



**ARTICLE I-NAME, PURPOSE & POLICIES**

**SECTION A-NAME**

This club shall be known as the CHARGER SPORTS ASSOCIATION (CSA).

**SECTION B-PURPOSE**

1. To operate as a charitable spirit organization for the benefit of all students attending Winston Churchill High School located in San Antonio, Texas.
2. To encourage and support the Winston Churchill High School students participating in any and all organized sports and athletic teams and squads and their respective coaches and sponsors through membership, participation, and fund-raising.
3. To promote a better understanding and appreciation of the purposes and benefits of all sports programs, regardless of gender, at the high school level.

**SECTION C-POLICIES**

1. To develop and increase our purposes through committees and projects.
2. To avoid any actions which would appear to interfere with the administration of the school or to control its policies.
3. To avoid all commercial, sectarian, political, or partisan interests.
4. To adhere to the UIL and NEISD Booster Club guidelines.

**ARTICLE II-MEMBERSHIP**

**SECTION A-QUALIFICATIONS**

Any person interested in the objectives of CSA, and willing to uphold its policies and subscribe to the by-laws may become a member provided that he/she is: a) of good moral character, and b) willing to participate in the program and other activities of CSA.

**SECTION B-ELECTION TO MEMBERSHIP**

Election to membership shall be by agreement to follow the purpose and policies of CSA, and by payment of annual dues.

**SECTION C-HONORARY MEMBERSHIP**

The honorary membership to CSA may consist of: a) the principal and vice principals of Churchill High School and feeder middle schools; b) the Athletic Coordinator and the entire coaching staff; c) the Athletic Director of the North East Independent School District; d) sponsors of all spirit organizations; e) the spouses of the above mentioned; and f) such special individuals as the membership may desire to elect, which would include all past presidents.

**ARTICLE III-DUES & FEES**

The amount of annual dues shall be set by the Executive board prior to the first meeting of each school year, and dues for that year shall not be changed during that school year.

## **ARTICLE IV-MEETINGS**

### **SECTION A-REGULAR MEETING**

CSA regular meetings shall be held on Monday's twice a month, from the latter part of August through the end of the regular Varsity football season. From then on through May inclusive, regular meetings will be held on the first Monday of each month.

### **SECTION B-SPECIAL MEETINGS**

Special meetings may be called by the President of CSA. A special meeting shall be called upon demand of 10% of members exclusive of the elected officers regardless of the wishes of the President.

### **SECTION C-PLACE OF MEETINGS**

All regular meetings and special meetings shall be held in the school gym. If for any reason it becomes necessary to hold the meetings elsewhere, the President shall appoint a representative to find a suitable time and place for holding the meetings of CSA.

### **SECTION D-TIME OF THE MEETINGS**

All CSA regular meetings shall begin at 7:00 p.m., unless otherwise announced, on the date specified.

## **ARTICLE V-QUORUM**

For any regular or special CSA meeting, a quorum shall consist of those members present.

## **ARTICLE VI-OFFICERS**

### **SECTION A-TITLES**

The officers of CSA shall consist of a President, Executive Vice President, a Vice President-Membership, Vice President-Programs, Vice President-Merchandise, Secretary, and Treasurer. The following non-officers will be appointed by the Executive Board: a) Past President/Alumni Relations; b) Chairperson and Assistant Chairperson-Golf Classic; c) Special Events Coordinator and Assistant Special Events Coordinator; d) Webmaster; e) Sports Rep Liaison and Assistant Sports Rep Liaison; f) Assistant Vice President-Membership; g) Assistant Vice President-Programs; h) Assistant Vice President-Merchandise; i) Assistant Secretary; j) Assistant Treasurer; k) Sergeants At Arms; l) Parliamentarian; and m) Team Representatives for each of the Varsity sports teams appointed by the coaches. Additional Chairpersons and Committee Members may be appointed as necessary by any Officer. Each title may or may not be held by a husband and wife.

### **SECTION B-ELECTIONS & TENURE**

1. The nomination of the officers shall be made by an Officer Nominating Committee composed of the President, Executive Vice President, Vice President Membership, one (1) member from the regular membership at large appointed by the President, and the Athletic Coordinator. The school Principal or Vice Principal shall be ex-officio members of the committee. The Executive Vice President, who will automatically succeed the President for the following term, will chair the Officer Nominating Committee.
2. The general membership will be notified of the Officer Nominating Committee nominees before the CSA April meeting. Nominations may be made from the floor provided that the consent of each candidate has been obtained before placing his/her name in nomination. Nominees shall be elected by a "show of hands" vote. A majority vote of the membership present shall be necessary for election.
3. The provisions of this section shall be read at the March regular meeting and at the election meeting, which shall be at the April meeting of each year.

### **SECTION C-ELIGIBILITY**

Any member in good standing with this CSA shall be eligible for election to any office provided he/she has given consent for his/her name to be placed in nomination, and has a student enrolled and participating in a sports program(s) at Churchill High School during the elective year.

