

CARROLL ATHLETIC BOOSTER CLUB

BY-LAWS

(REVISED JULY 2016)

ARTICLE ONE

NAME

The name of the corporation shall be the Carroll Athletic Booster Club, Incorporated. (Hereinafter referred to as "CABC").

ARTICLE TWO

PURPOSE

The specific purposes for which CABC is organized are:

- To support, encourage and advance the athletic programs and related activities of the Carroll Independent School District ("CISD") and thereby cultivate wholesome school spirit, promote good sportsmanship and develop high standards of integrity among all student athletes.
- To promote community engagement in and involvement with CISD UIL athletic programs.

CABC shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with responsibility of conducting the athletic programs of the schools of the district.

CABC shall do nothing which violates the rules of the UIL or in any way jeopardizes the membership of the school district in said athletic association.

CABC is organized and operated exclusively for charitable purposes to benefit student-athletes in CISD and pursuant to the Texas Non-Profit Corporation Act and does not contemplate pecuniary gain or profit to the members thereof.

ARTICLE THREE

MEMBERSHIP

- Any person interested in the purposes set out above and for which CABC is formed shall be eligible for membership upon the payment of the annual dues and approval by the Executive Board.
- Annual dues shall be established yearly by the Executive Board.
- Dues are assessed on a fiscal year basis.

- The fiscal year shall be concurrent with the club's membership year.
- Any change in membership dues shall be set no later than July 15th of each year.
- Any member who has paid his dues is considered to be in good standing and is encouraged to attend meetings on a regular basis.
- Only members in good standing are allowed to vote.
- Members are given one vote per membership.

ARTICLE FOUR FISCAL YEAR

The fiscal year of CABC will be a twelve month period beginning on July 1st and ending on June 30th of each year.

ARTICLE FIVE MEETINGS

- CABC general membership meetings will be held each month September through May.
- Dates, times and location of general membership meetings shall be provided by email and other electronic means.
- CABC Executive Board meetings will be held each month prior to the general membership meetings as determined by the President.
- The President may call special membership meetings. A seven (7) day notice shall be provided to the membership by email and other electronic means.
- The President may call special Executive Board meetings as necessary.
- The meeting place of the CABC will be at a location large enough to accommodate the attendees at Carroll Senior High School or Carroll High School or another appropriate CISD location.

ARTICLE SIX STRUCTURE

EXECUTIVE BOARD

- The management of CABC shall be vested in the Executive Board.
- It shall be the duty of the Executive Board to conduct, manage and control the affairs of CABC and in that connection to take such action and incur such expenditures as, in the judgment of the Executive Board, will best accomplish the purpose of CABC as stated in these By-Laws.
- The Executive Board shall consist of the elected officers of CABC.
- The Athletic Director shall represent the administration of CISD and serve as an advisor to the Executive Board.
- The Executive Board shall be responsible for the following:
 - a) The day-to-day operation and activities of CABC.

- b) Receive reports and recommendations from the CISD Athletic Director, approving them for presentation to the full Booster club membership.
- c) Establish the Athletic Booster Club Budget.

OFFICERS

- The officers of CABC shall consist of the President, Vice-President, Vice-President Membership, Vice-President Fundraising, Treasurer and Secretary.
- Officer terms shall be one year beginning July 1st and ending June 30th of the next year.
- Officers may be elected to successive terms.

OFFICER DUTIES

PRESIDENT:

The President shall:

- Preside over all regular meetings and special meetings of the Executive Board and general membership.
- Be responsible for setting the agenda of official CABC general membership meetings.
- Provide leadership, organization and direction to the club.
- Supervise the organization's affairs and activities and shall make an annual report to the membership thereon.
- Be the liaison with the Athletic Director and the school Administration for all official booster club matters.
- Serve as official spokesperson for CABC.
- Have the power to appoint Executive Board members and Chairpersons for various projects and programs; and
- Serve as a member of the Executive Board.

VICE PRESIDENT:

The Vice President shall:

- Preside over any meetings of the organization, in the absence of the President.
- Perform administrative functions delegated by the President.
- Oversee production and distribution of all sports programs.
- Maintain and oversee CABC's website and other social media.
- Serve as a member of the Executive Board.

