

# CLEAR CREEK VOLLEYBALL BOOSTER CLUB

## BY-LAWS

### ARTICLE I NAME AND ADDRESS

- A. The official name of this organization shall be the Clear Creek Volleyball Booster Club.
- B. The function (normally used) name shall be the Volleyball Booster Club.
- C. The permanent address of this organization shall be update in the information section of the bylaws.
- D. The by-laws will contain administrative information that can be easily updated as outlined in the bylaws without formal revision committee review. This information includes: the mailing and shipping address of the organization, the membership dues, the bank account information, and the amount of UIL allows as cumulative gifts to coaches. All officers must review this update each year.

### ARTICLE II PURPOSE

- A. This organization has been formed and shall exist for the primary purpose of promoting a high degree of community and parental interest, support and sponsorship of the CCHS Volleyball program. Following are the key objectives of this organization:
  - a. Support the coaching staff to produce the best volleyball teams in the state.
  - b. Elevate the volleyball teams" and players" image in the eyes of the school, community and themselves.
  - c. Encourage total community participation in the organization.
  - d. Win or lose, back the volleyball teams through personal involvement in the purpose of the organization.
  - e. Raise monies for an annual banquet for the volleyball players such that the players do not pay for their ticket.
  - f. Raise monies for the enhancement and development of the volleyball program for all students.
  - g. Raise monies for the annual scholarship for Seniors.
- B. The club shall be a non-profit organization, and shall also be non-partisan, non-shareholding, non-commercial and non-bargaining.
- C. The club shall comply with the IRS 501© 3, Clear Creek Independent School District (CCISD) policies, University Scholastic League (UIL) regulations, and Federal and Texas State laws for Booster Clubs.

### ARTICLE III MEMBERSHIP

- A. Individual membership of this organization shall be open to any adult, person desiring to support the above purpose of the organization.
- B. Business membership of this organization shall be open to any legal business entity desiring to express interest, sponsorship, and support in the basic purpose of the organization. The Executive Committee reserves the right to disapprove a request for Business membership if it is deemed to be in the best interest of the organization.

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- C. Annual dues amount shall be voted on at the first meeting in July – August prior to the start of the season and documented with administrative information of the bylaws. All dues are payable in advance. No member shall be considered in good standing unless dues for the current year have been paid. Each family in good standing has one vote.
- D. Each business membership shall receive with each annual dues an article deemed appropriate by the Executive Committee. The members shall be encouraged to display this article.
- E. The coach's role as a coach of a UIL sport is to act in an advisory capacity to the booster club and CANNOT have control or signature authority over booster club funds.
- F. Individual members over 18 are entitled to vote and participate in activities including serving as committee chairmen.
- G. The title honorary membership may be conferred upon any man or woman who the organization desires to honor.
- H. The superintendent of a designee who does not coach or direct UIL contest has approval authority over the booster clubs and should be invited to all meetings. The principal of the high school is the designee.

### ARTICLE IV OFFICERS

- A. The elected officers of the Volleyball Booster Club shall be a President, Vice-President, Secretary and a Treasurer. All officers shall be active members in good standing with a student active in the volleyball program. The officers are responsible that the business of the club is in compliance with IRS 501c3, UIL/District rules and Amateur athletic rules.
- B. **All Executive Committee Members are responsible:** UIL and Amateur Athletics rules prohibit anyone including the booster club from giving anything that is considered 'valuable' consideration to athletes that is not offered on the same basis to the entire student body on the same basis that is given or offered to an athlete. This includes food, lodging or transportation directly to a student. The booster club must donate the funds to the school for any of these items. The booster club is allowed to provide a pre-season meal, a post season meal. Any other meals must be paid for by school of the parents on an equal basis.
  - a. Valuable consideration is defined as tangible or intangible property or service including anything that is wearable useable or saleable. Saleable food items or trinkets given to athletes by students, cheerleaders, drill team members, little/big sisters, school boosters, parents of others students, teachers or other violates this rule. Small good bags that contain candy, cookies or other items that have no intrinsic value are allowed.
  - b. A gathering of athletes at parent's or patrons' homes require each athlete to contribute equally to any food or refreshment.

#### PRESIDENT

Preside at all meetings of the club and of the Executive Committee and shall have general supervision of the affairs of the organization. The president shall approve all correspondence that is published or sent out on behalf of the club. The president shall appoint all standing and special committees, and he/she shall be an ex-officio member

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of all committees. The president is responsible for submitting all forms to the district for approval or fundraising activities and other administrative request items. The president shall provide agenda for regular meetings to the secretary. The agenda will be emailed or published on the website one week prior to the meeting.

### VICE-PRESIDENT

The Vice-President shall aid the president with all duties pertaining to the office. The vice president shall in the absence of the president, perform all duties of the office of the president. The vice president shall serve as chairman of the Audit Committee and shall furnish the Board and members with the findings of the said audit.

### SECRETARY

The secretary will keep accurate records of the meetings of the organization and of the executive committee and shall establish and maintain a membership roster with addresses, email addresses and phone numbers. The secretary will also maintain a record of attendance at each meeting. The secretary shall conduct all correspondence of the organization and shall read all communication directed to the organization at its schedule meeting time.

