

**TWHS BOYS SOCCER CLUB
CONSTITUTION AND BY-LAWS
(REVISED MAY 2019)**

ARTICLE I: NAME

The name of this organization shall be TWHS Boys Soccer Booster Club (“The Club”). The club is organized under university interscholastic league (UIL) guidelines.

ARTICLE II: Purpose

1. To promote and support The Woodlands High School boys soccer program.
2. To assist, as needed, in any TWHS boys soccer functions.
3. To develop and promote good fellowship, encourage sportsmanship, and support activities and programs for the benefit of the boys soccer players of TWHS.

ARTICLE III: MEETINGS

There shall be a general meeting the first Monday of each month of the school year that is open to the general membership. Business activities of the club shall be approved by two-thirds (2/3) of the members in attendance of the meetings. Meetings of the Executive Board shall be held as needed.

ARTICLE IV: Membership

Membership is open to all player families, and families of those that support the program such as team managers and student athletic trainers, that have an interest in actively supporting soccer. Members must satisfy the following requirements to hold office or cast a vote:

1. has a student actively involved in a TWHS boys soccer team (Freshmen, JV, or Varsity), and
2. has paid all annual membership dues set by the Executive Board, and
3. has satisfied all financial obligations (i.e., fundraiser commitments) as set by the Executive Board.

The Treasurer and Chairpersons of the Committees requiring member participation shall keep an accurate record of all members’ payments and participation and shall file a report of any amounts owed to the executive Board on April 15 of each year.

ARTICLE V: Funding

Membership dues are due and payable per the following schedule: All members will be required to pay dues by the first booster club meeting after team selection, typically the 1st Monday in December. In the event that dues are paid prior to team selection and a player ends up not making the team then a full refund of the dues will be granted upon request. The amount of dues and the contemplated use of the dues are set forth annually in the parent Handbook. Changes or revisions to dues must be presented to the membership at a general meeting with a vote taken prior to the next general meeting.

The executive Board may designate other fundraising programs to cover annual senior scholarships, field/equipment requirements that the school does not provide, or any other needs of the booster club.

ARTICLE VI: OFFICERS OF THE EXECUTIVE BOARD

The officers of The Club, which comprise the Executive Board, are: President, Vice President/President Elect, Second Vice President, Third Vice President, Treasurer and Secretary. The Varsity Coach will be an ex-officio (non-voting) member. The Executive Board shall approve the annually published parent handbook, which outlines the operating requirement of the club.

The President shall:

1. Preside over all meeting
2. Establish a meeting agenda
3. Be responsible for communication between the club and the school district
4. Appoint committee chairpersons
5. Have final approval of all money expenditures
6. Have no vote at general meetings, except in the case of a tie
7. Oversee administration of the Parent Handbook as set forth by the Executive Board.

The Vice President/President Elect shall:

1. Act as an aid to the President
2. Perform the duties of the President in their absence
3. Oversee the general activities of the various permanent committees and record-keeping thereof
4. Assume the office of the President the next year if in the position to do so.

The Second Vice President shall:

1. Act as an aid to the Vice President/President Elect
2. Perform the duties of the Vice President/President Elect in their absence
3. Oversee the general activities of the various permanent committees, as agreed with the Vice President/President Elect, and record-keeping thereof

The Third Vice President shall:

1. Act as an aid to the Vice President/President Elect
2. Perform the duties of the Vice President/President Elect in the absence of the Vice President and Second Vice President
3. Oversee the general activities of the various permanent committees, as agreed with the Vice President/President Elect, and record-keeping thereof

The Treasurer shall:

1. Keep accurate record of receipts and expenditures
2. Account for all financial transactions
3. Present a statement of account at each general meeting
4. Oversee the financial receipts and disbursement of all committees.

The Secretary shall:

1. Keep the minutes of each meeting
2. Maintain a current list of members
3. Retain copies of officer and committee reports
4. Conduct correspondence as may be delegated.

Coach of Varsity shall

1. Give advice to the Executive Board on activities and needs of the TWHS boys soccer program
2. Serve on the Scholarship Committee (or designate an assistant to serve) and provide individual player status to meet scholarship requirements.

Unless properly elected to a subsequent term, the term of each officer expires on April 30 of each year.

ARTICLE VII: ELECTION OF EXECUTIVE BOARD OFFICERS

At the February general meeting, a nominating committee consisting of three (3) members of The Club shall be appointed by the President to nominate new officers for the coming year. The slate of officers shall be presented at the general meeting. If there is only one nominee for each office, election by acclamation shall be permitted.

Board positions may be held by individuals or married couples, so long as the individual or married couple is eligible and properly elected for that position. Nominations and elections shall explicitly indicate whether the position under consideration will be filled by an individual or a couple. Married couples may not hold more than one Board position simultaneously. Board positions held by married couples are entitled to only one vote in Board decisions (i.e., two individual = one vote) and if these two individuals cannot agree on their vote, they shall not be entitled to vote in a Board decision.

ARTICLE VIII: COMMITTEES

The Executive Board shall annually establish such committees as it deems necessary to administer the affairs of the club as set forth in the parent Handbook.

ARTICLE IX: AMENDMENTS

Any revision or amendments to the Constitution and By-Laws must be presented to the membership at a general meeting, with a vote taken at the next general meeting. Approval of any revisions or amendments requires two-thirds (2/3) of the voting members present at the meeting.

AMENDMENT #1:

ARTICLE X: BUDGETING AND THE DISBURSEMENT OF CLUB FUNDS

The annual budget for the club activities will be established by the officers of the club prior to the first formal meeting of the club in a given year. The annual budget must be formally presented and ratified by the club in the first formal meeting of the year.

Budget expenditure not comprehended in the ratified budget shall be classified as either “major” or “minor”. “Major” expenses shall be defined as any ad hoc expenditures related to a total commitment of over \$500. “Minor” expenses shall be defined as any ad hoc expenditures related to a total commitment less than \$500.

For “major” expenses, a formal proposal of the intended expenditure must be made at a club meeting and approved at that meeting by a majority of those present. The Treasurer of the club (or another designated officer) must be present to discuss the impact of the expenditure upon the club’s current budget. If possible, the champion for the expenditure should be present to make the formal presentation of the case for the expense. Once approved, the Treasurer shall pay the expense.

“Minor” expenses should be incorporated into the formal budget as a “Contingency” item in some multiple of \$500 (i.e., \$500, \$1,000, \$1,500). Assuming the contingency funds are approved as a part of the formal budgeting process, officers of the club are free to utilize the contingency funds for expenses less than \$500, not to exceed the overall budget amount. Further, officers of the club are to inform the club of these expenses and their impact at the next regularly scheduled club meeting.