



## **Cougar Club Constitution and By-Laws July 2018**

### **Article I – Name**

The name of this organization shall be the College Station High School Cougar Club, commonly known as the “**COUGAR CLUB**”.

### **Article II – Membership**

Membership in the COUGAR CLUB is open to all persons interested in supporting and encouraging interscholastic athletics in the College Station Independent School District.

### **Article III – Objectives**

The Objectives of the COUGAR CLUB shall be:

**Section I** – To work within the Booster Club guidelines published by the University Scholastic League, better known as UIL.

**Section II** – To encourage and support interscholastic athletics in the College Station Independent School District.

**Section III** – To provide information concerning interscholastic athletics to members and interested persons through monthly meetings, publications, and a variety of appropriate media.

**Section IV** – To work in close cooperation with the College Station High School, Athletics Coordinator and Coaches for the betterment and enhancement of interscholastic athletic programs.

**Section V** – To encourage equitable support of all interscholastic athletic programs.

**Section VI** – To raise funds to support interscholastic athletic programs.

**Section VII** – To provide college scholarships for athletes as recommended by the Scholarship Committee.

**Section VIII** – To provide funds as requested by the Athletics Coordinator and approved by the Executive Committee for items and programs associated with interscholastic athletics not included in the school budget.

**Section IX** – To actively recruit members for participation in all COUGAR CLUB activities.

### **Article IV – Officers**

**Section I** – The elected officers shall be the President, President Elect, Vice President–Concession Operations, Vice President–Concessions Coordinator, Vice President–Spirit Shop, Vice President–Web Marketing, Vice President–Football Program Coordinator, Vice President–Football Program Sales, Vice President–Memberships, Vice President–Special Events, Vice President–Parent Representative Coordinator (Boy’s teams), Vice President – Parent Representative Coordinator (Girl’s teams), Vice President –Marketing/Fundraising sales, Secretary and Treasurer.

**Section II** – The term of officers shall be one year with the option of a second year with the exception of the President and President Elect. Officers shall be elected at a monthly meeting in March and installed in May. A majority vote of members present is required for election. The

person elected to the office of President Elect shall serve one year in that office and then serve in the office of the President the following year. If the office of President Elect is vacant for at least 3 months, the President can have the option to serve a second year or a current member of the board can be elected to become the president.

**Section III** – The Executive Committee shall be composed of the elected officers.

**Section IV** – The unexpired term of an elected officer, other than that of the President who resigns, becomes incapacitated or cannot fulfill his/her term, shall be filled by an appointment of the Executive Committee. In the event that the President resigns, the appointment shall be filled by an individual serving on the current Executive Committee who receives a majority vote from the Executive Committee.

**Section V** – Committees shall be determined by the Executive committee, subject to approval by the President. The President shall appoint such ad-hoc committees as deemed necessary. All committee members must be a current COUGAR CLUB member.

**Section VI** – The Executive Committee shall have the authority to act for the club between business meetings.

### **Article V – Meetings**

**Section I** – A business meeting shall be held at least once a month during a school year with appropriate notification to the membership.

**Section II** – At least (5) MEMBERS must be present to conduct business.

**Section III** – An Executive Committee meeting must be called prior to each monthly business meeting.

### **Article VI – Amendments**

**Section I** – The Constitution and By-Laws may be amended by a two-thirds majority of members present at a business meeting provided the amendment has 2 consecutive business meetings.

## **Constitutional By-Laws**

### **Article I – Memberships and Donations**

**Section I** – Membership is open to all persons interested in promoting interscholastic athletics in College Station I.S.D. The membership fee shall be set annually by the Executive Committee and voted on by the membership.

**Section II** – All fundraising activities shall be coordinated with the Athletic Coordinator of the College Station High School.

