

## **Aledo Athletic Booster Club Constitution and By-Laws (Amended as approved on May 15, 2014)**

### **Vision Statement:**

Provide the best possible experience in the development of hard working, competitive, moral, and ethical Aledo ISD student athletes.

### **Mission Statement:**

- Providing programs that support and promote student athletes
- Fundraising to provide resources to coaches, athletes and spirit teams
- Communicating athletic achievements to the community
- Demonstrating and promoting good sportsmanship
- Promoting the goals and objectives of Aledo ISD Athletics

### **Goals:**

Our primary goal, with the assistance of the Athletic Department, is to ensure that our student athletes are equipped with the essentials needed to participate in Aledo ISD athletics.

## **ARTICLE I - NAME:**

The name of this organization shall be the "Aledo Athletic Booster Club" (AABC).

## **ARTICLE II - PURPOSE:**

### **Section 1:**

The purpose of this organization shall be to provide support for the athletic objectives of the Aledo ISD Athletic program. This is accomplished through projects that provide financial aid, improve physical facilities and support team spirit groups and individuals representing Aledo ISD in interscholastic athletic activities.

### **Section 2:**

The organization is a non-profit organization. No part of the net earnings or receipts of the organization shall be for the benefit of any private member or individual. The organization will not carry on propaganda, influence legislations, or intervene in political campaign opposition to any candidates. The organization is organized exclusively for charitable, religious, educational, and for scientific purposes under section 501 (c) (3) of the Internal Revenue Code.

### **Section 3:**

We agree that no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of

propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code. In case of bankruptcy, such assets not disposed of shall be disposed of by an appropriate court of the county in which the principle office of the organization is then located.

**Section 4:**

The AABC can be dissolved as an organization by a 2/3 majority vote of the entire general membership not just those attending a single meeting. The Secretary shall carry out a written vote of the entire general membership if a majority of members at a meeting call for such a vote. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE III — MEMBERSHIP:**

**Section 1:**

Membership to this organization shall be open to any person who has an interest in the athletic activities of Aledo ISD and who pays the yearly dues. Each family membership is entitled to cast no more than 2 votes. Each voting member must be an adult (18 years or older) and must be present at the time of voting. Current Aledo ISD students shall not be voting members of the organization. The amount of dues shall be set by the Executive Board in its first meeting of the fiscal year. All members shall be aware of and abide by all UIL rules as regards to Booster Club activities as published on the UIL website. The Executive Board shall make hardcopies available to all members if requested. Lifetime members as of April 1, 2014 shall be considered lifetime members and shall not be charged any future membership dues.

**ARTICLE IV — OFFICERS AND CHAIRPERSONS:**

**Section 1:**

The Executive Board of the Aledo Athletic Booster Club shall consist of the Presidents of the Auxiliary-Clubs and an elected Treasurer that does not hold the positions of either President or Treasurer of any of the Auxiliary-Clubs. The Executive Board shall consist of the following officers: Chair, Secretary and Treasurer. Each Auxiliary-Club shall have an Executive Board; President, Vice President, Secretary and Treasurer. The Executive Board of Auxiliary-Clubs may be expanded on a year by year basis to include any such committee chairpersons approved by the majority vote of the Auxiliary-Club Membership.

**Section 2:**

The business, assets and affairs of the Club shall be managed by the officers, who shall have the power to initiate and approve programs, projects and plans of the Club subject to the approval of the voting members of the organization.

**Section 3:**

The Athletic Director shall serve as a non-voting officer of the Executive AABC Board.

**Section 4:**

**Election and Term of Office:** The officers shall be elected by the general membership of the auxiliary club on a yearly basis at a date and time established by the Auxiliary-Club Executive Officers. The officers shall be elected from the slate presented by the Auxiliary-Club Executive Board or by nomination from the floor. These officers shall serve a term of 1 year. A vacancy occurring in an office shall be filled by a vote of the membership, except for the President, which shall be filled by the Vice President if they are willing and able, and if not, by a vote of the membership.

