



**EAST CENTRAL HIGH SCHOOL
ATHLETIC BOOSTER CLUB**



**EAST CENTRAL HIGH
SCHOOL ATHLETIC
BOOSTER CLUB**

CONSTITUTION AND BY-LAWS

2011-2012

Table of Contents

ARTICLE 1: NAME AND LOCATION.....	4
SECTION 1: NAME.....	4
SECTION 2: LOCATION	4
ARTICLE II: PURPOSE AND POLICIES	4
ARTICLE III: MEMBERSHIP.....	4
SECTION 1: ELIGIBILITY FOR MEMBERSHIP	4
SECTION 2: MEMBERSHIP LEVELS.....	5
SECTION 3: HONORARY MEMBERSHIP	5
ARTICLE IV: OFFICERS.....	5
SECTION 1: ELECTED OFFICERS	5
SECTION 2: TERMS OF OFFICE	5
SECTION 3: SUB-COMMITTEES	6
ARTICLE V: COMPOSITION OF GOVERNING BODY	6
SECTION 1: BOARD OF DIRECTORS	6
SECTION 2: BASIC DUTIES.....	6
SECTION 3: REMOVAL.....	6
ARTICLE VI: AMENDMENT TO CONSTITUTION AND BY-LAWS.....	7
SECTION 1: POWER OF GENERAL MEMBERSHIP	7
SECTION 2: NEW CONSTITUTION AND BY-LAWS	7
ARTICLE VII: DISSOLUTION AND DISPOSITION	7
EAST CENTRAL ATHLETIC BOOSTER CLUB BY-LAWS	8
ARTICLE 1: DUTIES OF OFFICERS.....	8
SECTION 1: PRESIDENT	8
SECTION 2: FIRST VICE-PRESIDENT	8
SECTION III: THE SECOND VICE-PRESIDENT.....	8
SECTION IV: THE RECORDING SECRETARY.....	9
SECTION V: THE TREASURER.....	9
SECTION VI: THE VOLUNTEER COORDINATOR	9
ARTICLE II: ELECTION OF OFFICERS.....	10
SECTION 1: SLATE OF OFFICERS	10
SECTION 2: ELIGIBILITY FOR VOTING	10
SECTION 3: VOTING AND ELECTIONS.....	10
SECTION 4: ELIGIBILITY OF CANDIDATE FOR OFFICE.....	10
ARTICLE III: COMMITTEE.....	11
SECTION 1: STANDING COMMITTEE	11

ARTICLE IV: QUORUMS	11
SECTION 1: BUSINESS MEETING.....	11
SECTION 2: BOARD OF DIRECTORS MEETING	11
ARTICLE VI: FINANCE.....	11
SECTION 1: REVENUES, DUES AND DONATIONS	11
SECTION 2: EXPENDITURES.....	12
ARTICLE VII: AUDIT OF FUNDS	12
ARTICLE VIII: PARLIAMENTARY AUTHORITY	12
ARTICLE IX: BY-LAWS COMMITTEE	12
SECTION 1: THE COMMITTEE	12
EAST CENTRAL ATHLETIC BOOSTER CLUB STANDING RULES.....	13
ARTICLE I: ECABC SCHOLARSHIP ELIGIBILITY	13
ARTICLE II: SCHOLARSHIP REQUIREMENTS EXCEPTION	15

EAST CENTRAL HIGH SCHOOL ATHLETIC BOOSTER CLUB CONSTITUTION

ARTICLE 1: NAME AND LOCATION

SECTION 1: NAME

The name of this organization shall be EAST CENTRAL ATHLETIC BOOSTER CLUB, here in referred to as the ATHLETIC BOOSTER CLUB or ECABC.

SECTION 2: LOCATION

The Athletic Booster Club shall be located at East Central High School.

ARTICLE II: PURPOSE AND POLICIES

- A. To promote existing and future athletic programs in the East Central Independent School District.
- B. To encourage the broadest participation in both boys and girls athletic programs.
- C. To develop an understanding and appreciation of the purpose and benefits of the athletic program.
- D. To develop between coaches, administration and the general public such united efforts as will secure for all youths the highest advantages in a physical, mental, social and spiritual atmosphere.
- E. To raise funds for the East Central athletic program.
- F. To develop the club's purposes through committees and projects.
- G. To avoid any actions which would appear to interfere with the administration of the school or control its policies.