### **SECTION D-VACANCIES IN OFFICE**

If any office shall become vacant or is newly created the remaining officers of the Executive Board shall, by majority vote, fill the vacancy at the earliest date thereafter. The member thus appointed shall immediately enter upon his/her duties and shall hold office until the next regular election.

### **SECTION E-ELIGIBILITY FOR VOTING**

Any member of CSA whose dues have been paid prior to the election shall be eligible to vote.

### **SECTION F-REMOVAL FROM OFFICE**

Any officer or non officer absent without legitimate reason from three (3) consecutive meetings shall be subject to removal from office, and shall be referred to the Executive Board by the Secretary for disposition.

### **SECTION G-DUTIES**

1. The President shall a) preside at all CSA meetings and all meetings of the Executive Board; b) call special meetings at his/her discretion subject to the limitations of Article IV, Section B; c) make provisions for the discharge pro tempore of necessary duties of absent members; d) see that the wishes of the board are implemented; e) carry out assignments and instructions given to him/her by CSA; f) perform such other duties customarily pertaining to the office of President; g) complete an annual meeting in May of each year to review and complete all requisite documents; and h) function as the primary contact of CSA for the Athletic Coordinator and school administration regarding coordination of projects, funding and communication.
2. The Executive Vice President shall: a) be the reporting member of the Executive Board; b) assist the President to discharge necessary duties of absent members; and c) act as presiding officer of CSA in the absence of the President.
3. The Vice President-Membership shall: a) develop programs to increase membership and participation in CSA; b) chair the Membership Committee; c) Create an up-to-date listing of CSA membership, and d) act as presiding officer of CSA in absence of the President and Executive Vice President.
4. The Vice President-Merchandise shall: a) obtain merchandise for sale; b) chair the Merchandise committee; and c) act as the presiding officer of CSA in the absence of the President, Executive Vice President, and Vice President-Membership.
5. The Vice President-Programs shall: a) chair the Program Committee; and b) act as the presiding officer of CSA in the absence of the President, Executive Vice President, Vice President-Membership, and Vice President-Merchandise.
6. The Secretary shall: a) keep a register or roll of the members; b) keep a record of proceedings at all meetings and on file at the school; c) issue notices of the meeting and agenda after consultation with the President; d) conduct the correspondence of CSA, including the mailing and counting of votes for officer elections; and e) perform such other duties as may be assigned and those customarily assigned to the office of Secretary.
7. The Treasurer shall: a) receive all dues, fees and monies for CSA; b) keep a record of the receipts and expenditures; c) pay the bills as authorized by Article IX; d) develop an annual projected budget to be rendered at the first meeting of CSA each year; e) render a statement of account at the regular meeting of each month of all receipts and expenditures; f) present a full report at the last CSA meeting of each month of all receipts and expenditures; f) present a full report at the last CSA meeting in May; and g) complete all tax and financial fillings required by governmental concerns.

8. The Past President / Alumni Relations member shall act as liaison on alumni activities, communicating with other committees as necessary to enhance alumni relations and participation.
9. The Golf Classic Chairperson shall be responsible for the annual Spring Charger Golf Classic.
10. The Special Events Coordinator shall: a) assist with the Churchill Kickoff event "Meet the Chargers"; and b) coordinate the "Hall of Honor" event, currently every other year.
11. The Webmaster shall: a) build, maintain and administer the website, b) make sure that all links are working properly, c) create and update web content as required and/or requested, d) monitor the uptime of the site, e) study analytics or statistics of the site, f) register domain names and select a reliable host for that domain, and g) perform other duties as requested.
12. The Sports Rep Liaison shall: a) communicate information (as requested by the President) to all Sports Reps; and b) insure accountability of Sports Reps to various duties and their communication to JV and Freshman parents.
13. The Varsity Team Representatives shall: a) represent his/her assigned team and coordinate their team activities with CSA; b) present at scheduled CSA meetings the progress of each team's competitions (except football); c) introduce team coaches at CSA meetings; d) support team activities and communications as requested by the coaches and CSA; e) choose an assistant for each Junior Varsity and Freshman sports team; f) coordinate each team's sports banquet and advertisement in the All Sports Program; and g) other duties as requested.
14. The Sergeants At Arms shall: a) monitor the door permitting no one to enter during a speech when a program is in session; b) assist the President in maintaining order when requested by him/her to do so; and c) deliver communications as required to and from the President during the meetings.
15. The Parliamentarian shall advise the presiding officer on parliamentarian law and matters of procedures when requested.