### **Article II – Election of Officers**

**Section I** – Officers are to be elected by a majority vote of members present at the business meeting.

**Section II** – All members are eligible for elected office. An individual may hold only one office at a time.

**Section III** – Newly elected officers shall assume their responsibilities at the business meeting in May, thereby giving the newly elected officers two full months with their predecessor to receive pertinent information for the forthcoming year.

**Section IV** – The nomination committee shall be required to have the consent of the nominees. The consent of persons nominated from the floor must also be obtained.

### **Article III – Duties of the Executive Committee**

**Section I** – The Executive Committee shall meet whenever necessary to conduct business of the club; a minimum of once a month during the school year and twice during summer months.

**Section II** – The Executive Committee shall discuss and suggest needed policies or policy changes. Policies or policy changes that are presented to the membership for approval must have unanimous approval of those Executive Committee members present at the time of discussion. If unanimous approval is not obtained at the Executive Committee meeting, the issue in question will be considered for club approval without recommendation from the Executive Committee.

**Section III** – The Executive Committee shall report the results of all deliberations to the membership at the next scheduled business meeting.

**Section IV** – The Executive Committee must have five (5) members present to conduct business.

**Section V** – The Executive Committee shall set agendas for the monthly business meetings.

**Section VI** – The Executive Committee shall approve the bank(s) to be used for the business account and the scholarship account.

Page 3 of 11

### **Article IV – Duties of Officers**

#### **Section I – Duties of the President**

The President shall direct goals, budget performance and preside over all meetings and functions of the COUGAR CLUB. The Athletics Coordinator or Coaches shall appoint all team sports representatives in consultation with the President and with the approval of the Executive Committee. The President shall appoint and chair a Nominating Committee consisting of the President, two current Executive Committee members, and two current COUGAR CLUB members. The committee will be presented at the February business meeting. The President shall appoint an Audit Committee which is comprised of three current COUGAR CLUB members. The President shall appoint and/or dissolve all other committees as required and serve as ex-officio member of all committees. The President will have an official signature card on file with the bank utilized to manage the funds of the COUGAR CLUB and have access to said accounts.

#### **Section II – Duties of the President Elect**

The President Elect shall in the absence of the President assume all duties of the President and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate. The President Elect will serve in an advisory capacity and will be a voting member of the Executive Committee. Specific duties of the President Elect will be determined on an ad-hoc basis by mutual agreement between the President Elect and the other members of the Executive Committee. The primary purpose of this officer position is to allow the upcoming president and opportunity to become familiar with their upcoming duties and responsibilities that they will assume the following term.

### **Section III – Duties of the Vice President – Concession Operations**

The Vice President-Concession Operations shall in the absence of the President and President Elect assume all duties of the President. The Vice President-Concession Operations shall appoint a chairperson for the Concession Operation Committee. The Vice President-Concession Operations shall identify food and beverage products to be offered for sale through concessions facilities. All product pricing and vendor contracting must be approved by the Executive Committee. Specific responsibilities include providing a beginning inventory of products to the Treasurer on July 31st of each year, ordering and stocking inventory, verifying the facilities and equipment are in good condition, and providing a guide for Concessions Operating Duties to the VP Concessions Coordinator.

### **Section IV – Duties of the Vice President – Concessions Coordinator**

The Vice President-Concessions Coordinator shall chair the Standing Committee for Concessions Coordination. The Concession Coordinator duties shall coordinate concessions staffing for athletics events. Duties shall include opening and closing concession facilities in a timely manner, ensuring that the staff adheres to the Concessions Operating Duties and depositing sales revenues with the COUGAR CLUB Treasurer.

### **Section V – Duties of the Vice President – Spirit Shop**

The Vice President-Spirit Shop shall chair the Standing Committee for the Spirit Shop Committee. The Vice President-Spirit Shop shall recommend products to be offered for sale through the Spirit Shop and the COUGAR CLUB website. All products, pricing and vendor contracting must be approved by the Executive Committee. Duties shall include coordinating staffing for athletic events, ensuring that the staff adheres to the Spirit Shop's operating procedures and depositing sales revenues with the COUGAR CLUB Treasurer.

