

# **CLEAR BROOK VOLLEYBALL BOOSTER CLUB BYLAWS**

## **ARTICLE I NAME AND ADDRESS**

- A. This organization's official title shall be the Clear Brook Volleyball Booster Club or CBHS Volleyball Booster Club.
- B. The permanent address of this organization shall be updated in the information section of the bylaws.
- C. The bylaws 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.

## **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 CBHS 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 player's image in the school's eyes, community school's eyes, community, and themselves.
  - c. Encourage total community participation in the organization.
  - d. Win or lose, back the volleyball teams through personal involvement in the organization's purpose.
  - e. Raise monies for an annual banquet for the volleyball players such that the players do not pay for their tickets.
  - f. Raise monies for the enhancement and development of the volleyball program for all students.
  - g. Raise monies for the annual scholarship(s) 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(c) 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 its above purpose.
- B. This organization's business membership shall be open to any legal business entity desiring to express interest, sponsorship, and support in the organization's primary purpose. The Executive Committee reserves the right to disapprove of a request for Business membership if deemed to be in the organization's best interest.
- C. Annual dues amount shall be voted on at the first meeting in July – August before the start of the season and documented with the bylaws' administrative information. All dues are payable in advance. No member shall be considered in good standing unless dues for the current year have been paid.
- 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 UIL sports coach is to act in an advisory capacity to the booster club and not control or have 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 the organization desires to honor.

#### **ARTICLE IV OFFICERS**

- A. The elected officers of the Volleyball Booster Club shall be a President, Vice-President, Secretary, and a Treasurer also known as the Executive Committee. All officers shall be active members in good standing with a student engaged in the volleyball program. The officers are responsible that the Club's business complies with IRS 501(c)3, UIL/District rules, and Amateur athletic rules.
- B. Officer Positions:
- a. **PRESIDENT** - Preside at all meetings of the Club and the Executive Committee and shall have general supervision of the organization's affairs. 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 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 the agenda for regular meetings to the Secretary. The plan will be presented at each meeting.
  - b. **1st VICE-PRESIDENT** - The Vice-President shall aid the President with all duties about the office. In the absence of the President, the vice president shall perform all the President's official duties.
  - c. **SECRETARY** - The Secretary will keep accurate records of the organization's meetings and the executive committee and establish and maintain a membership roster with addresses, email addresses, and phone numbers. The Secretary will also keep a record of attendance at each meeting. The Secretary shall conduct all organization correspondence and shall read all communication directed to the organization at its scheduled meeting time.
  - d. **TREASURER** - The Treasurer shall be the custodian of the Club's funds to be kept on deposit with an insured bank or credit union. If the Executive Committee determines that another bank can furnish the same service at less expense to the organization, then a change may be affected. The Treasurer shall keep an accurate, current record of the organization's receipts and disbursements, general financial condition, and exemption status. The Treasurer will submit a complete financial report to members at regular meetings. Two officers will sign all check requests submitted to the organization for payment.

The Treasurer will coordinate the Financial Committee's efforts to establish an annual budget at the start of a new year. The Treasurer shall keep accurate records of the organization's fundraising 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, yearly 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 organization's 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 \$500 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. Suppose any duly elected officer cannot perform his/her duties of office for an extended period or misses more than two successive regularly scheduled meetings without justified cause. In that case, the Booster Club, by a majority decision of those assembled, shall elect to proceed by one of the following options:
- Have the President appoint someone to fulfill the duties of the officer in question, or;
  - 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 1st VP shall step up, etc., or;
  - Nominations may be taken from the floor. A replacement officer shall be elected by a majority vote of those present and shall take over that office's responsibilities until the next scheduled election.
  - The President of the Booster Club shall notify the replacement of the Booster Club's decision by word or in writing before the next regularly scheduled meeting.

## **ARTICLE V GIFTS**

- A. **Student Gifts:** Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction, or any activity outside of the school. Booster groups or individuals may donate money to cover commercial transportation costs and cover costs for out-of-town meals. It would be a violation of booster groups or individuals to pay for such expenses directly.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or provided to an athlete. Valuable consideration is defined as tangible or intangible property or service, including usable, wearable, salable, or consumable. Local school districts superintendents have the discretion to allow student-athletes to accept, from their fellow students, small 'goodie bags' containing candy, cookies, or other items that have no intrinsic value and are not considered valuable consideration.
  - The school may provide meals for contests held away from the home school. If the school does not pay for meals, the individual parents need to purchase their own child's food. Parents may purchase anything they wish for their child but may not provide food for their child's teammates unless approved by the school.
  - Student-athletes are eligible to receive a non-cash, major gift of \$75.00 during their senior year.
- B. **Coaches Gifts:** Coaches and directors of UIL athletics may not accept more than \$500 in money, product, or service from any source in recognition of or appreciation for coaching, directing, or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any particular gift.

