



TIGER CLUB CONSTITUTION

Article I – Name

The name of this organization shall be the “**TIGER CLUB**”.

Article II - Membership

Membership in TIGER CLUB is open to all persons interested in supporting and encouraging interscholastic athletics at A&M Consolidated High School.

Voting Members are defined as current elected officers and standing committee chairs.

Article III – Objectives

The Objectives of the Tiger 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 at A&M Consolidated High School.

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 A&M Consolidated High School, Athletic 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 funds as requested by the Athletic Coordinator and approved by the voting membership for items and programs associated with interscholastic athletics not included in the school budget.

Section VIII - To actively recruit members for participation in all TIGER CLUB activities.

Article IV – Officers and Committee Members

Section I - The elected officers shall be the President, Past President, President Elect, Vice President, Secretary, Treasurer, Concessions Director, Membership & Sales Director, Membership Relations/Communications Director, Web Page Director, Sales & Events Director, Community Outreach Director, Sports Representative Liaison, Stadium Advertising Director, Sign Committee Director and an At Large Position. All elected officers must be a current TIGER CLUB member.

Section II - The term of officers and committee members shall be a minimum of one year with the exception of the President Elect. The person elected to President Elect shall serve one year in that position and then serve as President the following year. While not required, it is requested that each elected officer or committee member commit to two years in his/her position in an attempt to create board continuity. Officers and committee members shall be elected and installed at a monthly meeting in April. A majority vote of members present is required for election.

Section III - The Executive Committee shall be composed of the following elected officers: President, President Elect, Past President, Vice President, Secretary, and Treasurer.

Section IV - The unexpired term of an elected officer or standing committee member, other than that of the President who resigns, becomes incapacitated or cannot fulfill his/her term, shall be filled by an appointment by the Officers. In the event that the President resigns, the appointment shall be filled by a current Officer or standing committee member who receives a majority vote from the voting membership.

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 TIGER CLUB member.

Section VI - The Officers and standing committee chairs 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) voting members must be present to conduct business and only Voting Members may vote at any meeting or on any business.

Section III - Executive Committee meetings will be held when deemed necessary by the President.

Article VI – Amendments

Section I - The Constitution and By-Laws may be amended by a two-thirds majority of voting members present at a business meeting.

Constitutional By-Laws

Article I - Memberships and Donations

Section I - Membership is open to all persons interested in promoting interscholastic athletics at A&M Consolidated High School. The membership fee shall be set annually by the Executive Committee and voted on by the voting members.

Section II - All fundraising activities shall be coordinated with the Athletic Coordinator of A&M Consolidated High School.

Article II - Election of Officers and Standing Committees

Section I - Officers and committee members are to be elected by a majority vote of voting members present at the April business meeting.

Section II - All members are eligible for elected office and committee positions. An individual may hold only one position at a time.

Section III - Newly elected officers and committee members shall assume their responsibilities at the business meeting in May, thereby giving the newly elected persons one full month 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.

Section V - A quorum shall consist of at least five (5) voting members.

Section VI - Only elected officers and voting members have voting rights. Any action required outside of a regularly scheduled membership meeting may be considered and voted on electronically. Electronic voting will be held open for 24 hours and will be considered with majority rule as long as at least five (5) officers and/or voting members respond. The outcome of the electronic vote shall be reported at the next regularly scheduled business meeting.

Article III - Duties of the Executive Committee

Section I - The Executive Committee shall meet whenever necessary to conduct the business of the club.

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, 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 three (3) 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(s).

Section VII – The Executive Committee has the authority to approve up to \$500.00 per occurrence, for a total of \$2500.00 per year for expenses that the President deems necessary to maintain the regularly scheduled business of the Tiger Club. Any such approved expense is to be reported to the membership at the next regularly scheduled membership meeting and reflected in the meeting minutes.

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 TIGER CLUB. The President shall appoint and chair a Nominating Committee consisting of, at a minimum, the President and two current officers and/or committee members. The committee will be presented at the February business meeting. The President shall appoint an Audit Committee which is comprised of a minimum of three current TIGER CLUB members with at least one being from the Executive Committee, excluding the Treasurer. The President shall appoint and/or dissolve all committees as needed and serve as ex-officio members of all committees. The President shall have an official signature card on file with the bank utilized to manage the funds of the TIGER CLUB and have access to said account.

Section II - Duties of the Past President

The Past President shall serve in an advisory capacity and provide guidance to the President and Executive Committee.

