

Tiger Club Constitution

Article I – Name

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

Article II – Membership

Membership in the TIGER 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 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 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 Independent School District, Athletic Director 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 Athletic Director and approved by the TIGER CLUB membership for items and programs associated with interscholastic athletics not included in the school budget.

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

Article IV – Officers

Section I – The elected officers shall be the President, President Elect, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer.

Section II – The term of officers shall be one year with the exception of the President Elect. Officers shall be elected and installed at a monthly meeting in April. 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 President the following year.

Section III – The Executive Committee shall be composed of the elected officers and six appointed Directors, these Directors being 7th, 8th, 9th, 10th, 11th and 12th grade class representatives.

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 President, subject to approval by the Executive Committee. The President shall appoint such ad-hoc committees as deemed necessary. All committee members must be a current **TIGER CLUB** member.

Section VI – The Executive Committee shall have the authority to act for the club between business meetings. The membership may veto a recommendation or decision of the Executive Committee by a two-thirds majority vote of the **MEMBERS** present at the next business meeting.

Section VII – The Directors shall be appointed by the 3rd Vice President, with recommendations from the other four elected officers, and shall consist of one representative from each of the high school and middle school classes (12th, 11th, 10th, 9th, 8th, 7th).

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 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 Director of the College Station I.S.D.

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 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.

Article III – Duties of the Executive Committee

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

Article IV – Duties of Officers

Section I – Duties of the President

The President Shall preside at all meetings and functions of the **TIGER CLUB**. The President shall appoint all sports representatives in consultation with the Athletic Director, along with recommendations from the Executive Committee. The President shall appoint chairpersons for the Advertising, Maroon/White/Gold/Silver Club membership, Programs and Posters, and the standing committee for Memberships. The President shall appoint and chair a Nominating Committee consisting of the President, two current Executive Committee members, and two current **TIGER CLUB** members. This committee will be presented at the February business meeting. The President shall appoint an Audit Committee which is comprised of three current **TIGER CLUB** members.

Section II – Duties of the 1st Vice President

The 1st Vice President shall in the absence of the President or at the President's request, assume all duties of the President. The 1st Vice President shall chair the Standing Committee for Concessions Management and Operations. The Management and Operations duties shall consist of ordering and stocking inventory for all concessions stands, maintaining the stands and equipment in good condition, and organizing the operating duties of the volunteers. An inventory of supplies and equipment must be reported to the Treasurer on July 31st of each year. The 1st Vice President is authorized to spend **TIGER CLUB** funds and **TIGER CLUB** checks for concessions activities, with the approval of the **TIGER CLUB** Treasurer.

Section III – Duties of the 2nd Vice President

The 2nd Vice President shall in the absence of the President and 1st Vice President, or at the President's request, assume all duties of the President. The 2nd Vice President shall appoint a chairperson for the Spirit Sales Committee, a chairperson for the Banquets, and provide Senior Pictures. A sales tax report must be given, on a fiscal year basis, to the Treasurer in January each year.

Section IV – Duties of the 3rd Vice President

The 3rd Vice President shall in the absence of the President, 1st Vice President, and 2nd Vice President, or at the President's request, assume all duties of the President. The 3rd Vice President shall chair the Standing Committee for Concessions Volunteers. The 3rd Vice President shall appoint eight (8) Directors (1 class representative from each class 7,8,9,10,11 and 12 will make up 6), to serve on the Executive Committee and to serve on the Committee for Concessions Volunteers. The class representatives will solicit volunteers for concessions who will report directly to the 3rd Vice President. The 3rd Vice President will receive the scheduled dates of athletic events from the 1st Vice President and obtain volunteers to support the concession needs as requested by the 1st Vice President.

Section V – Duties of the Secretary

The Secretary shall keep a record of the proceedings of all **TIGER 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 **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 provided to each officer and to each standing committee chairperson. These notebooks are collected at the end of the year and passed on to the following year's incoming officers and chairpersons. The Secretary is responsible for publicity.

Section VI – Duties of the Treasurer

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 canceled 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 promotional items. 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 or each fiscal year a report must be made to the IRS by the Treasurer. A copy of all constitutional changes must be sent to the IRS. 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.

Section VII – Duties of the President Elect

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 and the other members of the Executive Committee. The primary purpose of this officer position is to allow the incoming President an opportunity to become familiar with their upcoming duties and responsibilities that they will assume the following year.