## **ARTICLE VI ELECTIONS**

- The organization shall conduct its officers' election at a meeting to be held in May or June, with the Executive Committee's exact date. This will allow newly elected officers to overlap with current officers.
- 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 names on the Nominees' list. The nominating committee shall make nominations for elected officers to be voted on at the meeting, plus nominations from the floor.
- The election will be by majority vote at a scheduled meeting. However, if there is only one candidate for any office, that officer's election may be by voice. A majority vote constitutes an election to that position.
- Term of office shall be for a minimum of one year, officially commencing July 1st and ending June 30th of the following year with a transition period of officers between election and July 1st.

## ARTICLE VII MEETINGS

- A. Regular meetings are to be held on a night deemed appropriate by the Executive Committee and special meetings deemed necessary by the President.
- B. All meetings are open to the public.
- C. The President shall call a special meeting upon written request of five (5) members.
- D. Minutes of meetings will be kept in the Secretary's records and published on the Clear Brook Volleyball website.
- E. Roberts Rules of Order revised shall be parliamentary authority. The order of business shall be as follows:
  - a. Call to Order
  - b. Coach's Comments
  - c. Report of Treasurer
  - d. Standing
  - e. Special
  - f. New Business
  - g. Announcements
  - h. Adjournment

## ARTICLE VIII AMENDMENTS

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 Executive Committee for examination. Bylaws should be reviewed by the committee when required.

## ARTICLE IX SUPPORT CHAIRPERSONS

- A. Chairpersons shall be appointed by the President or voluntarily to perform functions on specific Committees such as fundraising, homecoming carnival, membership fundraisers, and support activities. These Chairpersons shall serve until the completion of the designated support activity or until dismissed by the President.
- B. 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. **Audit Committee:** responsible for reviewing the finances of the Club. The number of members and methods of the audit is determined by district policy and is published in the District Booster Club Manual. The President & Treasurer cannot participate.
  - b. **Nomination Committee:** nominates members for officer elections.
  - c. **Fund Raising Committee:** there may be multiple fundraising committees responsible for raising funds.
  - d. **Concession Committee:** responsible for concession. The committee shall be comprised of a representative from each team whenever possible. Responsible for all aspects of the activity, managing, organization, scheduling, product set up, and clean up.
  - e. **Website & Webmaster:** responsible for maintaining the website and keeping it current. Shall be in a free domain, such that the Webmaster and maintenance of the site are easily transferrable from year to year. The Webmaster shall serve as the communications resource for distributing booster club & team information via the website and/or email.
  - f. **Banquet Committee:** responsible for all aspects of End of Season Banquet.

**ARTICLE X  
SCHOLARSHIPS (Certificates)**

- A. The scholarship will be determined by the Booster Club committee and based on the Club's financial ability. The scholarship range for seniors is \$250 - \$750 (never to exceed this amount). If only one is awarded, it will be \$750, and if two or more are cited, they will be \$500 each. Changes to the requirements for scholarships that occur during a school year go into effect the following school year. Scholarship winner(s) will be announced at the End of Season Banquet.
- B. The following criteria must be met for scholarship qualification:
  - a. Scholarships are for Senior players of Booster Club members in good standing.
  - b. The player must have played volleyball both their Junior and Senior years at Clear Brook High School to be eligible.
  - c. The parent must have been a member of the Booster Club in good standing each year their daughter played volleyball for Clear Brook high school.
  - d. The parent must have participated in 12 hours of service to the Booster Club over the 4-year period; the service hours are to be prorated based on the number of years the athlete played volleyball for Clear Brook high school.
  - e. The student must attend an accredited trade school, junior college, college, or university.
  - f. The payment must be made directly to the school.
  - g. All senior players will be given an application in the Fall of their senior year.
  - h. A student must have maintained eligibility to play to receive this scholarship and not have been suspended from the program.
  - i. NCAA Division I & II full scholarships will disqualify a player from receiving this award.

**ARTICLE XI  
DISSOLUTION**

- A. Upon dissolution of the Club, any remaining funds are donated to a non-profit charity associated with Clear Brook High School (501c3 requirement) after:
  - a. All remaining bills are paid to vendors;
  - b. The end of year season banquet occurs;
  - c. Eligible scholarship recipients receive awards.

**ARTICLE XII  
ADMINISTRATIVE INFORMATION**

MAILING ADDRESS: PO Box 270, Friendswood, TX 77549  
BANK: Hometown Bank of Friendswood  
MEMBERSHIP DUES: \$75 Gold; \$50 Silver; \$25 Bronze  
OFFICERS: President – Susan Mitschke  
1st Vice President – Sheila Pena  
Secretary – Caryan Reid  
Treasurer – Michelle Newman