ARTICLE I The name of this organization shall be the Clear Creek High School Wildcat Football Booster Club.

ARTICLE II The purpose and aim of this non-profit organization is to:

Section I Raise monies for an annual football scholarship(s).

Section II Raise monies for the enhancement and development of the football program for all students.

ARTICLE III MEMBERSHIP:

Section I Membership in the Clear Creek High School Wildcat Football Booster Club shall be open to any person interested in the enhancement and development of the football program for all students.

Section II The title of Honorary Membership may be conferred upon any man ~~of~~ or woman whom the organization desires to honor.

ARTCILE IV OFFICERS:

The Officers of this organization shall be a President, Vice-President (s), Secretary, and Treasurer. All Officers shall be active members in good standing with a student active in the Clear Creek High School Wildcat Football program.

ARTCILE V MEETINGS:

Section I The officers shall meet at least once a month during football season. Regular membership meetings of the organization shall be held at least 4 times a year including once in August and once in May. The officers shall set the schedule and post the meeting dates on the regular publicity channels.

Section II Special meetings may be called by the President. The President shall call a special meeting upon written request of five (5) members. No business can be transacted at a called meeting except that for which the meeting was called.

ARTICLE VI AMENDMENTS:

This constitution may be amended at any regular meeting of the organization by a vote of active members present, provided that the proposed amendment shall have been submitted in writing to the President.

ARTICLE 1 MEETINGS:

Section I The order of business shall be as follows:

1. Call to order
2. Coach has the floor
3. Reading of the minutes
4. Report of the Treasurer
5. Report of Committees
   1. Standing Committees
   2. Special Committees
6. Unfinished business
7. New business
8. Announcements
9. Adjourn

Section II Robert’s Rules of Order Revised shall be the guide for parliamentary authority if required for meeting effectiveness.

ARTCILE II DUTIES OF OFFICERS:

Section I The **President** shall preside at all meetings of the organization and perform all duties pertaining to the office. He/She shall, with the approval of the Board and members, appoint all standing and special committees, and He/She shall be an Ex-Officio of all committees except the audit committee.

Section II The **Vice-President(s)** shall aid the President with all duties pertaining to the office. He/She shall, in the absence of the President, perform all duties of the office of President. At least one Vice president shall serve as the chair of the Audit Committee and shall furnish the Board and members the findings of the said audit. He/She shall be an Ex-Officio of all committees.

Section III The **Secretary** shall keep an accurate record of all the proceedings of the organization and shall furnish the President copies of all minutes to be filed with the appropriate Clear Creek High School staff. He/She shall conduct all correspondence of the organization as directed by the President, issue notices of all meetings of the organization, and shall read all communications directed to the organization at its scheduled meeting time. The Secretary will chair the Constitution/By-Laws Revisions Committee.

Section IV The **Treasurer** shall keep accurate record keeping of the organization’s fund-raising and purchases. Records 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 shall be filed annually. He/She shall supply the President with monthly balance sheets of the organization’s funds balance and process checks for the organization’s purchases as approved by the President. Checks will require the President’s signature and one other authorized signature.

ARTICLE III ELECTION OF OFFICERS:

The President shall appoint a Nomination Committee of three (3) active members at the September meeting. Booster Club members interested in one of the Board positions will be required to contact one of the Nomination Committee members to place their name on the ballot. Nominations from the floor will be accepted as a write-in on the secret ballot issued at the November meeting. However, if there is but one candidate for any office, the election for that office may be by voice vote. A majority vote constitutes an election to that position. Newly elected officers shall be installed at the January meeting. Term of office shall be for one year, commencing February 1, and ending January 31, of the following year. No Officer shall serve in the same capacity for more than two (2) consecutive one year terms. Vacancies during the year shall be filled by appointment of the President or highest ranking officer.

ARTCILE IV DUES:

Dues in the amount of $25.00 for Basic membership and $50.00 for a Wildcat membership that includes a decal, and $100.00 for Super Wildcat membership which includes the decal and a 1/8 page ad space in the game program shall be paid to the Membership Committee chair person who will turn over funds to the Treasurer.

ARTCILE V STANDING COMMITTEES:

The President, with approval of elected officers shall appoint committee chairman and members following the election of the new officers in February.

1. Constitution/By-Laws Revisions Committee (Chair: Secretary)
2. Audit Committee (Chair: Vice-President) must consist of at least 3 members who are not signors on the bank account and 1 alternate. No member of the Audit Committee shall serve for more than one year (consecutively.)
3. Nomination Committee
4. Fund Raising Committee (examples)
   1. Membership
   2. Ads/Program
   3. Merchandise
   4. Concessions
   5. Raffle
   6. Car Wash
   7. Golf Tournament
5. Special Events Committee (examples)
   1. Meet the Wildcats
   2. Parents Meeting with Head Coach
   3. Homecoming
   4. Senior Night
   5. End of Season Banquet
   6. Spring Scrimmage
6. Team Level Representatives
   1. Varsity
   2. Jr. Varsity Maroon
   3. Jr Varsity White
   4. Freshman Maroon
   5. Freshman White

ARTICLE VI AMENDMENTS:

These By-Laws may be amended at any regular meeting by a vote of the membership in attendance with at least five percent (5%) of the active members present, provided that the proposed amendments shall have been submitted in writing to the Revision Committee and President for study.

Original Draft – Month Year

*Amended/Revised – April 2013*

*Amended/Revised – Month 2018*