ARTICLE III: MEMBERSHIP

SECTION 1: ELIGIBILITY FOR MEMBERSHIP

- A. Membership shall be open to any person who is at least 19 years old and subscribes to the purpose and policies of the East Central Athletic Booster Club.
- B. Membership shall be extended upon payment of the annual dues.

- C. Annual memberships will be effective June 1st – May 31st or on the date paid through May 31st of the current school year. (Effective July 25, 2011)

SECTION 2: MEMBERSHIP LEVELS

- A. General Member
 - a. A person who has paid the General Membership dues in the current school year.
 - b. All ECABC members of good standing shall have unrestricted Booster Club privileges to make motions and/or vote.
- B. Active Member
 - a. An “Active Member” is one who is a current ECABC member, participates in at least 4 ECABC meetings per year and volunteers to work at various ECABC events during that school year.
 - b. All East Central Athletic Booster Club members of good standing shall have unrestricted Booster Club privileges to make motions and/or vote.
 - c. All members of good standing shall be eligible to run for a board position for the upcoming year.
- C. Sub-Committee Member
 - a. A board appointed position who would be the primary point of contact between a named committee and the board.
 - b. Must be an Active Booster Club Member during the appointed year.
- D. Board Member
 - a. An elected position which includes the President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, and Volunteer Coordinator.
 - b. All ECABC members of good standing shall have unrestricted Booster Club privileges to make motions and/or vote.

SECTION 3: HONORARY MEMBERSHIP

Honorary Membership of this club shall consist of the Superintendent of Schools, Principal of East Central High School, the Vice-Principals of East Central High School, coaches of the East Central I.S.D., Principal of East Central Legacy Middle School, Principal of East Central Heritage Middle School and special individuals as the membership may desire to elect. All Honorary Memberships of this club shall consist of the East Central members and will be invited to become advisors of the Board of Directors and will have NO vote.

ARTICLE IV: OFFICERS

SECTION 1: ELECTED OFFICERS

Elected officers of this Booster Club shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and a Volunteer Coordinator.

SECTION 2: TERMS OF OFFICE

- A. The term of office for all elected officers shall be one year from time of installation on May 1st of the elected year to the last day in April the following year.
- B. No officer shall be eligible to serve more than two (2) consecutive terms in the same office unless their nomination goes uncontested.

SECTION 3: SUB-COMMITTEES

- A. The term of office for all Sub-Committee members shall be one year from time of installation.

ARTICLE V: COMPOSITION OF GOVERNING BODY

SECTION 1: BOARD OF DIRECTORS

Board of Directors will consist of the officers holding elected positions in the Booster Club, The Athletic Director, or Designee.

SECTION 2: BASIC DUTIES

- A. The Board of Directors basic duties will be to:
 - a. Coordinate and supervise all activities of the Booster Club,
 - b. Prepare and present an annual budget to the general membership at the October monthly meeting.
 - c. Collect and disburse the Booster Club monies.
- B. Each Board Member will have one vote, with the exception of:
 - a. Presiding Officer, who will vote only to break a tie,
 - b. Athletic Director, or designee, who will serve in an advisory capacity,
 - c. Honorary members, who will serve in an advisory capacity.

SECTION 3: REMOVAL

A person may be removed from the Board of Directors or from a Standing committee for missing two (2) consecutive business meetings without a legitimate reason and with a 2/3 vote of the Board of Directors.

ARTICLE VI: AMENDMENT TO CONSTITUTION AND BY-LAWS

SECTION 1: POWER OF GENERAL MEMBERSHIP

- A. A member desiring to propose any amendment to the Constitution and By-Laws shall present to same in writing with his/her signature to the Board of Directors.
- B. The Board of Directors will present the amendment to the membership with its recommendation.
- C. The amendment to the Constitution will be read at the business meeting prior to the date the vote is taken.
- D. The amendment to the Constitution must be approved by 2/3 of the Active members present.
- E. An amendment to the Constitution will become effective immediately upon approval of the Active membership.

SECTION 2: NEW CONSTITUTION AND BY-LAWS

- A. If at any time a new constitution and by-laws is deemed necessary such document must be subject to the same review and approval procedures as stated in ARTICLE IX, SECTION 1.
- B. On that date, this Constitution will automatically be rescinded.

ARTICLE VII: DISSOLUTION AND DISPOSITION

- A. Upon dissolution of the Booster Club, all liabilities must be satisfied.
- B. All assets shall be converted to cash and disbursed pursuant to the “objectives” of this organization.
- C. No officer and/or member are to benefit monetarily.
- D. Assets abandoned on or after dissolution will be acquired by the Athletic Director of East Central ISD for disposal.

