

CLEAR FALLS VOLLEYBALL BOOSTER CLUB BY-LAWS

ARTICLE I

NAME AND ADDRESS

- The official name of this organization shall be the Clear Falls Volleyball Booster Club.
- The function (normally used) name shall be the Volleyball Booster Club.
- The permanent address of this organization shall be updated in the information section of the by-laws.
- 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

- 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 CFHS Volleyball program.
- Following are the key objectives of this organization:
 - Support the coaching staff to produce the best volleyball teams in the state.
 - Elevate the volleyball teams and players image in the eyes of the school, community and themselves.
 - Encourage total community participation in the organization.
 - Win or lose, back the volleyball teams through personal involvement in the purpose of the organization.
 - Raise monies for an annual banquet for the volleyball players such that the players do not pay for their ticket.
 - Raise monies for the enhancement and development of the volleyball program for all students.
 - Raise monies for the annual scholarship for Seniors.
- The club shall be a non-profit organization, and shall also be non-partisan, non-shareholding, non-commercial and non-bargaining.
- The club shall comply with the IRS 501c3, Clear Creek Independent School District (CCISD) policies, University Scholastic League (UIL) regulations, and Federal and Texas State laws for Booster Clubs.

- Officers are not to serve more than two years in the same office. If a board position cannot be filled after a two-year term, the club must first contact the Internal Auditor to request approval for a third term, and then the club may vote on the extension.
- The officers are responsible that the business of the club is in compliance with IRS 501 c3, UIL District rules and Amateur Athletic rules.
- Officer Positions
 - PRESIDENT
 - The president of a booster club should have been a board member for at least one year to gain experience. Exceptions may be made in the absence of any other volunteers for the position.
 - Preside at and provide agendas for all regular booster club meetings.
 - Regularly meet with the Sponsor regarding booster activities.
 - Regularly meet with the treasurer of the organization to review the organization's financial position.
 - Resolve membership problems.
 - Preside at all Executive Committee meetings and have general supervision of the affairs of the organization.
 - Approve all correspondence that is published or sent out on behalf of the club.
 - Appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.
 - Responsible for submitting all forms to the district for approval or fundraising activities and other administrative request items.
 - Bank account signer.
 - VICE-PRESIDENT(S)
 - The vice-president acts as the president's representative in their absence. The VP must remain familiar with the organization's day-to-day operation to be an engaged leader.
 - Preside at meetings in the absence of the president.
 - Preside as the interim club president should the president resign or temporarily step away from position responsibilities.
 - Perform administrative functions as delegated by the president.
 - Lead standing and special committees as needed.
 - 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

- Ensure website is up to date.
 - Provide technical support for booster club activities.
 - Post booster club meeting minutes on the website.
- 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 cause, 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.
 - If the President is unable to fulfill their duties, the 1st VP shall step up.
 - Nominations may be taken from the floor and replacement officer elected by a majority vote of those present.
 - The replacement officer shall take over the responsibilities of that office until the next scheduled election. The President of the Booster Club shall notify the replaced officer of the Booster Club's decision, by word or in writing before the next regularly scheduled meeting.

ARTICLE V

ELECTIONS

- Election of officers should be held at an annual membership meeting between April and May 31st, with the exact date established by the Executive Committee. This will allow newly elected officers overlap with current officers.
- Executive Committee officer positions will be available for election following the completion of term, officer resignation, or officer reassignment.
- Booster club members interested in one of the officer positions will be required to contact the President and Secretary to place their name on the ballot ahead of the election.
- Election will be by simple majority at the annual meeting.
- Treasurer will be appointed by the board and approved by the membership due to the responsibility of this position.
- Term for each office shall be for a minimum of one year and maximum of two years, officially commencing August 1st and ending July 31st of the following year.

ARTICLE VI

MEETINGS

- Regular meetings are to be held on a date/time that is deemed appropriate by the Executive Committee.

ARTICLE VIII

BUDGET

- The Executive Committee prepares a budget in the spring semester for the following school year utilizing the following:
 - Executive Committee determination of the level of fundraising needed to support club activities.
 - Coach develops and prioritizes a "wish list" approved by school administration.
 - Executive Committee determination of booster club expenses to support the volleyball program for the following school year.
- The budget is presented at a general booster club meeting for comments and voted on that meeting if there are no comments or amendments. Budget is approved by majority vote with at least 5% active members present.
- Additional expenses not in the budget should be approved by the Executive Committee.
- Money raised each year should be utilized in support of the volleyball program. It is important to leave only enough funds in the club account at the end of the school year to cover start-up costs for the beginning of the next school year. The specific amount to retain will be determined with the budget preparation.

ARTICLE IX

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 Executive Committee ahead of time for review.
- Bylaws should be reviewed each year by the Executive Committee ahead of the annual membership meeting in the Spring and changes approved by majority vote.

ARTICLE X

SUPPORT COMMITTEES

- Special Committees and their respective chairpersons shall be appointed by the President to perform functions such as Homecoming, Game Day, Spirit, Concessions, Dig Pink and Banquet, etc.

- Student must have played volleyball both their Junior and Senior year at Clear Falls High School.
- Parent must be a member of the Booster Club in good standing.
- Student must have maintained eligibility to play and not have been suspended from the program at any time.
- Student must not be the receipt of a NCAA Division I & II full scholarship.
- Student must submit a completed scholarship application by the determined deadline.
- Student must be registered at an accredited trade school, junior college, college, or university.
- Proof of enrollment and expenses is required.
- Scholarship check should be made out to the learning institution and used for tuition or other educational items only.

ARTICLE XII

DISSOLUTION

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

- After remaining bills paid
- End of Year banquet
- Scholarships to eligible players awarded

ADMINISTRATIVE INFORMATION

MAILING ADDRESS:

BANK:

BY LAWS APPROVED:

Name: Tiffany Clark Position: President Date: 11-2-25
 Name: Jeremy Porter Position: VP Date: 11/2/25
 Name: Allison Williams Position: Head Coach Date: 11-2-25