#### **SECTION H-PRIORITY NUMBER ELIGIBILITY**

1. The following Officers and working board members of the CSA shall be eligible for priority numbers for football season ticket sales, in the following order of selection: President, Executive Vice President, Vice President-Membership, Vice President-Programs, Vice President-Merchandise, Secretary, Treasurer, Past President/Alumni Relations, Golf Classic Chairperson, Special Events Coordinator, Webmaster, Sports Rep Liaison, Varsity Football Sports Rep, Assistant VP-Membership, Assistant VP-Programs, Assistant VP-Merchandise, Assistant Secretary, Assistant Treasurer, Assistant Golf Classic Chairperson, Assistant Special Events Coordinator, Assistant Sports Rep Liaison, Sergeant at Arms, and Parliamentarian. No other board member, committee member, or member shall be eligible.
2. There are no substitutions allowed and the priority number procedure defined by CSA in conjunction with school administration will be followed.

### **ARTICLE VII-APPOINTED BOARD**

#### **SECTION A-EXECUTIVE BOARD**

There shall be an Executive Board consisting of the following officers of CSA: the President, Executive Vice President, Vice President-Membership, Vice President-Merchandise, Vice President-Programs, Secretary, and Treasurer. There may be an additional three (3) board members appointed to the Executive Board by the President, and they shall take office immediately at the close of the session in which they are appointed, and shall serve a term of one (1) year. The Principal and Athletic Coordinator shall be ex-officio members of the Executive Board.

The duties of the Executive Board shall be to: a) transact necessary business of CSA in the intervals between meetings, and such other business as may be referred to it by CSA; b) approve the plans of work of the committees; c) present a report at the regular meetings of CSA; d) approve routine obligations within the limits of the proposed program; e) prepare and present a proposed schedule of projects for the year at the first regular meeting; f) adhere to the spirit

and letter of UIL and NEISD rules and guidelines; g) review and annually update, as necessary, the by-laws of CSA; h) assure CSA complies with all state and federal requirements; and i) arrange for an independent review of the financial records prior to the first meeting of the following year.

#### **SECTION B-MEETINGS OF THE EXECUTIVE BOARD**

The meetings of the executive board shall be held at the discretion of the President upon notification of each member. The board must have four members present at its meetings to conduct official business of CSA. For the purposes of voting and quorum each office will be represented by one individual.

#### **SECTION C-COMMITTEES**

Committees shall be created by the Executive board as may be required to promote the objectives and interests of CSA. The Chairman of all committees shall present plans of work to the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board. Standing Committees include Membership, Programs and Merchandise.

#### **SECTION D-REPORTS OF STANDING COMMITTEES**

The Chairman of each standing committee shall prepare and present at regular meetings all reports necessary to advise CSA of the committee work.

### **ARTICLE VIII-ORDER OF BUSINESS**

In all regular meetings of CSA, the order of exercise shall be:

1. Welcome and come to order
2. Invocation
3. Posting of the minutes of the last meeting for membership review
4. Reports of the Board, Treasurer, and Committees
5. Unfinished Business
6. New Business
7. Program
8. Adjournment

### **ARTICLE IX-EXPENDITURE & MAINTENANCE OF ASSOCIATION FUNDS**

CSA funds will be maintained in a checking account whose location shall be determined by the Executive Board. Four (4) signatures will be set up on the account which will include the Treasurer, Executive Vice President, President, and Principal. All disbursement of funds will require two signatures. All requests for funds disbursement will require a Check Request which will include appropriate receipts.

### **ARTICLE X-AMENDMENTS**

Amendments to these by-laws may be adopted at any regular meeting of CSA by a two-thirds vote of the members present provided that notice of the proposed amendment has been given. Notice shall be by announcement at two regular meetings preceding the vote to amend.

### **ARTICLE XI-PARLIAMENTARY AUTHORITY**

All questions of parliamentary procedure not covered by these by-laws shall be decided according to the latest edition of Robert's Rules of Order.

# CHARGER SPORTS ASSOCIATION

## Organization Chart

March, 2010

### Officers

President  
Executive Vice President  
Vice President-Membership  
Vice President-Programs  
Vice President-Merchandise  
Secretary  
Treasurer

### Members (9) Executive Board

President (Chair)  
Executive Vice President  
Vice President-Membership  
Vice President-Programs  
Vice President-Merchandise  
Secretary  
Treasurer  
(E) Athletic Coordinator  
(E) Principal

### Non-Officers

Past President/Alumni Relations  
Chairperson-Golf Classic  
Special Events Coordinator  
Webmaster  
Sports Rep Liaison  
Varsity Team Representatives  
Junior Varsity Team Assistants  
Freshman Team Assistants  
Assistant VP-Membership  
Assistant VP-Programs  
Assistant VP-Merchandise  
Assistant Secretary  
Assistant Treasurer  
Assistant Chairperson-Golf Classic  
Assistant Special Events Coordinator  
Assistant Sports Rep Liaison  
Sergeant at Arms  
Parliamentarian

### Members (7) Nominating Committee

President  
Executive Vice President (Chair)  
Vice President-Membership  
Member At Large (1)  
(E) Athletic Coordinator  
(E) Principal or Vice Principal

### Standing Committees

Membership-VP-Membership (Chair)  
Programs-VP-Programs (Chair)  
Merchandise-VP-Merchandise (Chair)

(E) Ex-Officio Member

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