**Section 5:**

A majority of the officers shall constitute a quorum at any meeting of the officers.

**Section 6:**

Duties of the Executive Board Officers

*Chair* - The Executive Chair shall: be the principle executive officer of the Club and, subject to the control of the By-Laws; supervise and control all of the business and affairs of the Club; and when present, preside at all regular meetings and meetings of the officers. He/She will sign, along with the Treasurer, contracts or other instruments that the members have authorized to be executed, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of Chair and such other duties as prescribed by the membership by majority vote of the voting members. The Chair should be kept apprised of the activity of all AABC committee activities.

*Secretary* - The Executive Secretary shall: keep the minutes of the meetings of the officers in one or more books provided for that purpose; communicate the minutes by email to the members or post them on a website; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by Federal or State Law; be custodian of Club records; keep a register of the post office address, telephone numbers, and email addresses of each member; and, in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair.

*Treasurer* – The Executive Treasurer shall: have oversight of and be responsible for all funds and securities of the Club; receive and give receipts for monies due and payable to the Club, and deposit all such monies in the name of the Club in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article X of these By-Laws; in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President. The Executive Treasurer shall also sign purchase orders and other legal documentation approved by the Executive Board or Auxiliary-Clubs along with the Chair and provide financial reports at the regularly scheduled Executive Board meetings.

The Treasurer is responsible for submitting applicable reports under Section 501 (c) (3) of the Internal Revenue Code; or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code; or corresponding section of any future tax code. The Auxiliary-Club Treasures will provide all monies collected in an itemized format on behalf of the Auxiliary-Club. The Executive Treasurer will keep accounting records of all credits/debits for each Auxiliary-Club.

**Section 7:**

Officer and Chairperson Attendance at Meetings: All Executive Board members are expected to maintain regular attendance at Board meetings. Conspicuous absences by a Board member may result in a decision by a quorum of the Executive Board of the Club to replace this Board member.

**ARTICLE V — AUXILIARY-CLUB PRESIDENTS:**

**Section 1:**

Auxiliary-Club Presidents shall be a representative of each sport team representing Aledo ISD in interscholastic activities. The head coach will submit his/her approval of all those who have either volunteered or are selected to represent the sports team.

**Section 2:**

Each Auxiliary-Club Presidents shall: represent the sport and team at regular AABC Executive Board meetings; arrange for a substitute to report if absent; and present funding needs, information and concerns to the Club membership at regular meetings.

**ARTICLE VI — SCHOLARSHIP CRITERIA:**

The Athletic Booster Club will provide senior athlete scholarships; number and amount to be determined by the Executive Board each school year. The following criteria will be used in selecting the scholarship recipient:

- The parent/guardian of the athlete must be a member of the AABC,
- The athlete must have represented an Aledo High School sport,
- The athlete shall fill out a scholarship application to be obtained from the AABC,
- A selection committee, appointed by the Executive Board and the Athletic Director, will select from the applicants, (parents of the applicants cannot serve on the selection committee),
- The amount of each scholarship shall be determined near the end of the school year at a regular scheduled meeting. The scholarships will be awarded by the Executive Chair.

## **ARTICLE VII — GENERAL MEETINGS:**

### **Meeting Location:**

The Aledo Athletic Booster Club Executive Board will meet once per month and additionally as determined necessary by the Executive Board at the Aledo High School. The Executive Board meets as needed during the summer. Auxiliary-Club Boards will meet weekly during sport's season and monthly during off-season or as deemed necessary by its President.

### **Section 1:**

The Secretary may declare a quorum of members present at any scheduled meeting for the purpose of conducting business.

