

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 fundraising.
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 Executive Board 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

Unless otherwise provided by the President, regular meetings shall be held on Mondays twice a month, from the latter part of August through the end of the regular Varsity football season. After the conclusion of the Varsity football season and continuing through May, regular meetings will be held on the first Monday of each month.

SECTION B-SPECIAL MEETINGS

Special meetings may be called by the President. A special meeting may also be called by 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 find a suitable time and place to hold meetings.

SECTION D-TIME OF THE MEETINGS

All regular meetings shall begin at 7:00 p.m., unless otherwise provided by the President.

ARTICLE V-QUORUM

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

ARTICLE VI-OFFICERS

SECTION A-TITLES

The Officers shall consist of a President, Executive Vice President, a Vice President-Membership, Vice President-Programs, Vice President-Merchandise, Secretary, Treasurer, Vice President-Golf Classic, Sports Rep Liaison, Communications Coordinator, and Social Media Coordinator.

The following non-officers shall be appointed by the Executive Board (if the position is deemed necessary): a) Past President/Alumni Relations; b) Assistant VP--Golf Classic; c) Special Events Coordinator and Assistant Special Events Coordinator; d) Assistant Communications Coordinator; e) 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 (in consultation with 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 shall be an ex-officio member 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's nominees on or before the April meeting (notification may include in-person or via electronic means). 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 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, unless otherwise provided by the Executive Board, 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 whose dues have been paid prior to the election shall be eligible to vote.

SECTION F-REMOVAL FROM OFFICE

Any officer or non-officer who is not be adequately performing his/her role (as determined by the Athletic Coordinator and the President) shall be subject to removal from office

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 herein; 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 in discharging necessary duties of absent members; c) act as presiding officer of CSA in the absence of the President, and d) oversee and run the event known as Meet the Chargers.
3. The Vice President-Membership shall: a) develop programs to increase membership and participation in CSA; b) attend individual team meetings to promote CSA membership; c) chair the Membership Committee; d) Create an up-to-date listing of CSA membership; and e) 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; c) sell merchandise at various school events such as Prep Days and football games; and d) 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; b) be responsible for program ad sales, compilation of the program, and authorization to print the program; and c) 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; c) conduct the correspondence of CSA, including the mailing and counting of votes for officer elections; and d) 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 herein; 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; g) present a full report at the last CSA meeting in May; and h) 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 Vice President-Golf Classic shall be responsible for the annual Spring Charger Golf Classic.
10. The Special Events Coordinator shall: coordinate the "Hall of Honor" event, currently every other year. The Executive Board may also assign a Special Events Coordinator to oversee a gala should additional fundraising efforts be necessary.
11. The Communications Coordinator 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; b) ensure accountability of Sports Reps to various duties and their communication to JV and Freshman reps and/or parents, and c) serve as a resource for the sports reps when questions arise regarding their responsibilities.
13. The Varsity Team Representatives shall: a) represent their assigned team and coordinate their team activities with CSA; b) introduce team coaches at CSA meetings; c) support team activities and communications as requested by the coaches and CSA; d) 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.
16. The Social Media Coordinator shall promote the activities and celebrate the successes of the sports on social media.

ARTICLE VII-APPOINTED BOARD

SECTION A-EXECUTIVE BOARD

There shall be an Executive Board consisting of the following Officers: the President, Executive Vice President, Vice President-Membership, Vice President-Merchandise, Vice President-Programs, Secretary, Treasurer, Vice President-Golf Classic, Sports Rep Liaison, Communications Coordinator, and

Social Media Coordinator. There may be up to an additional three (3) board members appointed to the Executive Board by the President; they shall take office immediately at the close of the session during 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) present reports as necessary at the regular meetings of CSA; c) approve routine obligations within the limits of the proposed program; d) adhere to the spirit and letter of UIL and NEISD rules and guidelines; e) review annually, and update as necessary, the by-laws of CSA; f) ensure CSA complies with all state and federal requirements; and g) arrange for an independent review of the financial records prior to the first meeting of the following year, whether through official audit or simple review by outside accountant.

SECTION B-MEETINGS OF THE EXECUTIVE BOARD

The meetings of the Executive Board shall be held at the discretion of the President upon notification to members. The Executive 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. T Standing Committees include Membership, Programs, and Merchandise.

SECTION D-REPORTS OF STANDING COMMITTEES

The Chairperson of each standing committee shall prepare and present, as necessary, 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. Treasurer's report
4. Reports of the Board, as necessary
5. Unfinished Business
6. New Business
7. Program
8. Adjournment

ARTICLE IX-EXPENDITURE & MAINTENANCE OF ASSOCIATION FUNDS

CSA funds shall be maintained in a checking account whose location shall be determined by the Executive Board. Three (3) signatures will be set up on the account which will include the Treasurer, Executive Vice President, and President. One additional check signer may be appointed by the President, if needed. All disbursement of funds will require two signatures. All requests for funds disbursement will require a Check Request with 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 made by announcement at the regular meeting prior to the meeting where the amendments will be voted upon. Amendments shall be e-mailed to all Officers and Committee Chairs prior to the meeting where the amendments shall be voted upon.

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.