VICE PRESIDENT MEMBERSHIP:

The Vice President of Membership shall:

- Actively promote membership enrollment.
- Plan and coordinate membership drives and other membership appreciation events.
- Facilitate marketing of CABC through social media, print media, and other means to bring the CABC positive exposure and promote membership and fundraising.

- Provide an event summary at general membership meetings following any membership events
- Serve as a member of the Executive Board.

VICE PRESIDENT FUNDRAISING:

The Vice President of Fundraising shall:

- Identify, plan and organize fundraising opportunities to meet budget needs.
- Promote fundraising events using social media, print media and other means.
- Work with Executive Board to identify and explore opportunities for fundraising
- Serve as a member of the Executive Board

SECRETARY

The Secretary shall:

- Be the custodian of all official records of CABC except for the accounts of the Treasurer.
- Keep the minutes of the meetings.
- See that all notices are duly given in accordance with the provisions of the By-Laws.
- Present the minutes of the previous meeting at the current meeting for acceptance.
- Serve as a member of the Executive Board.

TREASURER:

The Treasurer shall:

- Have the charge and custody of and be responsible for all funds of CABC.
- Keep books and accounts of receipts according to the procedures established.
- Balance and maintain financial statements for all CABC Activities.
- Report profit and loss on fundraising activities.
- Pay bills in a timely manner.
- Set up and maintain banking functions.
- Present budget report and monthly transaction report of CABC at the monthly meeting.
- Prepare the annual budget in conjunction with the Executive Board.
- Insure the preparation and filing of all necessary state and federal income tax designation under Section 5:01 (c) 3 and section 170 (c) (2) of the Internal Revenue Code of 1954.
- Oversee purchase of necessary insurance for the protection of all Board Members and assets of CABC.
- Serve as a member of the Executive Board.

ARTICLE SEVEN VACANCIES AND RESIGNATIONS

- In the event of a vacancy of the President, the Vice President shall serve the remainder of the term as acting President.
- Vacancies in all other offices shall be filled by appointment made by the remaining officers.

- The new appointee shall serve until the vacant term expires and shall be made from the ranks of members in good standing of the CABC.
- An officer may resign by written notice to CABC. The resignation is effective upon receipt by the CABC Secretary.

ARTICLE EIGHT EXPENDITURES

- Expenditures shall be made by the Treasurer or President upon approval by the Executive Board.
- An annual balanced budget will be adopted and annual expenditures may not exceed annual Booster Club proceeds.
- Expenditures above \$5,000.00 not currently in budget require two signatures.
- Requests for purchases from team coach shall be presented to the Athletic Director.
- Requests for funding will be presented to the Executive Board by the Athletic Director.
- The Executive Board will approve the requests for purchases and present the approved requests to the general membership

ARTICLE NINE ELECTIONS

In April, nominations will be taken for officers.

- An announcement for nomination will be made to the general membership via email and other electronic means.
- Nominees must be a member in good standing.
- Annual elections shall be held the second Monday of May for Officers.
- The nominating committee consisting of the Executive Board shall present the slate of Officers.
- All nominations shall be approved by the Athletic Director prior to election.
- Newly elected officers shall take office on July 1.
- Voting shall be by individual, current CABC members in good standing and no person shall cast more than one (1) ballot.

ARTICLE TEN RULES OF ORDER

- Roberts-Revised Rules of Order shall govern the proceedings of all meetings of the organization and its constituent parts.
- The meetings shall focus on CABC related activities, not athletic policies, coaching decisions, or other non CABC related items.

ARTICLE ELEVEN AMENDMENTS

- CABC shall be administered and regulated by these By-laws.
- The By-laws may be amended by a majority vote of the Executive Board.
- The Executive Board shall review these By-laws every two years or as deemed necessary by the Executive Board.

ARTICLE ELEVEN DISSOLUTION

- Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or specific purposes as shall at the time qualify as an exempt organization or organizations under Rule 501 (c) 3 of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law) as the Executive Board shall so determine.
- It is the intent of this organization that should dissolution occur, that any assets of this organization be distributed to CISD for their distribution or expenditure in accordance with the purposes and goals of this organization.
- Any such assets not so disposed of shall be disposed of by the appropriate court of the county of which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated for such purposes.