

CANYON ATHLETIC BOOSTER CLUB BY-LAWS

Article I

Name: The name of this organization shall be the Canyon Athletic Booster Club.

Article II

Purpose: The purpose of the Canyon Athletic Booster Club shall be to support, encourage, enrich and enhance the athletic programs at Canyon High School.

Article III

Policies:

Section A: The Canyon Athletic Booster Club shall be in compliance with The laws governing Non-profit Organizations as described in Section 501(c).3 of the Internal Revenue Tax Code. The organization shall abide by all guidelines and reporting as they now exist and amended hereafter.

Section B: The Canyon Athletic Booster Club shall abide by the Booster Club Guidelines as described by the University Interscholastic League/Texas Education Agency for the State of Texas (Attachment A).

Section C: 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 and the Comal Independent School District and all laws as set forth by the State of Texas.

Section D: The Canyon Athletic Booster Club shall encourage sportsmanship and support all athletic programs regardless of gender or success in competition, while maintaining the educational goals of the athletes at Canyon High School.

Article IV

Membership and Dues:

Section A: 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 dues.

- Section B: Membership dues will be established by a majority vote of the Executive Board at the beginning of each year.
- Section C: The Superintendent, the Principal, the Athletic Director, and all coaches of the Canyon High School and Canyon Middle School will be members.
- Section D: Membership term will be for one year beginning June 1st of each year.
- Section E: One membership constitutes one vote, regardless of the number of individual or business memberships held. No one person may have more than one vote.
-
- Section F: There will be no peroration of dues and memberships will be accepted throughout the year. For voting purposes in the officer's elections, the cut off date for memberships will be January 1st of that same year.
- Section G: Only members in good standing shall be eligible to introduce a motion, work on a committee, vote, or hold an office.

Article V

Officers and their Elections:

- Section A: Officers in this organization shall consist of President, 1st Vice President of Fundraising, 2nd Vice-President of Business Memberships, 3rd Vice-President of Individual Memberships, 4th Vice-President of Programs, 5th Vice-President of Banquets and Special Events, and the 6th Vice-President of Publicity and Community Relations.
- Section B: 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 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.

Section C: Each officer must be elected by a majority of the organization's members in attendance.

Section D: No absentee votes will be allowed.

Section E: A person shall not be eligible to serve for more than two consecutive terms in any one office.

Section F: Immediately following the election, all newly elected officers shall assume the responsibilities of their office as soon as the duties of the prior respective office have been completed.

Section G: Any officer may be removed by a majority vote of the Executive Board. The Executive Board shall appoint a replacement for any office that becomes vacant.

Article VI

Duties of the Officers

Section A: The President shall preside at all meetings of the organization and shall carry out the policies as stated in the By-Laws. Furthermore, the President shall coordinate the work done by all officers and committees and shall be responsible to oversee the completion of all assignments as voted on by the organization.

Section B: The Secretary shall maintain the minutes of all General Monthly Meetings and Executive Board Meetings and perform the function as official record keeper of the organization.

Section C: The Treasurer shall oversee the custody of all funds, financial books and records of the organization. The Treasurer shall see that the receipt and disbursements of all club funds be conducted in an orderly fashion. The Treasurer must receive an additional signature from the President or the Secretary for each check that is written from the organizations bank account(s).

Section D: 1st Vice- President of Fundraising shall preside at all meetings in the absence of the President. Furthermore, the 1st Vice-President shall be responsible for all fundraising activities of the organization.

Section E: 2nd Vice-President of Business Memberships shall preside at all meetings in the absence of the President and the 1st Vice-President. The 2nd Vice-President shall be responsible for the Business Membership Programs of the organization.

Section F: 3rd Vice-President of Individual Memberships shall be responsible for the Individual Membership Programs of the organization.

Section G: 4th Vice-President of Programs shall be responsible for the publication of the Canyon All Sports Program.

Section H: 5th Vice-President of Banquets and Special Events shall be responsible for all Athletic Banquets for the athletes at Canyon High School and all special events for the organization. Furthermore, the 5th Vice-President shall be responsible for the Team Representatives.

Section I: 6th Vice-President of Publicity and Community Relations shall be responsible for the publicity of the organization. Furthermore, the 6th Vice President shall be the liaison between the CISD Central Office and the area athletic booster clubs.

Article VII

The Executive Board

Section A: Executive Board will consist of the President, Secretary, Treasurer, and elected Vice-President.

Section B: The purpose of the Executive Board is to establish the goals and direction for the Canyon Athletic Booster Club each year in accordance with the organization's By-Laws.

Article VIII

The Booster Club Board

Section A: The Booster Club Board shall consist of the Executive Board, the Team Representatives, any committee chairman, and a Male and Female Athlete Representative from the 7th and 8th grades at Canyon Middle School.

Section B: The purpose of the Booster Club Board is to execute the goals as set forth by the Executive Board in accordance with the organization's purpose and By-Laws.

Article IX

General Monthly Meetings

Section A: The Canyon Athletic Booster Club shall hold their General Monthly Meeting on the last Monday of each month throughout the year in accordance with the school calendar.

Section B: The purpose of the General Monthly Meetings shall be to conduct the official business and approve and/or address the expenditures of the organization.

Section C: All meetings will begin at 7:00 p.m. and will be open to the general public.

Section D: Public notice shall be given in the local newspaper prior to the meeting.

Section E: The Robert's Rules of Order Revised shall govern all meetings unless otherwise stipulated in the by-laws of the organization.

Article X

Fundraising

Section A: All Fundraising Programs of the Canyon Athletic Booster Club must have approval of the Principal at Canyon High School.

Section B: There shall be no limitations on the number of fundraising programs each year.

Section C: All monetary or equipment donations of \$500.00 or more should be officially recognized and accepted by the CISD Board at their monthly meetings.

Article XI

By-Laws

Section A: The By-Laws shall be revised as necessary.

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

Amended: September 2003

Adopted: October 2003
