

Anna Coyote Athletic Boosters By-Laws

Article I. --- Organizational Name:

- The name of this organization shall be the Anna Coyote Athletic Boosters (referred to as "AABC").

Article II. --- Purpose:

The overall and sole purpose of this organization is as follows:

1. To support and provide encouragement for the Anna High School Sports Teams and a limited involvement in supporting Middle School events.
2. To provide a positive interaction between the Anna Coyote Athletic Boosters, School Officials, Coaching Staff, Student Body and the Community;
3. To engage in fundraising activities in support of the Boosters, and any other activities of the High School that the Anna Coyote Athletic Boosters believes is appropriate.
4. To promote a positive image of all the Anna ISD athletic activities to the Community.
5. To be a support of any school activity that the Anna Coyote Athletic Boosters believes is deserving and aligned with the previous statements of purpose.

Article III. ---- Conduct of Activities:

All Anna Coyote Athletic Boosters activities will be conducted in accordance with University Interscholastic League (UIL) guidelines, Anna Independent School District (AISD) booster club guidelines, and Texas and Federal Laws. The Superintendent of the Anna Independent School District shall be the final authority in all matters in this regard relating to the Anna Coyote Athletic Boosters.

Article IV. --- Membership:

Membership to the Anna Coyote Athletic Boosters will be open to any individual interested in promoting the athletic programs at Anna High School. All members will abide by the By-Laws of the Anna Coyote Athletic Boosters. To become a member of the Anna Coyote Athletic Boosters, the application for Membership must be completed and the annual dues must be paid. Membership dues will be good for one year and payable in July each year. Payment of the annual dues entitles each member to one (1) vote in Anna Coyote Athletic Boosters business requiring membership approval, including but not limited to, Officer Elections and amendments to the By-Laws.

Article V. --- Dues; use of dues; monies payable to the Anna Coyote Athletic Boosters:

Annual membership dues for the Anna Coyote Athletic Boosters will be determined at the annual meeting held in July of each year. Dues and monies collected by or given to the Anna Coyote Athletic Boosters shall be used solely for Anna Coyote Athletic Boosters activities as approved by the Athletic

Director or his or her proxy. Officers as a group may spend up to \$500 in total in support of approved activities as needed without a vote between meetings. The expenditure and a report will be provided in the treasurer's minutes and voted on ex post facto as a part of the Treasurer's report. Expenditures of more than \$500 must be voted on by the Anna Coyote Athletic Boosters and approved by the Athletic Director in advance. The Treasurer will provide a report of the financial status of the Booster Club itemizing all receipts and expenditures at the quarterly public meetings and monthly to Anna Coyote Athletic Boosters officers and the AISD Athletic Director via email.

Article VI. --- Meetings:

Membership meetings will be open to the public and conducted on a quarterly basis throughout the school year, or as needed by the Anna Coyote Athletic Boosters. Quarters will be comprised of the 3-month periods of January through March, April through June, July through September and October through December. The Anna Coyote Athletic Boosters will conduct an annual meeting in July to organize the Booster Club's activities for the coming school year.

Officers will be elected at the quarterly public meeting preceding July of each year and newly elected officer terms will take effect July 1st.

Executive Board meetings will be closed to the public and conducted as needed.

Article VII. --- Anna Coyote Athletic Boosters Officers:

- The Booster Club Anna Coyote Athletic Boosters Officers will be:
 - President
 - Vice President
 - Athletic Complex Concessions Officer
 - Coyote Stadium Concessions Officer
 - Secretary
 - Treasurer
 - Information Officer
 - Membership Officer
 - Volunteer Coordinator
 - Spirit Sales Officer
 - Parliamentarian (optional)

The Executive Board (Board) shall be comprised of each elected Officer. All Board-approved decisions will be presented for approval to the Principal (or his/her proxy) through the Athletic Director.

- Anna Coyote Athletic Boosters officer Terms are a one-year commitment. Officers will be elected at the at the quarterly meeting preceding July.
- The Newly elected officers will assume their duties July 1st, with their attendance required at the beginning of the meeting to allow for proper transition.

A Nominating Committee composed of the President and all Anna Coyote Athletic Boosters Officers will propose a slate of candidates for Officers for the new fiscal year. Additional nominations for any office can be made from the general membership by any dues-paying member.