EAST CENTRAL ATHLETIC BOOSTER CLUB BY-LAWS

ARTICLE 1: DUTIES OF OFFICERS

All ECABC Officers are required to participate in the operation of ECABC functions. This includes, but is not limited to, Scholarship Fundraiser Dinner, Sports Banquets, Spirit Item sales, and Concession Stand duties at scheduled athletic events.

SECTION 1: PRESIDENT

- A. The President shall perform duties as are usually attached to the Office of President.
- B. Appoint chairpersons of standing and special committees and Assist chairperson as necessary.
- C. Oversee activities of the organization based on plans and programs of the Athletic Booster Club.
- D. The President shall be the reporting member to the ECISD Board of Directors upon request.
- E. Be responsible for the overall management to include:
 - i. Accountability of assets,
 - ii. Authority to sign on all banking transactions not to exceed \$1,500. Above this amount, both the signature of the President and Treasurer are required. Any purchase above \$500 requires board approval.
 - iii. Satisfaction of liabilities,
 - iv. Disposing of residual assets on dissolution,
 - v. Ensuring responsible financial management as the By-Laws and the ECABC specify,
 - vi. Scholarship Fundraiser Duties

SECTION 2: FIRST VICE-PRESIDENT

- A. The First Vice-President shall assist the President.
- B. In the President's absence, the First Vice-President shall perform the duties of the President.
- C. The First Vice-President shall succeed to the office of President in the event of a vacancy.
- D. Oversee the ECABC Spirit Sales duties
- E. Also, see Article IX By-Laws Committee

SECTION III: THE SECOND VICE-PRESIDENT

- A. The Second Vice-President shall coordinate with the ECHS Athletic Office the Team Program sales, distribution, proof reading, and advertising.
- B. Act as the liaison between the ECABC and other support organizations

- C. Oversee the ECABC Concession Stand duties

SECTION IV: THE RECORDING SECRETARY

- A. The Recording Secretary shall record the minutes of all meetings. This person shall present the minutes from regular meetings for the approval by the members. A copy of the minutes will be made available to the membership.
- B. Collect and assemble a list of all ECABC members and notify said members by email of upcoming meetings and Booster Club events and news.
- C. Confirm the monthly meeting location and notify the ECABC Members by email and posting on the echornets.com website.
- D. Track Attendance from all regular meetings on the Master Membership list and keep posted on the echornets.com website.
- E. Oversee the Sports Banquet Volunteers

SECTION V: THE TREASURER

- A. The Treasurer shall collect and keep an accurate account of all monies, notes, bonds and similar property belonging to the Athletic Booster Club. Records shall include all receipts and disbursements for the Athletic Booster Club.
- B. This person shall deposit sums received by the Athletic Booster Club in the name of the group in such depositories as shall be approved by the Board of Directors.
- C. The Treasurer will act as custodian of the Athletic Booster Clubs assets.
- D. Authority to sign on all banking transactions not to exceed \$1,500. Above this amount, both the signature of the President and Treasurer are required. Any purchase above \$500 requires board approval.
- E. The Treasurer will ensure that a financial report is presented at each regular meeting. A copy of this report will be made available to the membership.
- F. Submit books to the auditing committee as requested.
- G. Work with the ECABC Board of Directors in establishing an annual budget to be presented at the last general membership meeting of the year by the new treasurer.

SECTION VI: THE VOLUNTEER COORDINATOR

- A. The Volunteer Coordinator shall oversee the Volunteer Schedule and keep it posted on the echornets.com website
- B. Track Volunteer Hours onto the Master Membership list and keep posted on the echornets.com website.

ARTICLE II: ELECTION OF OFFICERS

SECTION 1: SLATE OF OFFICERS

- A. A slate of officers will be submitted by the Board of Directors at the March Business Meeting.
- B. Nominations from the floor will be accepted at the March and April Business Meetings.
 - a. Nominee must be present or a letter of intent must have been submitted to the Board President one week prior to this meeting.
 - b. Nominee must be an Active member of good standing,

SECTION 2: ELIGIBILITY FOR VOTING

- A. Any Active member of the ECABC whose dues have been paid in the month preceding the election month shall be eligible to vote.
- B. In all voting procedures, there shall be only one vote per member.