### **Section 2:**

Special meetings of the Executive Board, Auxiliary-Club Boards and/or members for any purpose(s), unless otherwise prohibited by the By-Laws, may be called by the Chair, the Executive Board or any Auxiliary-Club Board. Special committee meetings and/or general membership meetings shall be called by the Chair or any Auxiliary-Club President at the request of not less than 50% of all members entitled to vote.

### **Section 3:**

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which these are applicable and in which they are consistent with the By-Laws and any special rules of order the Club may adopt. The order of business at all meetings of the membership shall be as follows:

- Call to order
- Approval of the minutes of proceeding meeting
- Treasurer's Report
- Reports of the committees
- Unfinished business
- New business
- Team Reports
- Adjournment

## **ARTICLE VIII — VOTING:**

### **Section 1:**

Current dues paying members shall be entitled to vote on any issues presented to and that requires a vote by the AABC membership. Each family membership shall cast no more than 2 votes. Each voting member must be an adult (18 years or older).

### **Section 2:**

Majority votes of the membership present and voting carry the vote except when voting on By-Laws.

**Section 3:**

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a 51% vote of the general membership. Changes may be brought forward and presented by any member of the Executive Board and Auxiliary-Clubs.

**ARTICLE IX — COMMITTEES:**

**Section 1:**

General committees shall be appointed by the President of each Auxiliary-Club and approved by a majority vote to assist in conducting activities.

**ARTICLE X — CONTRACTS, LOANS, CHECKS, DEPOSITS AND AID:**

**Section 1:**

Loans and contracts: No loan or contract shall be entered into unless carried by a majority vote of the voting members present. Additionally, the Athletic Director must approve any loan or contract, in addition to observing terms or conditions as set forth in applicable School Board policy or practices.

**Section 2:**

Checks and drafts, etc: All purchase orders, expenditure vouchers, checks and drafts for payment of money shall be approved by the Executive Board, Auxiliary-Club Board or general membership vote first, and then signed by the Executive Treasurer. Checks over \$1,000.00 shall require the signature of the Executive Treasurer and Executive Chair.

**Section 3:**

Deposits: All funds of Auxiliary Clubs shall be deposited within seven (7) business days of receipt by the Executive Treasurer in the Club's checking account held at a bank of the Executive Board's choosing.

**Section 4:**

Aid: Teams requesting aid from their Auxiliary-Club shall present their request at a regular meeting of the membership. The team representative, coach, Athletic Director or a member of the Auxiliary-Club may present the request for aid. No requests shall be approved that would break any UIL rules. All requests will be paid by the Executive Treasurer if the request is approved by a majority of the members present at the Auxiliary-Club's meeting. The Executive Treasurer will disperse payments to the Auxiliary-Club based on the current funds available to that Auxiliary-Club. If funds are not available, the Auxiliary-Club may appeal to the Executive Board for assistance. An appeal may only be approved by a majority vote of the Executive Board.

**Section 5:**

Major Expenditures: All major expenditures; (those requiring loans or contracts), whether monetary, equipment, facility construction or improvements, must be approved by the Principal and Athletic Director of Aledo High School, as well as by majority vote of the voting Auxiliary-Club members present, as subject to Aledo ISD School Board policy or practices.

## **ARTICLE XI — FISCAL YEAR AND BUDGET:**

### **Section 1:**

Fiscal Year: The fiscal year of the Club shall begin the first day of January and end on the last day of December.

### **Section 2:**

Budget: The President of each Auxiliary-Club shall present a budget to its members for approval at the first regularly scheduled meeting of the members.

### **Section 3:**

Audit: The Club account(s) will be audited at a time and date as requested by the Athletic Director of Aledo ISD or a majority vote of the Executive Board of the AABC.

## **ARTICLE XII — FUND RAISERS:**

### **Section 1:**

Fund raisers shall include collecting membership dues, selling of merchandise, working concessions, holding raffles, selling advertising in the athletic programs, selling athletic programs, organizing auctions, and other activities as planned by the Auxiliary-Clubs and the general membership.