In the event of a resignation or vacancy in the office of President, the Vice President will assume the Presidency. Any other Officer vacancy or resignation will be filled, by nomination of the President, with the approval of the Board Officers or Anna Coyote Athletic Boosters.

Officers can be removed from office for misconduct or neglect of duty by one of the following:

- a majority vote at a called membership meeting with notice of the vote
- a two-thirds vote at a called membership meeting with no notice of the vote
- a majority vote of the entire membership

Article VIII. --- Duties of the Officers:

The President shall:

- preside at all meetings of the Anna Coyote Athletic Boosters and Executive Board of Directors.
- shall vote only in the case of a tie.
- shall appoint all Chairpersons of Standing Committees and Special Committees and fill all vacancies that occur during the club year, as provided herein.
- shall supervise all activities of the Anna Coyote Athletic Boosters, including determining the meeting schedule, meeting agenda and calling emergency meetings, if necessary.
- serve as liaison between AHS Athletic Director, AISD admin and Anna Coyote Athletic Boosters.

The Vice President:

- shall preside at meetings in which the President cannot attend.
- shall assist the President in any Anna Coyote Athletic Boosters related activities.
- will also oversee fundraising activities (other than concessions and spirit sales) including organizing a fundraising committee.

The Secretary:

- shall record and distribute the minutes of business of all meetings of the Anna Coyote Athletic Boosters and the Board of Directors.
- Shall perform other duties as assigned.

The Treasurer:

- shall be custodian of the club funds and assets.
- will be empowered to co-sign checks and make necessary disbursements of funds approved by the Board of Directors and the General membership.
- will receive all dues, fees and monies for the Anna Coyote Athletic Boosters.
- will keep a record of all receipts and expenditures.
- will provide a report of the financial status of the Anna Coyote Athletic Boosters; itemizing all receipts and expenditures at the quarterly public meetings and monthly to Anna Coyote Athletic Boosters officers and the AISD Athletic Director via email.

- will ensure that financial information including fundraising summaries and any information needed for federal, state or local taxes shall be provided.
- Will provide change for all fundraising and concession events.
- Shall check the Anna Coyote Athletic Boosters mail box on a regular basis.
- Compile the year-end Gross Receipts Report for all accounts and collects information required to file the annual IRS report (currently 990-EZ)

The Information Officer:

- Will maintain the Anna Coyote Athletic Boosters website and calendar, Facebook group, Shutterfly group and any additional web-based communication tools as deemed appropriate.
- Will send out meeting reminders to all members.
- Will create promotional materials and forms for Anna Coyote Athletic Boosters.
- Will promote Anna Coyote Athletic Boosters events in the schools and community via all means available.
- Will submit information to local news entities as needed.
- will provide a monthly report of information communication.

The Membership Officer:

- shall be responsible for memberships and roster.
- Shall provide updated member lists to all officers.

The Athletic Complex Concessions Officer:

- shall have control over concessions (baseball, softball and tennis) including items sold and prices charged.
- Communicate volunteer needs to the Volunteer Coordinator.
- Shall see that concession areas are stocked with needed supplies.
- Recruit and supervise a concession lead for each sport, making sure concessions are set up and ready for volunteers.

The Coyote Stadium Concessions Officer:

- shall have control over concessions (football, soccer and track) including items sold and prices charged.
- Communicate volunteer needs to the Volunteer Coordinator.
- Shall see that concession areas are stocked with needed supplies.
- Recruit and supervise a concession lead for each sport, making sure concessions are set up and ready for volunteers.

The Volunteer Coordinator:

- Will recruit volunteers for Anna Coyote Athletic Boosters events and concession needs.
- Will keep records for volunteer incentives.
- Will provide a monthly report of volunteer hours worked and funds earned to the AISD Athletic Director and at Anna Coyote Athletic Boosters meetings.

The Spirit Sales Officer:

- Will acquire spirit items to sell at home football games and throughout the school year.
- Will manage the online spirit store, keeping inventory up to date and arranging delivery for items purchased.

Parliamentarian (optional):

- Advise presiding officer on parliamentary law and matters of procedure when requested.
- Be thoroughly familiar with bylaws and any standing rules of the group on which he/she serves.

