board of Directors/General Membership meeting.
- 7.7** Nomination criteria
- 7.7a** Each nomination must be a parent/guardian 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 in a Board of Directors 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 the 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 documents.
  - 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,



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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 Directors 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 specific team assigned to concessions fills 100% of the slots available, the amount increases to 20%. If a majority is not filled or 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 that is communicated and approved with the Executive Board. The sports will need to fill the Fundraiser Request form (Addendum G) and submit for approval to [kellercentralabc@gmail.com](mailto:kellercentralabc@gmail.com) prior to commencement of the fundraiser.
- 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.** If the fundraiser was not pre-approved by the Executive Board and 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. If the fundraiser was pre-approved by the Executive Board and after all bills have been paid, 10% of the profit from the specific parent/guardian fundraiser will go into the main CHSABC financial account. The remaining 90% 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 sub account with approval by a campus athletic coordinator and upon completion



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and submission of the appropriate Check Request (Addendum E) or debit/credit card use form (Addendum C) to the President. Upon use of CHSABC credit card for a purchase, the appropriate receipts/documentation will be submitted to the Treasurer within 72 hours.

### 10. ARTICLE X – SCHOLARSHIPS

- 10.1** CHSABC will provide up to 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. In the event there are less than 10 student athletes that qualify, the Board of Directors vote on what to do with the remaining funds.
- 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. Letter of recommendation from 1 teacher 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, guardians, or athletes must be members of CHSABC for all the student's athletic career at CHS. Active members have the option to purchase a membership retroactive for no more than 1 year during their career as an athlete. During the athlete's Senior year, memberships need to be purchased no later than January 31<sup>st</sup>.
  - ii. Students or parents/guardians must have supported the CHSABC activities with an average minimum of 12 volunteer hours per year while they are CHS athletes. For example, 48 total hours for a 4-year athlete. Volunteer hours must be worked in booster supported events and projects, such as but not limited to; concessions, spiritwear, membership events, ABC hosted community service. Additionally, volunteer hours are granted for attending monthly CHSABC meetings. ***Members are responsible for recording and maintaining records of their volunteer hours to be provided during Scholarship Application Submission.*** Please list all person(s) and their volunteer hours, dates and where



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- the hours were served (ie: concessions for football, basketball, etc.) on a separate sheet Scholarship committee will verify hours provided by the member.
- iii. Volunteer hours for transfer students a minimum of the number of years played at CHS multiplied by 12.
  - iv. Executive Board/Directors may list their position and year on the volunteer form of the application.

### 11. ARTICLE XI – BYLAWS

- 11.1 Bylaw amendments. The bylaws may be amended by a majority vote of the members present at any Board of Directors/General Membership meeting in which a quorum is present, provided such amendments have been presented to the membership at least one week prior to a vote.
- 11.2 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 Director.



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**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 corporation is then located, exclusively for such purposes, as said Court shall determine, which are organized and operated exclusively for such purposes.



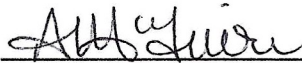
**BYLAWS OF THE  
CENTRAL HIGH SCHOOL  
ATHLETIC BOOSTER CLUB (CHSABC)**

In witness whereof, we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

  
Stefanie Murray, President 2024-25

  
Paige David, Vice President 2024-25

  
Michelle Kelley, Secretary 2024-25

  
Amy McGuire, Treasurer 2024-25