

Constitution for the
Colleyville Heritage High School
Athletic Booster Club (ABC)

Article I
Name

- A. Colleyville Heritage Athletic Booster Club

Article II
Objective

- A. This organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- B. This organization is to act within the guidelines set by the University Scholastic League (UIL).
- C. To encourage fan support.
- D. To provide financial means to athletic department for items not covered in the school budget.
- E. To honor athletes with yearly award banquets.

Article III
Membership

- A. Membership is open to anyone interested in supporting school athletic teams.
- B. Annual dues, determined by current Executive Board, will be per family. They will cover from June 1 to May 31.

Article IV
Organization

- A. The organization exists as an incorporated organization of its members. These bylaws may be amended as deemed necessary by the membership and approved by vote of the officers as stated in Article X.
- B. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of the 1986 (or corresponding provision of any future United States Internal Revenue law).
- C. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- D. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 510(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local

government, for public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article V Officers and their Elections/Appointments

- A. The Executive Board shall consist of the offices of President, Vice President, Secretary and Treasurer. A slate of officers of the Executive Board shall be presented in March by the Nominating Committee. A vote shall be taken in April and the offices shall assume office in May.
- B. Incumbent Executive Board officers will be eligible for re-election with a maximum of two years in the same officer position.
- C. With the exception of the office of the President, a vacancy occurring in any Executive Board office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The results of the election shall be reported at the next general meeting. In the case of a vacancy in the office of the President, the Vice President shall take over the unexpired term.
- D. For the sport representative of individual sports, the head coach of each sport shall submit a minimum of one and a maximum of three nominees to be voted upon by the Executive Board
- E. Chairpersons shall be appointed by the Executive Board.

Article VI Duties of the Officers

- A. President: Provides leadership, organization and direction. Presides over meeting and represents the club at various functions.
- B. Vice President: Coordinates the sport representatives; researches, coordinates and organizes special purchases. Acts as President in his/her absence and works on special projects.
- C. Treasurer: Balances and maintain financial statements for all Colleyville Heritage Athletic Booster Club activities: develop and publish budget; report profit and loss on fundraising activities and concessions; pay bills; set up and maintain banking functions and maintain petty cash fund.
- D. Secretary: Record minutes of each meeting; notify board members of board functions; and coordinate publicity
- E. Historian: Organize the history of the Colleyville Heritage Athletic Booster Club through newspaper clippings, photographs, etc.
- F. Membership Chairperson: Develop membership campaign approach; solicit memberships; coordinate drives for all sports; develop and maintain membership roster and report donations and members to Treasurer.
- G. Banquet Chairperson: Oversee the coordination of the awards banquets. To set the guidelines for such banquets and review said guidelines for approval by the members of the board each year.
- H. Scholarship Chairperson: Organize a selection committee for the review of the scholarship candidates. The selection committee will be determined by the Scholarship Committee Chairperson. Prepare the application form and organize publicity to inform the senior class and the community of our scholarships.
- I. Nominating Committee Chairperson and 4 Committee Members: The chairperson shall head up a committee to recruit candidates for the Executive Board. This committee shall consist of 5 persons chosen from the general membership representing 5 different active member sports.

- J. Sport Representative: Coordinate various activities involved with the sport concerning programs concessions, banquets, Pantherwear and membership. Also develop parent involvement and special projects.

Article VII Special Committees

- A. The Executive Board may appoint chairpersons to head up special committees as they are needed.
- B. Each Special Committee Chairperson has a vote in all Colleyville Heritage Athletic Booster Club business.

Article VIII Meetings

- A. An Executive Board meeting shall be held at a pre-designated time.
- B. Each Executive Board officer, sport representative and chairperson shall be made aware of this meeting time, date and location.
- C. A general meeting schedule shall be planned by the beginning of the school year by the Executive Board and approved by the officers.
- D. Meetings will be conducted under the guidelines of Robert's Rules of Order "Revised".
- E. A member of the Executive Board may call an emergency meeting of the CHHS Athletic Booster Club as deemed necessary. All officers, sports representatives and chairpersons must be given at least 24 hour notice.

Article IX Attendance

- A. All officers and chairpersons are required to attend every meeting of the Colleyville Heritage Athletic Booster Club.
- B. In the event a Sport Representative cannot attend a meeting he/she must contact the Vice President prior to the meeting that is to be missed.
- C. In the event an officer or chairperson (other than a Sport Representative) cannot attend a meeting he/she must contact the Secretary prior to the meeting that is to be missed.
- D. Sport representatives that miss two meetings within the year without contacting the Vice President will be reported to the Head Coach of that sport and the CHHS Athletic Coordinator.
- E. Sports that are not represented at four meetings and have not contacted the Vice President will be deemed dormant. The Vice President is responsible for notifying the Executive Board. Following approval of the Executive Board, the Vice President is responsible for notifying the Head Coach of the sport, the CHHS Athletic Coordinator and the GCISD Athletic Director within seven days of the second missed meeting.
- F. A dormant sport will not receive any Colleyville Heritage Athletic Booster Club monies, have a vote in Colleyville Heritage Athletic Booster Club business or have the use of the Colleyville Heritage Athletic Booster Club Tax Exempt ID Number.
- G. A dormant sport may be reinstated any time as active coach or representative attends monthly meetings.
- H. An Executive Board officer or chairperson that misses two meetings within the year without contacting the Secretary will be reported to the Executive Board by the Secretary. That officer or chairperson shall be asked to attend the next Executive Board meeting. At that time it shall be determined whether that officer or chairperson shall continue in that position.

Article X
Voting

- A. Quorum will be set by the total number of officers. This number will be determined by the Secretary.
- B. Forty percent of the officers shall constitute a quorum for voting purposes. If quorum is not met at a meeting the Secretary must notify the President prior to the business session of the meeting.
- C. For all Colleyville Heritage Athletic Booster Club business a majority vote will pass a motion.

Article XI
Finances

- A. A budget will be prepared by the Treasurer. The budget will be presented at the September meeting and voted on at the October meeting.
- B. Excess general fund monies shall be distributed to each active member sport of the Colleyville Heritage Athletic Booster Club. The distribution shall be determined by the total participation for each active sport against the total active sport participation of the Colleyville Heritage High School Athletic Booster Club membership roll for that year. The amount of excess funds shall be determined by the Treasurer.

Article XII
Bylaws

- A. These bylaws may be amended as deemed by the membership.
- B. These bylaws shall be reviewed annually.

Article XIII
Scholarships

- A. Overall Colleyville Heritage Athletic Booster Club will award up to ten scholarships per year based on specific criteria. In addition, any sport within the Colleyville Heritage Athletic Booster Club will be allowed to award a scholarship within its sport based on special circumstance of an athlete (i.e. loss of both parents).
- B. A sport within Colleyville Heritage Athletic Booster Club can award a scholarship to a student in their program based on criteria set by the coach and representative. This scholarship shall be paid out of the specific sport's booster funds.