### **Section VI – Duties of the Vice President – Internet Marketing**

The Vice President-Internet Marketing shall be responsible for the design and functionality of the COUGAR CLUB website including maintaining membership and merchandise e-commerce applications and internal email schedules. The Vice President-Internet Marketing shall be responsible for training Board Members, Coaches and Sports Representatives on how to maintain team content and to ensure their content is updated in a timely fashion. Additional duties include reporting to the Executive Committee advances in new technologies or opportunities to promote the COUGAR CLUB website and working with the website vendor to control pricing.

### **Section VII – Duties of the Vice President – Football Program Coordinator**

The Vice President-Football Program Coordinator shall be responsible for the content and advertising sales of the football program. Duties include collecting sports team photos, names and positions, coaches information, game schedules, cheer and dance teams along with

soliciting advertising sales and coordinating advertising placements with the print vendor. The Vice President-Football Program Coordinator shall identify the number of programs needed and recommend to the Executive Committee changes in advertising fees and program sales process.

### **Section VIII – Duties of the Vice President – Football Program Sales**

The Vice President-Football Program Sales shall be responsible for picking up programs on game days and distributing programs in a timely manner for band, cheer and dance team sales.

Additional duties include maximizing program sales, maintaining surplus for end of year banquet sales.

### **Section IX – Duties of the Vice President - Memberships**

The Vice President-Memberships shall chair the Standing Committee Memberships. The Vice President-Memberships is responsible for recommending membership levels and prices to the Executive Committee for recruiting COUGAR CLUB members. Duties include promoting and conducting community-wide membership drives that are approved by the Executive Committee.

### **Section X – Duties of the Vice President – Special Events**

The Vice President-Special Events shall appoint a chairperson for the Special Events Committee. The Vice President-Special Events is responsible for recommending special events (golf tournaments, sports banquets, etc.) to the Executive Committee that generate funds for COUGAR CLUB. Duties include promoting and conducting special events that are approved by the Executive Committee.

### **Section XI – Duties of the Vice President – Parent Representative Coordinator Boy's Teams**

The Vice President- Parent Representative Coordinator (“PRC”) is responsible for communications between the Executive Committee and the team Parent Representatives. Duties include working with the Athletic Coordinator and CSHS team coaches to identify Parent Representatives for each team and coordinating communications between the Executive Committee and the team Parent Representatives. In addition, identify someone with each team to promote the individual team using social media, mass media, school publications and the Cougar Club website. This person can be the same as the Parent Representative or a different person.

The PRC should also make sure each team has, at a minimum, a current roster and schedule for the team posted on the Cougar Club website. Communications coordinated by the PRC can include requests for CSHS team financial support from the Executive Committee and requests from the Executive Committee to CSHS parents to staff CSHS sports events.

### **Section XII – Duties of the Vice President – Parent Representative Coordinator Girl's Teams**

The Vice President- Parent Representative Coordinator (“PRC”) is responsible for communications between the Executive Committee and the team Parent Representatives. Duties include working with the Athletic Coordinator and CSHS team coaches to identify Parent Representatives for each team and coordinating communications between the Executive Committee and the team Parent Representatives. In addition, identify someone with each team to promote the individual team using social media, mass media, school publications and the Cougar Club website. This person can be the same as the Parent Representative or a different person.

The PRC should also make sure each team has, at a minimum, a current roster and schedule for the team posted on the Cougar Club website. Communications coordinated by the PRC can include requests for CSHS team financial support from the Executive Committee and requests from the Executive Committee to CSHS parents to staff CSHS sports events.