Section VIII – Duties of the Eight Directors

The Directors shall be appointed by the 3rd Vice President. The Directors will be comprised of a representative from each of the four high school classes and from each of the two middle school classes (12, 11, 10, 9, 8 and 7 grades). The Directors shall serve on the Executive Committee and Concessions Volunteers Committee. The Directors shall assist the 3rd Vice President in recruitment of persons to work the concessions stands during the school year (high school and middle school). The Directors shall assist the Membership Committee Chairman in recruitment of new members from their respective classes.

Article V – Standing Committees and Representatives

The **TIGER CLUB** will maintain the following standing committees and representatives.

Section 1 – Advertising, Maroon/White/Gold/Silver Memberships, Programs and Posters

The Committee shall set an advertising fee schedule for the upcoming year and present it at the May business meeting. The committee shall sell advertisements for programs and posters, coordinate the printing of the programs and posters, as well as contact persons to join in the Maroon/White/Gold/Silver memberships, collect all monies for ad sales and turn in all monies collected to the Treasurer. The chairperson of the committee shall appoint the necessary members in order to conduct ad sales throughout the summer and fall months. The chairperson shall report to the TIGER CLUB President.

Section II – Concessions

The committee shall organize and operate all concessions for the College Station I.S.D. athletic events by providing necessary workers and supplies.

Section III – Memberships

The committee shall be responsible for sending membership notifications to all prospective members on or before August 1st. The committee shall compile, provide and maintain a list of members as requested year round for use by the officers, committees and membership Section IV – Spirit Sales.

Section IV – Spirit Sales

The committee shall determine promotional items to be sold at athletic events, order the items, sell the items, and turn in the collected monies to the TIGER CLUB Treasurer. The Spirit Sales and Concessions Committees will work closely to plan Spirit Night.

Section V – Banquet and Senior Pictures

The committee shall consist of the 2nd Vice President and appointed sports representatives. The chairperson is to be appointed by the 2nd Vice President. The 2nd Vice President will set the dates for each banquet in coordination with the Athletic Director and the school calendar. These three banquets will be the Fall Sports Banquet, Winter Sports Banquet, and the Spring Sports Banquet. The 2nd Vice President and sports representatives shall plan and organize the banquet honoring their respective sports. The banquets will honor all individuals participating in College Station I.S.D. athletic events. The 2nd Vice President shall determine and provide for senior pictures in consultation and coordination with the Athletic Director and the head coach of that particular sport at the earliest possible date in the fall.

Section VI – Audit Committee

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 VII – Scholarship Committee

The Scholarship Committee will consist of six (6) members including two representatives from the Athletic Department (one representing girls athletics and one representing boys athletics), one representative from the high school administration, a chairperson appointed by the Executive Committee, and two members at large selected by the membership. None of these committee members can be a parent of a senior student. The committee will recommend scholarships for four deserving athletes, including two male and two female. The athletes must have lettered in some sport, be a good student, and be of sound character.

Section VIII – Sports Representatives

The sports representatives will be appointed by the TIGER CLUB President in consultation with the Athletic Director. 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 TIGER 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 in conjunction with the 2nd Vice President. 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	Winter Sports	Spring Sports
Football	Boys Basketball	Baseball
Girls Volleyball	Girls Basketball	Girls Softball
Cross Country	Soccer	Golf
Trainer	Swimming	Gymnastics
	Wrestling	Tennis
		Track
		Powerlifting

Section IX – Other Representatives

The Bengal Belles, Cheerleaders and Tiger Band will be asked to provide a liason to the TIGER 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 distributions in furtherance of the purposes set forth. 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 purpose. 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 or 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 TIGER CLUB.

Section VI – Funds collected by the TIGER CLUB shall be offered to the school in the same year they are collected. 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 IX – The intent of the TIGER CLUB is remain a non-profit organization; having no tangible assets, excess funds and/or long term obligations or debts that are not directing related to providing support to the athletic programs of the College Station I.S.D. Schools.

Revised 3/3/03

Committees and Representatives

COMMITTEES

Nominating
Standing
Advertising, Maroon/White/Gold/Silver memberships
Programs, Posters
Banquets
Memberships
Sprit Sales
Scholarship

SPORTS REPRESENTATIVES

Football
Volleyball
Cross Country – Boys and Girls
Basketball – Boys and Girls
Soccer
Swimming
Wrestling
Baseball
Golf – Boys and Girls
Softball – Girls
Gymnastics
Tennis
Track – Boys and Girls

OTHER REPRESENTATIVES

Bengal Belles
Cheerleaders
Tiger Band