Section III - Duties of the President Elect

The President Elect shall, in the absence of the President, assume all duties of the President. 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 position is to allow the upcoming president an opportunity to become familiar with their upcoming duties and responsibilities that he/she will assume the following term.

Section IV - Duties of the Vice President

The Vice President shall be responsible for an annual review of the By-laws and recommending revisions as deemed appropriate. The Vice President shall take minutes at meetings in the absence of the Secretary and assist the Secretary with handling written correspondence.

Section V - Duties of the Secretary

The Secretary shall keep record of the proceedings of all TIGER CLUB meetings and meetings of the Executive Committee. The Secretary shall be responsible for reporting all email voting results to the members at the first meeting following an email vote. The Secretary shall see that minutes are distributed at each membership meeting and note approval of such minutes. The Secretary shall handle and write correspondence for the TIGER CLUB when called upon to do so. The Secretary shall keep a file of proceedings and correspondence for the TIGER 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 collected at the end of the year and passed on to the following year's incoming officers and chairpersons. The Secretary shall have an official signature card on file with the bank utilized to manage the funds of the TIGER CLUB and have access to said account.

Section VI - Duties of the Treasurer

The Treasurer shall have an official signature card on file with the bank utilized to manage the funds of the TIGER CLUB and have access to said account. The Treasurer shall receive and receipt all donations and other monies payable to the TIGER 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 TIGER CLUB is selling concessions and/or spirit merchandise. The Treasurer will maintain a bank account at a bank, or banks, approved by the Executive Committee. The Treasurer is responsible for timely filing of the required tax forms or timely providing the required information to the designated TIGER CLUB tax professional. It is the Treasurer's responsibility to ensure that the TIGER CLUB stays in good standing with all government agencies. At the request of the Executive Committee, or at a minimum of annually, the Treasurer shall organize and submit all financial records to the Audit Committee.

Section VII - Duties of the Concessions Director

The Concessions Director shall chair the standing committee for concessions. The Concessions Director is responsible for the coordination of, and is responsible for, the overall operations of the concession facilities. The Concessions Director shall work with the Concessions Committee to identify food and beverage products to be offered for sale through concession facilities. The Concessions Director shall report all pricing and vendor contracting to the voting membership for approval. Specific responsibilities include working with the Concessions Committee to ensure all health and safety standards are met, establishing opening/closing procedures, ensuring proper volunteers are staffing the facilities, taking inventory of items, properly stocking the concession facilities to meet the demands of the event and ensuring sales revenues are deposited with the Treasurer.

Section VIII - Duties of the Membership & Sales Director

The Membership & Sales Director shall work with the Membership Relations/Communications Director and Community Outreach Director in recommending Tiger Club membership levels, benefits and pricing to the voting membership. Duties include recruiting Tiger Club members through school and community wide membership drives. The Membership & Sales Director will be responsible for collecting membership dues and providing all collected monies to the Treasurer.

Section IX - Duties of the Membership Relations/Communications Director

The Membership Relations/Communications Director shall be responsible for sending notifications and announcements to all prospective and current members. Duties include compiling and maintaining a list of members for use by the officers and committees. The Membership Relations/Communications Director shall work with the Membership & Sales Director and Community Outreach Director in recommending Tiger Club membership levels, benefits and pricing to the voting membership.

Section X - Duties of the Web Page Coordinator

The Web Page Coordinator shall be responsible for the design and functionality of the TIGER CLUB website including maintaining membership and merchandise e-commerce applications and internal email schedules. The Web Page Coordinator is responsible for keeping the TIGER CLUB website updated with current information. The Web Page Coordinator is the point of contact for Coaches and Sports Representatives on how to maintain team content and to ensure that this content is updated in a timely manner. This position shall review all annual contracts made with the web developer and present recommendations for change to the voting membership. Additional duties

include reporting to the voting membership advances in new technologies or opportunities to promote the TIGER CLUB website and working with the website vendor to control pricing.

Section XI - Duties of the Sales & Events Director

The Sales & Events Director shall recommend products to be offered for sale by Tiger Club. All products, pricing and vendor contracts shall be submitted to the voting membership for approval. The Sales & Events Director shall coordinate staffing for athletic events, ensuring that the volunteers adhere to operating procedures and depositing sale revenues with the TIGER CLUB treasurer. The Sales & Events Director shall also recommend special events to the membership with the goal of generating revenue and raising awareness for the TIGER CLUB. Duties include promoting and overseeing special events that are approved by the voting membership. The Sales & Events Director shall organize a Spirit Committee as deemed necessary and serve as an ex-officio member of this committee.