### TREASURER

The Treasurer shall be the custodian of the clubs funds which are to be kept on deposit with an insured bank or credit union. The bank name shall be kept on file with the bylaws administrative information. If the Executive Committee determines that another bank can furnish the same service at less expense to the organization, then a change may be effected. The treasurer shall keep an accurate current and definitive record of the organizations receipts and disbursements, general financial condition and status.

The treasurer will submit a complete financial report at regular meetings. All check requests submitted to the organization for payment will be signed by two officers. The treasurer will coordinate the efforts of the Financial Committee in establishment of an annual budget at the start of a new year.

The treasurer shall keep accurate records on the organization fund raising and purchases. Each fundraising activity shall be documented according to the district policy and the fundraising recap form filled out. Books will be of audit quality to pass an annual audit by the school district or IRS authority. Accounts should be reconciled monthly, annual state sales tax reports filed and income tax reports to the IRS to be filed annually. The treasurer shall supply the president with monthly balance sheets on the organizations fund balance, and process checks for organizations" purchases as approved by the President. (Checks require the President's signature and one other authorized signee.)

The treasurer shall keep records of donations and gifts to coaches and directors of UIL athletics. Coaches may not accept more than \$300 specified by the UIL in money, product or service from any source in recognition of or appreciation for coaching, direction or sponsoring UIL activities. The dollar limit is cumulative for a calendar year and is not specific to any one particular gift.

- C. If any duly elected officer is unable to perform his/her duties of office for an extended period of time or misses more than two successive regularly scheduled meetings without justified

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cause, the Booster Club, by a majority decision of those assembled, shall elect to proceed by one of the following options:

- a. Have the President appoint someone to fulfill the duties of the officer in question, or;
- b. The officer at the level below the officer in question shall take that officers" place until the next election; i.e.: if the President is unable to fulfill his duties, the VP shall step up, etc, or;
- c. Nominations may be taken from the floor and a replacement officer shall be elected by a majority vote of those present and shall take over the responsibilities of that office until the next schedule election.

The President of the Booster Club shall notify the replace officer of the Booster Club"s decision, by word or in writing before the next regularly scheduled meeting.

### ARTICLE V ELECTIONS

- A. The organization shall conduct its election of officers at the annual membership meeting to be held between April and May 31<sup>st</sup>, with the exact date established by the Executive Committee. This will allow newly elected officers an overlap with current officers.
- B. The Executive Committee shall appoint a nominating committee, comprised of three or more members. Booster club members interested in one of the Board positions will be required to contact one of the three (3) nomination committee members to place their name on the ballot. Nominations for elected officers to be voted on at the annual meeting shall be made by the nominations committee, plus nominations from the floor.
- C. Election will be by secret ballot issued at the annual meeting. However, if there in only one candidate for any office, the election for that officer may be by voice. A majority vote constitutes an election to that position.
- D. Term of office shall be for one year, officially commencing July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year with a transition period of officers between election and July 1<sup>st</sup>.

### ARTICLE VI MEETINGS

- A. Regular meetings are to be held on a night that is deemed appropriate by the Executive Committee and special meetings as deemed necessary by the President or Executive committee.
- B. Meeting Agenda and notice must be emailed or published on the website, or all members called at least 10 days before the meeting during the season, and 21 days during the off season. This allows members to check the website regularly for updates and add items to the agenda.
- C. All meetings are open to the public (501c3 requirement)
- D. The President shall call a special meeting upon written request of five (5) members. NO business can be transacted except that for which the meeting was called.
- E. Minutes of meetings will be kept in Secretary's records and published on the website.
- F. Annual membership meeting – Election of officers, appoint committee chairs
- G. Roberts Rules of Order revised shall be parliamentary authority. The order of business shall be as follows:

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- a. Call to Order
- b. Program
- c. Reading of minutes
- d. Report of Treasurer
- e. Report of Committee(s)
  - i. Standing
  - ii. Special
  - iii. Unfinished business
  - iv. New Business
  - v. Announcements
  - vi. Coach has floor
  - vii. Game film viewing
  - viii. Adjournment

H. A secret ballot may be used when voting on business rather than voice when requested by any member.

### **ARTICLE VII EXECUTIVE COMMITTEE**

- A. The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, Head Coach of Volleyball, and the Principal of CCHS. Alternatives may be designated by the Coaches or Principal for meetings they cannot attend.
- B. The Executive Committee will meet on call by the President.
- C. The Executive Committee shall have supervisory control of all the business of the club except during the election of officers.
- D. The Executive Committee shall take office on the first day of June and service for one year. The President shall appoint members to vacancies.
- E. The Executive Committee prepares the budget. The budget process as defined by UIL
  - a. Budget is developed in spring semester for the next year.
  - b. Coach develops and priorities „wish list“ and it is approved by school administration.
  - c. Booster club determines level of fundraising to support the club activities and „wish list“, and from this develop budget for next year.
  - d. The budget is presented at general booster club meeting for comments, and voted on that meeting if there are no comments or amendments. Budget is approved by majority ballot vote by those in attendance with at least 5% active members present. (Money in the approved budget does not have to be re-voted on before spending) Additional money not in budget needs to be approved by booster club vote.
  - e. Budgeting Fund Guidelines – (to be used as guidelines only in setting the budget)
    - i. All funds raised by school run events (i.e.: concession stand, homecoming carnival will be donated to the volleyball account for „wish list“, tournaments, etc.