SECTION 3: VOTING AND ELECTIONS

- A. Voting for elections will take place at the April meeting.
- B. Voting can be ballot or acclamation.
- C. Ballots may be prepared by the Secretary.
- D. Ballots will be counted by the Board of Directors.
- E. A candidate will be elected if he/she receives a quorum of votes.
- F. In case of a tie vote, a new vote will be taken for that office.
- G. Only members attending the April meeting may vote.
- H. Votes by proxy will not be allowed.
- I. The elected officer will take office May 1st of the elected year.

SECTION 4: ELIGIBILITY OF CANDIDATE FOR OFFICE

- A. Must be an “Active Member” of the East Central Athletic Booster Club in the year of the election.

ARTICLE III: COMMITTEE

SECTION 1: STANDING COMMITTEE

- A. Consists of Chairperson who will:
 - a. Be a voting member of the ECABC Board of Directors, present a report at each Board of Directors meeting, if feasible.
 - b. Include additional members as required and appointed by the Chairperson.

- B. Duties:
 - a. WAYS AND MEANS – shall consider and develop ideas for plans to create sufficient revenue to meet the Club’s budget.

 - b. BUDGET –
 - i. Shall be initially composed of the outgoing and newly elected officers.
 - ii. The Athletic Director shall be a non-voting member of the committee. All requests for athletic equipment and for athletic programs must be channeled through the Athletic Director to the committee.
 - iii. This committee shall prepare an itemized annual budget showing projected revenues and expenditures for the coming year.
 - iv. The approved budget will be submitted to the General membership at the first meeting in October.

- C. Dissolution of Committees

The President shall have the authority to create or delete special committees with concurrence of the ECABC Board of Directors as needed for the welfare of the club.

ARTICLE IV: QUORUMS

SECTION 1: BUSINESS MEETING

For any business or special meeting of the Athletic Booster Club, a Quorum shall consist of those members present.

SECTION 2: BOARD OF DIRECTORS MEETING

A quorum for a meeting of the Board of Directors shall be two thirds (2/3) of the board members (4).

ARTICLE VI: FINANCE

SECTION 1: REVENUES, DUES AND DONATIONS

- A. Revenues

- a. The revenues of the Athletic Booster Club shall be derived from membership dues and monies from revenue producing activities.
 - b. All pertinent Texas tax laws shall be observed.
- B. Dues
- a. The amount of annual dues shall be set by the ECABC Board of Directors prior to the first business meeting of the year.
 - b. Dues are payable starting May 1st.
- C. Donations
- a. Gifts will be readily accepted.
- D. Fundraisers
- a. Primary funding for the East Central Athletic Booster Club shall come from membership dues, concessions, spirit items, and promotions.
 - b. All fundraising activity must be approved by the East Central High School Principal before they begin.

SECTION 2: EXPENDITURES

- A. Funds of this club may be expended as stated in Article III, Section 1, B. of the By-Laws
- B. The President shall be empowered to expend up to one hundred dollars (\$100.00) monthly as Athletic Booster Club emergencies arise.
- C. Departing gifts will not exceed UIL allowed expenditures.

ARTICLE VII: AUDIT OF FUNDS

- A. An annual audit of the ECABC funds shall be performed before the new term begins for the elected officers.
- B. In addition, there will be an interim audit performed if there is a change in the Treasurer.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised) shall govern the Athletic Booster Club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE IX: BY-LAWS COMMITTEE

SECTION 1: THE COMMITTEE

- A. The By-laws Committee will consist of a maximum of seven (7) members.

By-Laws Committee includes: the First Vice-President and a maximum of six (6) members who volunteer or are appointed by the ECABC Board of Directors.

- B. By-laws committee will review the by-laws every 2 years and submit recommended changes to the membership for approval at the meeting following the amendment. A copy of the proposed by-laws shall be made available to each member.

By-Laws Amended: June 14, 2011

Membership Vote and Adoption: July 25, 2011

Fran Sells, ECABC First Vice President

Stephanie Jupe, ECABC Active Member

Debra Guerrero, ECABC Active Member

Sharon Walker, ECABC Active Member

Brandi DeAnda, ECABC Active Member

EAST CENTRAL ATHLETIC BOOSTER CLUB STANDING RULES

ARTICLE I: ECABC SCHOLARSHIP ELIGIBILITY

1. To be eligible for an ECABC Scholarship, an Athlete/Trainer must be sponsored by an Active Member who fulfills all Scholarship requirements stated below:
 - a. Active Member's child must participate in an ECHS sport or as a Student Athletic Trainer during their senior year at ECHS, coach/head trainer signature required on application.
 - b. Active Member must accumulate a minimum of 40 volunteer hours by April 1st of that child's graduating year beginning with the class of 2013. (All Athletes/Trainers who will graduate prior to 2013 are grandfathered based on the chart below).
 - c. Active Member must attend a minimum of 16 ECABC meetings by the 1st Monday in April of the Athlete's graduating year (All Athletes/Trainers who will graduate prior to 2013 are grandfathered based on the chart below).
 - d. Other qualifications for an ECABC Scholarship can be found on the Scholarship application.
 - e. All Volunteer Hours must be submitted to the Volunteer Coordinator within 30 days of working those hours. (Volunteer activities include: Registration, Spirit Booth, Booster Club Fundraiser, Concession Stand, Sports Banquet, Coach's Appreciation, Tunnel Crew, or any other Booster Club sponsored event).
 - f. Active Member must attend a minimum of 4 ECABC meetings per year 3 out of 4 years while attending ECHS.

All Athletes/Trainers who want to be considered for an ECABC Scholarship and who is part of the Class of 2012 will need a Parent/Guardian/Sponsor to adhere to the following:

Class of:	Minimum Volunteer Hours:	By When:	Minimum ECABC Meetings:
2012	30	April 2, 2012	12

All Athletes/Trainers who want to be considered for an ECABC Scholarship beyond the Class of 2012 will need a Parent/Guardian/Sponsor to adhere to the following:

Class of:	Minimum Volunteer Hours:	By When:	Minimum ECABC Meetings:
2013 +	40	1 st Monday in April of the Athlete's Graduating Year	16

2. For a Parent/Guardian with more than one Athlete/Trainer attending East Central High School:
 - a. For each hour volunteered during the year that 1 or more child is participating in an ECHS sport (including Athletic Training), credit will be given to both athletes.
 - b. For each meeting that is attended by the ECABC member who has 1 or more child participating in an ECHS sport (including Athletic Training) for a given year, credit will be given to both athletes.

3. ECABC Meetings:
 - a. There are normally 12 scheduled meetings from June through May of each school year. These are typically held on the last Monday of each month with the exceptions of the month of the scholarship fundraiser and December.
 - b. Committee meetings are counted toward the required meetings that an athlete's Parent/Guardian/Sponsor must attend to be considered an Active Member.

4. Adopt-an-Athlete:
 - a. Any ECABC member may sponsor an athlete/trainer if that athlete/trainer does not have a Parent/Guardian that can fulfill the obligations of an Active Member. The Sponsor cannot sponsor their own child(ren) and another child from a different family during the same year.
 - b. The Active Member who decides to sponsor an athlete/trainer must identify that athlete's name on the ECABC membership application during the year they are sponsoring the athlete/trainer.
 - c. If the Sponsor cannot fulfill the obligations of an Active Member, another Sponsor can "adopt" that athlete/trainer and fulfill the remaining requirements for Scholarship eligibility.

5. Athletes who move-in/transfer to ECHS after their Freshmen year:
 - a. To be eligible for an ECABC Scholarship, the athlete's Parent/Guardian/Sponsor must be an ECABC Active Member. The Active Member must attend 16 meetings and volunteer a minimum of 40 hours by the 1st Monday in April of the athlete's senior year. (Unless they will graduate in 2011 or 2012 whereby they would follow the requirements in the chart in Article 1, Section 1e of the Standing Rules).

6. Scholarship recipients:
 - a. Checks will be written to the school where the athlete/trainer is registered as a student. Athlete/trainer must provide proof of registration (e.g.: copy of their class schedule) prior to the ECABC sending the school the scholarship check.
 - b. Scholarship recipients must use the award no later than January 31st of the following school year.

ARTICLE II: SCHOLARSHIP REQUIREMENTS EXCEPTION

- A. The ECABC Board consisting of President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, and Volunteer Coordinator will approve exceptions to the Meeting and Hours requirements of the Scholarship Standing Rules. The following criteria will be used, however; the ECABC Board is not limited in its consideration of approving exceptions:
 - a. The student athlete/trainer has a Guardian/Foster Sponsor
 - b. The student athlete/trainer has a Parent(s)/Guardian(s) that has been or is deployed(military dependent)
 - c. The student athlete/trainer has been determined to be disadvantaged
 - d. The Parent/Guardian Sponsor(s) have volunteered a large amount of time to the ECABC

- B. Upon the direction of the ECABC Board the student athlete/trainer shall be deemed eligible. The student athlete/trainer will be required to meet all other requirements of Scholarship eligibility. The Student's packet will be submitted to the Independent Scholarship Committee for review along with other contenders.