Article IX. --- School Sponsor:

The Athletic Director for Anna High School (or proxy Administrative Liaison) will be an ex-officio member(s) and school sponsor of the Anna Coyote Athletic Boosters with no voting rights in Board decisions. The Athletic Director's responsibilities to the Anna Coyote Athletic Boosters will include providing advice to the Board and presenting the Board-approved activities to the Anna High School Principal (or proxy Administrative Liaison).

Article X. --- Parliamentary Authority:

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Club may adopt.

Article XI. --- Amendments:

These by-laws may be amended, in whole or in part any time by the favorable majority of the membership in attendance at any regular meeting.

Any proposed amendment will be read at one meeting and voted on at the next meeting. All amendments must be in compliance with UIL and AISD rules or guidelines.

Article XII. --- Non-Profit Status:

The Booster Club shall operate as a non-profit tax-exempt organization. No part of the Anna Coyote Athletic Boosters' assets will inure to any individual members. In the event this organization is dissolved, all funds of the Anna Coyote Athletic Boosters will be disbursed by the Board in accordance with the laws governing non-profit organizations. The Anna Coyote Athletic Boosters shall abide by all regulations, laws and guidelines as published by the AISD, UIL, The State of Texas and Federal Government. Anna Coyote Athletic Boosters shall conduct all of its activities in accordance with the guidelines, regulations and law to ensure that the council may retain the tax-exempt status.

Article XIII. --- Fundraising Guidelines:

All Anna Coyote Athletic Boosters athletic fundraising activities must be processed, reviewed and approved by the Anna Coyote Athletic Boosters' Board and the Athletic Director before the fundraising

activity is held. Each Anna Coyote Athletic Boosters may have fundraisers in each academic school year and each fundraiser must be approved by the Board and the Athletic Director. Each Anna Coyote Athletic Boosters may have only two (2) fundraisers per academic year that can be exempt from State Sales Tax. These must be designated at the time approval of the fundraiser is sought from the Athletic Director. All non tax-exempt fundraisers will be recorded and included in our financial report. All fundraising activities will be governed by the AISD an UIL guidelines, and state and federal laws and regulations.

Anna Coyote Athletic Boosters may sell merchandise or food at any Anna Athletic event where approved by the Athletic Director or his proxy.

Article XIV. --- Scholarship Amendment:

Every year Anna Coyote Athletic Boosters will award scholarships to senior student athletes in amounts to be determined after the spring track meets each year or no later than March 31. A scholarship committee will be appointed at the meeting occurring in the quarter of January through March, which shall consist of 3 members, which cannot include a senior parent or guardian.

- A. The Anna Coyote Athletic Boosters scholarship recipients will be decided by the 3-member scholarship committee. The amount the scholarship committee may award of the total allotted amount is 50% if there are 1-5 applicants, 75% if there are 6-10 applicants and 100% if there are 11+ applicants. No more than \$1500 can be given to any single student athlete.
- B. Walters/Adams Scholarship (\$1,000) for one female and one male student athlete each year. These scholarships or amounts can be amended or discontinued in 2020 per the 2014 donation agreement. Scholarship recipients will be determined by a 3-member committee who are currently involved in youth sports. This committee will be recruited by the Scholarship Chairman.
- C. Anna Coyote Athletic Boosters may vote to give an additional \$500 scholarship in honor of someone who has contributed to AABC efforts during the year. This decision will need to be made at the quarterly meeting held in the months of January through March. This scholarship recipient will be decided by the Athletic Director from coaches' nominations.

Article XV. --- Grant Amendment:

Every year Anna Coyote Athletic Boosters will award athletic grants to AISD athletic programs in amounts to be determined after the July fundraiser each year or no later than August 1. A grant committee will be appointed at the meeting occurring in the quarter of July through September, which shall consist of 3 members.

- A. Anna Coyote Athletic Boosters grant recipients will be decided by the 3-member grant committee. Applications for grants are submitted to Anna Coyote Boosters by September 15. Award recipients will be notified on or before September 30.

Article XVI. --- Financial & IRS Documents:

Anna Coyote Athletic Boosters' fiscal year is July 1-June 30.