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- ii. All funds raised by parents are used for banquets, spirit items, scholarships, „wish list“ and support of the team.
- iii. Dues support banquet as a reward for the players. The original purpose of the booster club was to give players a banquet at the end of the season.

### ARTICLE VIII AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by a vote of the membership in attendance with at least 5% of the active members present, provided that proposed amendments have been submitted in writing to the Revision Committee and President for study. Bylaws should be reviewed each year by the committee. Approval of bylaws will be by ballot vote.

### ARTICLE IX SUPPORT COMMITTEES

- A. Special Committees and their respective chairpersons shall be appointed by the President to perform functions such as special fund raising, homecoming carnival, membership fundraisers and support activities. These committees shall serve until completion of the designated support activity or until dismissed by President.
- B. Standing Committees There shall be standing committees formed/appointed at the annual membership meeting or MTW night. The President retains the right to appoint any member in good standing to any committee after elections are held, or fill any vacancy during that calendar year.
  - a. Revisions Committee: responsible for reviewing changes to bylaws, comprised of at least 2 representatives from each class.
  - b. Audit Committee: responsible for reviewing the finances of the club. The number of members and method of audit is determined by district policy and is published in the District Booster Club Manual. (President & Treasurer cannot participate, Chaired by Vice President. Less than 50 members – 2 people; More than 50 members – 3 people)
  - c. Financial Committee: responsible for budget
  - d. Nomination Committee: nominates members to be placed on the ballot for officer elections.
  - e. Fund Raising Committee: there may be multiple fundraising committees, responsible for raising funds. Each committee may have sub-committees with a chair person.
  - f. Concession Committee: responsible for concession. Committee shall be comprised of a representative from each team whenever possible. Responsible for all aspects of activity, managing, organization, scheduling, product setup and clean up.

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- g. Team Level Representatives: responsible for communication to team members, collecting funds from team members
  - i. Varsity
  - ii. Junior Varsity
  - iii. Freshman A
  - iv. Freshman B
- h. Website & Webmaster: responsible for maintaining website and keeping it current. Shall be in a free domain, such that the webmaster and maintenance of the site is easily transferrable from year to year. The Webmaster shall serve as the communications resource for the distribution of booster club & team information via website and/or email.
- i. Banquet Committee: responsible for all aspects of EOY Banquet.

### ARTICLE X SCHOLARSHIPS (Certificates)

- A. Scholarships are for Senior players of Booster club members in good standing. To be eligible the player must have played volleyball both their Junior and Senior year at Clear Creek High School. Also the parent must have joined the Booster club each year and participated in 12 hours of service to the Booster club. Every senior on the volleyball team whose parent is a member of the Booster club in good standing and has completed at least their junior and senior years at Clear Creek High School will be awarded a monetary scholarship of equal value by the Booster Club. The amount of the scholarship will be determined by the Booster club committee and based on the financial ability of the club. The scholarship range for seniors is \$250 - \$500 (never to exceed this amount) Changes to the requirements for scholarships that take place during a school year go into effect the following school year.
- B. The following requirements must be met:
  - a. The student must be registered at an accredited trade school, junior college, college or university. Proof of attendance is required.
  - b. The money may be used for services from a learning institution or for educational items.
  - c. The student must present the original receipts for services from the learning institution (tuition, room and board, etc.) or receipts for educational items (computers, printers, etc.) to the treasurer of the Booster club in order to be reimbursed.
  - d. Receipts must be presented to the treasurer by March 1<sup>st</sup> of the year following graduation or the money will be forfeited.
  - e. All senior players must be given an application in the Spring of their senior year. (at CCHS awards ceremony)
  - f. To receive this scholarship a student must have maintained eligibility to play and not have been suspended from the program.
  - g. NOTE: NCAA Division I & II full scholarships will disqualify a player from receiving this award.

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### ARTICLE XI DISSOLUTION

Upon dissolution of the club, any remaining funds are to be donated to a non-profit charity associated with Clear Creek High School (501c3 requirement).

- A. After remaining bills paid
- B. End of Year banquet
- C. Scholarships to eligible players awarded





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### ADMINISTRATIVE INFORMATION

MAILING ADDRESS: PO BOX 1184, League City, Tx 77574

SHIPPING ADDRESS: Various

BANK: Wells Fargo, Randall's South Shore

MEMBERSHIP DUES: \$40/PER FAMILY

AMOUNT: UIL ALLOWS COACHES TO ACCEPT: \$300

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President – Sue Krohn

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Date:

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Vice President - Cori Hobaugh

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Date:

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Secretary – Deborah Gaffney

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Date:

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Treasurer – Perri Ann Shoemaker

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Date: