**CHARGERS TOUCHDOWN CLUB BY-LAWS**

**Article I. Name and Address**

1. The official name of this organization shall be Charger Touchdown Club (hereinafter referred to as “CTDC”).
2. The permanent address shall be: P.O. Box 6 League City, TX 77574-006.
3. The alternate permanent address shall be: 501 Palomino Lane League City, TX 77573.
4. The annual alternate address may be that of the current President or any person designated by the Executive Board.

**Article II. Purpose**

1. This organization has been formed and shall exist for the primary purpose of promoting a high degree of voluntary community and parental participation, support, sponsorship and interest in the Clear Springs High School (hereinafter referred to as “CSHS”) Football program. The key objectives of this organization are:
   1. Support the coaching staff and players.
   2. Elevate the football team’s and player’s image in the eyes of the school, community and
2. themselves.
   1. Encourage total community participation in the organization.
   2. Support the football program, win or lose, through personal involvement in the purpose of the organization.
3. Be organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. (Required by IRS)
4. The CTDC shall comply with Clear Creek Independent School District (CCISD) policies, University Interscholastic League (UIL) regulations and Federal and Texas state laws for Booster Clubs.

**Article III. Membership**

1. Individual membership of this organization shall be open to any person desiring to support the above purpose of the organization. Persons who do not have a student in the program may become a member but may not vote or hold office.
2. Voting privileges are only permitted to those members over 18 years of age that are not currently enrolled at CSHS, are a paid member in good standing and who have a student in the football program.
3. Members who are not related to a student in your club must pass the District background check.
4. Annual dues shall be an amount as decided by the Executive Board February 1st to January 31st.
5. CSHS Principal, football coaches and staff are exempt from payment of dues and shall have all the rights and privileges of individual membership, with the exception of voting.
6. All meetings are open to the general public, however only current members in good standing will be entitled to vote. The Executive Board may meet in closed sessions at any point.

**Article IV. Officers**

1. The elected officers and Executive Board of the CTDC shall be:
   1. President
   2. Executive Vice President
   3. Vice President of Communications
   4. Treasurer
   5. Secretary
2. Per CCISD policy, all elected or appointed officers are required to have a child actively participating in the football program of CSHS during the current school year. Positions are open to any person having an interest to assume the responsibilities assigned to that role. The President must serve on the board as an elected officer prior to serving as President.
3. The term of each elected officer shall be for one (1) year, beginning on February 1 following their election and shall conclude the following January 31 of the following year.
4. Per CCISD policy, officers may not serve for more than two (2) consecutive years in the same office. If a new officer cannot be found, the club may vote to extend to a third year or contact the CCISD Internal Auditor for an extension. A family member is not allowed to replace another family member in the same position.
5. The nomination and election of officers shall take place at a general announced meeting of the CTDC membership.
6. Should an elected or appointed officer resign or be terminated the remaining officers shall have the authority to appoint an eligible replacement to complete his/her term.
7. No person can hold 2 elected positions at the same time moreover Executive Board officers should not hold board chairmen spots permanently.
8. An officer cannot be removed from office without a two thirds majority of the membership vote.
9. Records must be handed over to new incoming officers within 15days of vacating booster club officers
10. The responsibilities of each officer shall be as follows:
    1. President
       1. The President shall be the principal executive officer of the CTDC.
       2. The President shall preside at all meeting of the Club and Executive Board and have general supervision of the affairs of the organization.
       3. The President may call special meetings whenever necessary of either the membership or Executive Board.
       4. Regularly meet with the Head Coach/Sponsor regarding booster activities.
       5. Regularly meet with the Treasurer of the club to review financial matters.
       6. Resolve problems in membership.
       7. The President is authorized to spend a maximum of $500.00 without the approval of the Executive Board, per calendar month, in the event of emergency or whenever he/she deems it necessary and shall report such expenditures to the Treasure.
    2. Executive Vice President
       1. The Executive Vice President (EVP) shall assist the President in the operation and activities of the organization.
       2. The EVP shall assume the duties of President in the President’s absence or in the event of a vacancy of the office of President, without election.
       3. The EVP must remain familiar with the organization’s day-to-day operations to be an engaged leader.
       4. Perform administrative functions as delegated by the President.
    3. Vice President of Communication
       1. The Vice President of Communication shall provide general supervision and assistance with all non-money raising committees.
       2. ii. Maintain the Booster Club Website and all Social Media Accounts.
       3. iii. Send out e-mail reminders to members for meetings, fundraising and any other important information that the booster club needs shared.
    4. Treasurer
       1. The Treasurer shall be custodian of the organization’s funds and assure that all financial records are maintained, and taxes are filed on time.
       2. The funds are to be kept on deposit with Amegy Bank in League City, Texas. If the Executive Board determines that another bank can furnish the same or better services at the same or less expense, then a change of banking services will be allowed, pending vote and documented in the minutes.
       3. The Treasurer shall keep accurate, current and definitive records of the organization’s receipts and disbursements and general financial condition and status.
       4. The Treasurer will submit a financial report at each membership meeting of the CTDC for approval.
       5. The Treasurer shall be available to review the financial records monthly, should the President or Coach request.
       6. The Treasurer first report, after beginning his/her term, will be the year- end financial report will submit to the principal of CSHS an annual financial statement, in accordance with the fiscal year. by each June 30th. This report shall reflect the CTDC financial status as of May 30th. Dates should be February 27th and January 31st
       7. The Treasurer must also coordinate an annual audited financial statement to the principal of CSHS of all activities from January 1st through December 31st to the CCSID Internal Auditor per his/her annual requirement period. If requested, the Treasurer may submit appropriate documentation for non-profit public entities. Records must be maintained for a period of five years. The past year financials will be given to the incoming Treasurer. The ones prior will be given to the Head Coach to hold.
       8. The Treasurer is required to complete monthly bank reconciliations per CCISD policy.
       9. The Treasurer may not be a Full-Time CCISD employee per CCISD policy. Authorized signers on the bank account cannot be related by blood, marriage or reside in the same household
       10. The Treasurer shall provide general supervision and assistance with all money-raising committees.
       11. The Treasurer may refuse to reimburse any request without prior approval (in the budget) or by a board vote. If proper documentation is missing. Further, the Treasurer will not reimburse a request for payment.
    5. Secretary
       1. The Secretary shall keep the minutes of all meetings of the CTDC, both general membership and Executive Board, whether in person or virtual.
       2. Minutes of the meetings should be distributed to club members and the coach/sponsor within one week of the meeting per CCISD policy.
       3. The Secretary shall establish and maintain a membership roster with both physical and e-mail addresses as well as telephone numbers.
       4. The Secretary will maintain a record of attendance at all meetings.
       5. The Secretary should understand assembly and voting procedures (ie Robert’s Rules of Order).

**Article V. Non-Voting Positions of the Executive Board**

1. Team Level Director positions of the CTDC shall be:
   1. Director of Varsity
   2. Director of Junior Varsity
   3. Director of Freshman
2. Team Level Directors may only hold office for the team level of which their child is a participant.
3. Team Level Director positions are appointed by the Executive Board.
4. Team Level Directors shall not have the voting privileges of the Executive Board.
5. Team Level Directors are invited to all Executive Board Meetings.
6. Team Level Directors report to the Executive Vice President of Communication.
7. The responsibilities of the Team Level Directors shall be:
   1. Shall inform Team parents of opportunities to help the program and the booster club as well as inform the parents of upcoming events and meetings.
   2. Shall maintain a call and email list for the Team
   3. Shall help find volunteers as requested by committee chairman
   4. Act as the liaison between the booster club and the Team and coaches.

**Article VI. Meetings**

1. General meetings are to be held at least once a month during the school year and at least one meeting during the summer prior to the beginning of football season

**Article VII. Executive Board**

1. The Executive Board shall meet at least once a month or when called by the President.
2. A minimum of three members of the executive Board must be in attendance at an Executive Board Meeting for CTDC business to be conducted.
3. The Executive Board shall have supervisory control over all of the business of the CTDC with the exception of the election of officers.
4. The Executive Board shall take office February 1st.
5. It shall be the responsibility of all outgoing Executive Board members to make themselves available to and to council all newly elected officers as to their office responsibilities and all knowledge of CTDC activities so that a smooth transition takes place during the next year. CCISD requests this happen within 15 business days of officer transition.