### **Section XIII – Duties of the Vice President – Marketing/Fundraising Sales**

The Vice President – Advertising Sales is responsible for coordinating the sale of third party advertising for CSHS athletic events. Duties include serving as the primary contact for COUGAR CLUB about marketing sales activities and creating advertising opportunities and identifying potential advertisers (examples include signage inside athletic facilities/stadiums, banners, neighborhood sponsors - flags, signs, driveway art) to create and support fundraising and attending monthly COUGAR CLUB meetings and providing a monthly status update either verbally or in writing of any advertising activities. In addition, this position should work closely with the Vice President – Parent Representative Coordinators and Football Program Coordinator to provide a consistent message regarding club activities and to coordinate contact with local club donors.

### **Section XIV – Duties of the Secretary**

The Secretary shall keep record of the proceedings of all COUGAR CLUB meetings and meetings of the Executive Committee. The Secretary shall see that minutes are handed out at each of the regular meetings to the membership. The Secretary shall handle and write correspondence for the COUGAR CLUB when called upon to do so. The Secretary shall keep a file of proceedings and correspondence for the COUGAR CLUB and a duplicate file for the College Station I.S.D. to be kept at a site designated by the Superintendent of Schools. The Secretary shall see that information notebooks are provided to each officer and to each standing committee chairperson. These notebooks are collected at the end of the year passed on to the following year's incoming officer and chairpersons.

### **Section XV – Duties of the Treasurer**

The Treasurer shall receive and receipt all donations and other monies payable to the COUGAR CLUB and pay all bills incurred by the club. The Treasurer shall keep on file a complete list of receipted bills and cleared checks and shall make monthly financial reports at each business meeting. The Treasurer shall see that all necessary reports are filed with the IRS and the State of Texas. The Treasurer shall see that change is made available at all athletic events when the COUGAR CLUB is selling concessions and/or spirit shop merchandise. The Treasurer will maintain two separate bank accounts, a business account and a scholarship account, at a bank or banks approved by the Executive Committee. No later than December 15th of each fiscal year a report must be made to the IRS by the Treasurer. A sales tax report must be made to the State of Texas no later than the 15th of January, each year, by the Treasurer. During the 1st month in office or at the request of the Executive Committee, the Treasurer shall organize and submit all financial records and an annual report to the Audit Committee.

## **Article V – Standing Committees and Representatives**

The COUGAR CLUB will maintain the following standing committees and representatives.

### **Section I – Concessions Coordination**

The committee shall conduct all concessions for athletic events by providing staff, selling items and turning in collected monies to the COUGAR CLUB Treasurer. Duties include verifying that facilities are in good working condition

### **Section II – Memberships**

The committee shall be responsible for sending membership notifications to all prospective members by August 1st. The committee shall compile and maintain a list of members for use by the officers, committees and memberships. The committee will contact persons to join COUGAR CLUB, collect all monies for memberships and turn in all monies collected to the Treasurer.

### **Section III – Spirit Sales**

The committee shall conduct spirit shop sales for athletic events by providing staff, selling items and turning in collected monies to the COUGAR CLUB Treasurer. Duties include verifying the facilities are in good working condition.

### **Section IV – Audit**

The Audit Committee will be appointed by the President. The committee will review the records and reports of the Treasurer annually or at the request of the Executive Committee. The Audit Committee will report the results of their audit to the Executive Committee.

### **Section V – Scholarship**

The Scholarship Committee will consist of six (6) members including a chairperson appointed by the Executive Committee, and five members at large selected by the membership. None of these committee members can be a parent of a graduating student or be employed by College Station High School. The committee will recommend college/university/trade school scholarships for at least six deserving athletes, including three graduating males and three graduating females.

In addition, COUGAR CLUB will ask the coaches to select one male and one female athlete for the Cougar Character Scholarship. The athletes must have lettered in a CSHS sport, be a good student, and be of sound character. Scholarship amounts will be dependent on the availability of funds but it is recommended approximately ten percent of net funds raised annually be set aside for scholarships.