Section XII - Duties of the Community Outreach Director

The Community Outreach Director shall be the standing committee chair for football programs and is responsible for the overall production and sales of the program. Duties include establishing an advertising fee schedule, advertising sales, coordinating content from sports teams and staff, identifying special content and inserts, negotiating pricing with printing vendor and coordinating program sales/distribution with the Cheerleaders and Bengal Belles. The Community Outreach Director is responsible for collecting all monies for ad and program sales and providing collected monies to the Treasurer. The Community Outreach Director shall work with the Membership & Sales Director and Membership Relations/Communications Director in recommending Tiger Club membership levels, benefits and pricing to the voting membership.

Section XIII - Duties of the Sports Liaison Representative

The Sports Liaison Representative shall be responsible for communications between the TIGER CLUB and the team parent representatives. Duties include working with the Athletic Coordinator and/or AMCHS Coaches to identify parent representatives for each team. Communications can include requests from AMCHS team financial support from the voting membership and requests from the TIGER CLUB to AMCHS parents to staff AMCHS sporting events. This position shall contact the team representatives for information, celebrations and announcements to be placed on the TIGER CLUB website.

Section XV - Duties of the AMCMS Representative

The AMCMS Representative is responsible for coordinating communications between the TIGER CLUB and the AMCMS (A&M Consolidated Middle School). The communications can include requests for AMCMS team financial support from the voting membership and requests from the TIGER CLUB to AMCMS parents to staff AMCHS sports events. This position shall provide information, celebrations and announcements from AMCMS to be placed on the TIGER CLUB website.

Article V - Standing Committees

The TIGER CLUB will maintain the following standing committees:

Section I - Football Program Committee

The Football Program Committee shall be responsible for the overall production and sales of the program. Duties include establishing an advertising fee schedule, advertising sales, coordinating content from sports teams and staff, identifying special content and inserts, negotiating pricing with

printing vendor and coordinating program sales/distribution with the Cheerleaders and Bengal Belles. The Football Program Committee shall report to the Community Outreach Director.

Section II - Concessions Committee

The Concessions Committee shall organize and conduct all concessions for athletic events. Specific responsibilities include ensuring all health and safety standards are met, establishing opening/closing procedures, ensuring proper volunteers are staffing the facilities, taking inventory of items, properly stocking the concession facilities to meet the demands of the event and ensuring sales revenues are deposited with the Treasurer. The Concessions Committee shall report to the Concessions Director.

Section III - Audit Committee

The Audit Committee will be appointed by the President. The committee will consist of a minimum of three current Tiger Club members with at least one being from the Executive Committee, excluding the Treasurer. 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 TIGER CLUB at a regularly scheduled business meeting.

Section IV - Nominating Committee

The President shall appoint a Nominating Committee consisting of, at a minimum, the President and two current officers and/or committee members. The committee will be presented at the February business meeting. The Nominating Committee will be chaired by the President.

Section V – Stadium Advertising Committee

The Stadium Advertising Committee shall organize and conduct all advertising agreements for signage in all athletic facilities. Duties include establishing an advertising fee schedule, advertising sales, coordinating ads in accordance with Tiger Club guidelines and maintaining all stadium advertising agreements and records. The Stadium Advertising Committee shall report directly to the Stadium Advertising Director.

Section VI – Sign Committee

The Sign Committee shall organize all signage for Tiger Club, with the exception of stadium advertising, this includes all signage packages offered by Tiger Club. The Sign Committee Coordinator will maintain a listing of all signage agreements and maintain all signs. The Sign Committee will report directly to the Sign Committee Director.

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 an 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 propoganda, 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, Director, representatives and/or members shall receive no compensation for time spent in performing the directives and duties of the TIGER CLUB.

Section VI - A minimum operating account shall be maintained by the TIGER CLUB to cover its operational expenses.

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

Section VIII - The intent of the TIGER 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 A&M Consolidated High School. Any organizations supported by other 501 (c) (3) organizations or booster club are ineligible for Tiger Club funding in the form of a monetary grant.

COMMITTEES

- Football Programs
- Concessions
- Audit
- Nominating
- Stadium Advertising
- Sign Committee
- Website Committee

SPORTS REPRESENTED

- Football
- Volleyball
- Cross Country
- Basketball
- Soccer
- Swimming
- Wrestling
- Baseball
- Golf
- Softball
- Gymnastics
- Tennis
- Track

OTHER ACTIVITIES REPRESENTED

- Dance Team
- Cheerleaders
- Band