

**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, volunteerism, 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**

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

**SECTION C-HONORARY MEMBERSHIP**

Honorary memberships to CSA may be given to: 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 afore-mentioned; and f) such special individuals as the Executive Board may desire, which includes all past presidents.

**ARTICLE III-MEMBERSHIPS**

Membership levels and associated dollar values shall be set by the Executive Board.

## **ARTICLE IV-MEETINGS**

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

The schedule of regular meetings shall be established by the Athletic Coordinator and the President each school year, provided there shall be no less than four (4) regular meetings of the membership each school year. Unless otherwise provided by the President, regular meetings shall be held on the first Monday of the applicable 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, and Treasurer.

The following non-officers shall be appointed by the Executive Board (if the position is deemed necessary): a) Alumni Relations; b) Chairperson and Assistant Chairperson-Golf Classic; c) Special Events Coordinator and Assistant Special Events Coordinator; d) Communications Coordinator; e) Social Media Coordinator; f) Sports Rep Liaison and Assistant Sports Rep Liaison; g) Assistant Vice President-Membership; h) Assistant Vice President-Programs; i) Assistant Vice President-Merchandise; j) Assistant Secretary; k) Assistant Treasurer; l) Sergeants At Arms; m) Parliamentarian; and n) Sports Reps (Team Representatives for each of the Varsity sports teams), in consultation with the coaches. Committee Members may be appointed as necessary by any Officer to assist him/her in discharging his/her duties. Each position may be held individually or 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 will chair the Officer Nominating Committee.
2. The general membership will be notified of the Officer Nominating Committee's nominees before the meeting during which the elections shall be voted upon. Notification may be made in-person or via electronic means.
3. During the membership meeting where the election is held, nominations may be made from the floor provided that the candidate's consent has been obtained prior to nomination. Nominees shall be elected by a "show of hands" vote. A majority vote of the membership present shall be necessary for election.

4. When an in-person election meeting cannot be held due to exigent circumstances, a virtual meeting may be held provided that all participants may hear and speak to each other. Both the process by which the votes were collected and the resulting summary of votes shall be recorded in the secretary's minutes.
5. The provisions of this section shall be read/provided to the general membership prior to the election meeting, either verbally or electronically. The provisions shall also be read to the general membership at the election meeting.

#### **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 and approved by the Principal, has a student enrolled and participating in a sports program(s) at Churchill High School during his/her proposed term. The President and Treasurer may each serve a maximum of 2 one-year consecutive terms, unless otherwise provided by the Principal.

#### **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 commence 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 President and Executive Vice 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) 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; c) be responsible for obtaining a vendor to print the program; d) be responsible for the distribution of the program, including obtaining the necessary volunteers to assist in the distribution; and e) 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) present a financial report at each meeting of the Executive Board and each regular meeting; f) complete (or procure an independent accountant to complete) all legally required tax and financial filings and g) provide complete information to the audit committee to enable them to audit the financial records.
8. The 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 Charger Golf Classic, including a) choosing a venue; b) soliciting sponsors and golfers; c) obtaining auction items; d) creating appropriate signage, awards, and “goodie bags” (as necessary); and e) performing/managing all other activities associated with hosting a successful event.
10. The Special Events Coordinator shall coordinate the “Hall of Honor” event, which is 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, g) assist/train the Sports Reps on setting up their individual team pages; and h) perform other duties as requested.
12. The Sports Rep Liaison shall: a) communicate information to all Sports Reps; b) ensure accountability of Sports Reps to their various duties and 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 Sports Reps (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 and manage an assistant for each Junior Varsity and Freshman sports team; e) coordinate each team’s sports banquet; f) provide auction baskets for the Golf Classic and Gala (if applicable); and g) assist in getting advertisers for the All Sports Program; and h) 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 parliamentary law and matters of procedures when requested.
16. The Social Media Coordinator shall promote the activities of CSA and the individual sports 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, Assistant VP-Merchandise, Vice President-Programs, Assistant VP-Programs, Secretary, Treasurer, Chair-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. Executive Board members 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 members, the Principal, or the Athletic Coordinator; 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.

**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. 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**

Regular meetings of CSA shall include the following:

1. Welcome and call to order
2. Invocation
3. Treasurer’s report
4. Reports of the Board, as necessary
5. Unfinished Business, if applicable
6. New Business, if applicable
7. Program
8. Adjournment

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

CSA funds shall be maintained in a checking account at a location determined by the Executive Board. CSA’s fiscal year shall run from June 1 through May 31 of any given year. 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 disbursements 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 notice of the proposed amendment has been given, either verbally or via electronic means. 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.