**Article VIII. Activities/CTDC Requirements & Restrictions**

1. All CTDC activities must have the approval of CCISD, the Principal and the Head Football Coach. Such activities include (but are not limited to):
   1. Use of the school facilities for meetings. All meetings must be coordinated with the activities of other entities desiring facility use.
   2. All fundraising activities. Participation in fundraising is strictly voluntary. Boosters may offer an “opt-out option” for parents in lieu of fundraising. The Booster Club Board shall determine the “opt-out’ amount.
2. Compliance with administrative regulations and CCISD Board policy when donating money or gifts to the district. The IRS prefers boosters donate to the campus activity fund to maintain a clear path of revenue generated and expended.
3. Debit cards are permitted, so long as the Treasurer receives a detailed receipt. Should this be abused, the Treasurer may ask the bank to turn off the card of the abuser. Booster clubs may receive payments by credit card but may not apply for a credit card per CCISD policy.
4. CTDC shall not:
   1. Use school facilities without prior approval from the Principal or Coach of CSHS.
   2. Become involved with the direction of the Head Football Coach, personnel issues, scheduling of contests, rules of participation or policy making activities for a student group or interschool program. All of these duties are the responsibility of CSHS and CCISD.
   3. Have authority in directing or influencing CCISD employees in the administration of their duties.
   4. Give a Football Coach a gift or cash in excess of the limits imposed by the UIL (which is
5. $500 in money, product, or service) from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities.
   1. Give anything to specific student. School administrators must be consulted before giving anything to a student, school, or coach.
   2. Donate any equipment to the program or the school valued at $2500 or more. School administrators must be consulted on the proper procedure prior to any donation of this amount or greater.
   3. Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for student activity. These types of working arrangements must be managed through the CSHS Principal, Head Football Coach and the CCISD office.

**Article IX. Support Committees**

1. Committees and their respective chairpersons shall be appointed by the President and approved by the Executive Board to perform specific functions, such as fundraising, membership drives and other support activities. These committees shall serve until completion of their designated support activity or until dismissed by the President or Executive Board.
2. All Committees that are used to raise funds for the club shall report to the Treasurer. All other committees will report to the Vice President.
3. While Committee Chairs will be required to present things to the Executive Board and are welcome to stay they do not have a vote on the Executive Board.
4. Standing Committees:
   1. Concession Stand
   2. Program Ad Sales and Publishing
   3. Sponsorship
   4. Merchandise Sales
   5. Fundraising
   6. Scholarship
   7. Audit
   8. Special Events (ie. Pre-season Dinner, Banquet, Senior Night, Elementary School Night, Homecoming, etc.)
   9. Executive Board Assistant per request of Head Coach and President

**Article X. Scholarship**

1. A minimum of two (2) scholarships shall be offered each year to seniors on the Varsity team.
2. The amount of each scholarship will be based upon the profits made from the sale of the “Breast Cancer Awareness” merchandise sales and donations made to the “Scholarship fund”
3. All qualifying seniors must have the opportunity to apply for a scholarship.
4. Funds should be sent directly to the student's university registrar made payable to the university with the student’s name in the memo. Service Academies (Naval Academy, etc.) require sending funds to the US Treasury (contact the service academy for details).
5. Applicants bear the responsibility of ensuring all UIL eligibility requirements have been concluded.
6. Applicants who received a full scholarship to a school may be ineligible to receive local scholarships. Some schools allow local scholarships to pay for summer school, often not covered by full- ride scholarships.
7. Teachers or coaches should not be involved in the scholarship process unless they are providing a reference letter.
8. Any changes to the criteria or process must have booster membership approval.
9. Scholarship Committee do’s and don’ts
   1. Communicate the application process and qualifications requirements.
   2. Make the application form available to potential applicants and their parents/ guardians.
   3. Scholarship committee members should not be related to any potential recipients.
   4. Must consider all qualifying applicants.
   5. The application scoring, decision material, and other documents must be available within five days upon written request.

Bylaws should outline the process if a student withdraws or delays college. Please have a " Plan B" for these scenarios.

**Article XI. Amendments**

1. These By-laws may be altered or amended, at any regular or special meeting held in conformity to the By-laws, by a two-thirds majority vote of those in attendance.
2. All amendments shall be written into the by-laws not listed as a separate document to these By-laws.