The scholarships shall be designated for male and female designees as follows:

Cougar Pride Scholarship – Scholarship applicants shall be evaluated upon their academic qualifications (GPA, class rank, SAT/ACT scores), leadership qualities, athletic accomplishments, attitude, parent Cougar Club volunteer involvement and financial need. There shall be Cougar Pride Scholarships awarded to two males and two females annually.

Cougar Heart Scholarship – Scholarship applicants shall be evaluated based primarily upon leadership qualities, athletic accomplishments, attitude and financial need. There shall be Cougar Heart Scholarships awarded to one male and one female annually.

Cougar Character Scholarship – Scholarship applicants shall be evaluated primarily on their character, commitment, sacrifice and effort in CSHS athletics. This scholarship shall be selected not by the Scholarship committee but will be selected by a vote of the coaching staff. In the event of a tie, the Athletic Director shall have the deciding vote. There shall be Cougar Character Scholarships awarded to one male and one female annually.

Scholarship money will be paid directly to the college/university/trade school upon enrollment and will be returned to the Cougar Club general fund should the student fail to enroll or attend and a refund be due from the college/university/trade school.

### **Section VI – Sports Representatives**

The sports representatives will be appointed by the Athletic Director in consultation with the coaches from each sport. One representative shall be appointed for each sport in which the College Station I.S.D. participates. The duties of the sports representatives shall be to provide

information to the COUGAR CLUB about each sport, their needs, their competitive schedule achievements as well as a program of scheduled events. They shall help plan and organize the seasonal banquet honoring their respective sport. The sports representatives will coordinate the production and distribution of a program for their respective sports under the direction of the President. The following sports representatives will be appointed to fulfill the duties listed above:

### **Fall Sports**

Football, Volleyball, Cross Country

### **Winter Sports**

Basketball, Soccer, Gymnastics

### **Spring Sports**

Baseball, Golf, Wrestling, Softball, Tennis, Track, Powerlifting

### **Section VII – Other Representative**

The Strutters, Cheerleaders and Band will be asked to provide a liaison to the COUGAR CLUB.

## **Article VI – Finances**

**Section I** – This organization is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

**Section II** – Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by and organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

**Section III** – No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth. Conflicts of interest shall be disclosed prior to any discussion or action by the Board or committee. Any Director who has a possible conflict of interest shall not participate in the discussion, vote or exercise any personal influence in the matter. The minutes of the meeting shall reflect the disclosure and the Director's abstention from participation. No substantial part of the activities of the organization shall be 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 a candidate for public office.

**Section IV** – Upon the dissolution of this 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 corresponding section of any future tax code), or shall be distributed to the federal



government, or to a state or local government, for public purposes. Any assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principle office of the organization is located, exclusively for such purposes of to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section V** – Officers, Directors, representatives and/or members shall receive no compensation for time spent in performing the directives and duties of the COUGAR CLUB.

**Section VI** – Funds collected by the COUGAR CLUB shall be offered to the school in the same year they are collected. A minimum operating account shall be maintained by the CLUB to cover its operational expenses.

**Section VII** – Sales tax shall be paid on all items purchased by the COUGAR CLUB, if applicable. Sales tax will be charged on all items sold by the COUGAR CLUB, if applicable.

**Section VIII** – The intent of the COUGAR CLUB is to remain a non-profit organization; having no tangible assets, excess funds and/or long term obligations or debts that are not directly related to providing support to the athletic programs of the College Station I.S.D. Schools.

## **Committees and Representatives**

### **COMMITTEES**

#### Appointed

- Concession Operations
- Special Events
- Fund Raising

#### Standing

- Concessions Coordination
- Memberships
- Spirit Sales
- Audit
- Scholarships
- Nominating

### **SPORTS REPRESENTATIVES**

Football

Volleyball

Cross Country

Basketball

Soccer

Gymnastics

Wrestling

Baseball

Softball

Golf

Tennis

Track

Powerlifting

### **OTHER REPRESENTATIVES**

Strutters  
Cheerleaders  
Band