



Weatherford Football Booster Club

ByLaws

Revised January 15, 2010



Article I – Name:

The name of this organization shall be The Weatherford Football Booster Club. The mailing address shall be P.O Box 552, Weatherford, Texas 76086 and all official correspondence will be directed through this address, emailed to president@weatherfordfootball.com or through the official web site at <http://www.weatherfordfootball.com> .

Article II – Purpose:

This organization shall operate as a 501 (c) (3) nonprofit organization exclusively for the support of the Weatherford football program and as such will support the following purposes:

- 1) To stimulate and sustain an enthusiastic interest among parents, football players, the WHS student body, and members of the community in the entire Weatherford football program.
- 2) To lend all possible support, both moral and financial, to the activities of the Weatherford football program within guidelines specified by the Weatherford Independent School District (WISD) Board of Education, the WHS administration, the WHS Athletic Director, the WHS football coaching staff and UIL regulations.
- 3) To participate (in cooperation with the WHS Athletic Director, Head Football Coach or his designated coaching staff) in activities designed or conducted to promote the WHS football program.

Article III – Membership:

- 1) Membership of this club will be open to any person interested in the progress and development of the Weatherford football program.
- 2) Membership dues shall be determined annually by the Executive Board.
- 3) In addition to the general membership, the organization may offer business sponsorships at levels to be determined annually by the Executive Board.



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Article IV – Administration:

This organization shall be governed by an Executive Board of Directors composed of elected officers and appointed directors as follows:

- 1) The elected officers of this organization shall be as follows: President, Vice-President, Secretary, Treasurer.
- 2) The following director positions may be appointed by the elected officers and will have full voting rights as a member of the Executive Board:

a. Program Sales Director	i. Special Events, Horns, Inflatables, FLAGS
b. Membership Director	j. Photography Director
c. Public Relations Director	k. Roo Mom
d. Banquet Director	l. Senior Representative
e. Spirit Shop/Sales Director	m. Junior Representative
f. Website Director	n. Sophomore Representative
g. Fundraising Director	o. Freshman Representative
h. Concessions Director	

- 3) Officers positions may be held by individuals or couples.
- 4) The election and general responsibilities of the officers are described further in later sections of these bylaws.
- 5) Any vacancies in an office will be filled by the Vice President until the Executive Board appoints a successor to fill the unexpired term of that office.



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- 6) A serving elected officer may be removed from office for cause, including willful neglect of duty, by a two-thirds majority vote of the Executive Board.
- 7) To serve on the Executive Board of Directors, you must have a student that is currently active in the WHS Football Program (middle school or high school football). If for any reason a Director does not have a student active in the WHS Football Program but would like to remain on the Executive Board, a two thirds vote of the current Executive Board will be required.
- 8) Each Executive Board member will have one vote, whether held by an individual or a couple. The President shall vote only in the case of a tie vote or in other specific cases set out within these bylaws. A Board member may assign his/her vote via a signed proxy to another Board member. Two-thirds of the current Executive Board, either in person, or by proxy, must be present to have a quorum.

Article V – Elections:

At the conclusion of each regular football season, a nominating committee consisting of the President, Vice President, and three general booster club members shall prepare a slate of candidates for elected officers for the upcoming year. The nominating committee will also elect a committee chairperson. Once the nominees have been selected and the chairperson selected:

- 1) The nominating committee will contact nominees for their acceptance of the nomination for office.
- 2) The slate should be presented at the December Executive Board meeting for approval. A special meeting may be called by the President, if necessary, to approve the slate of nominees.
- 3) It will be announced prior to the January meeting that nominations will be taken from the floor at the January general booster membership meeting. Names that will be taken from the floor must be submitted to the President seven days before the January general membership meeting to be submitted for approval by the Head Football Coach and Athletic Director. Upon receipt of the list of candidates, the Head



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Football Coach and Athletic Director have 5 calendar days to submit any concerns back to the Board, otherwise the slate of candidates will be considered to have been approved.

- 4) At the January general membership meeting the President will ask the committee chairperson to place the slate of nominees in nomination. The election shall be held according to Robert's Rules of Order.**
- 5) Nominees for Executive Board positions can be elected for up to two consecutive one year terms. Exceptions may be made by the Executive Board in case of need with the approval of the Head Football Coach and the Athletic Director.**
- 6) There will be a joint Executive Board meeting between all new and outgoing officers and directors within 10 days of the election. New officers will begin their one year term on February 1st.**

Article VI – Elected Offices and Duties:

The duties of each elected office will be as follows:

- 1) President**
 - a. Call and preside over all meetings of the general membership and the Executive Board**
 - b. Appoint the chairperson and members of any ad-hoc committees**
 - c. Assemble the nominating committee**
 - d. Co-sign all checks issued by the organization (all checks and allocations of funds must have two signatures)**
 - e. Shall ensure that Robert's Rules of Order are followed during all meetings and assist the President in maintaining order at meetings.**



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2) Vice President

- a. In the absence of the President preside at any meeting at which the President would normally preside**
- b. In the absence of the President, co-sign checks necessary to carry out essential activities of the organization.**
- c. Carry out duties assigned by the President**
- d. If he or she will have a child/ward in the football program in the following year, serve as the nominating committee's candidate for President in the following year**
- e. Reserve facilities for events as defined by the calendar**

3) Secretary

- a. Take minutes of the Executive Board and general membership meetings and distribute these minutes to the membership**

4) Treasurer

- a. Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds**
- b. Present a financial report at each Executive Board meeting and make that report available at each general membership meeting.**
- c. Co-sign all checks issued by the organization (all checks and allocations of funds must have two signatures)**
- d. Prepare a summary of the financial activities and present that summary to the school board in May. If we are joining with other booster clubs, these summaries will be used to file a required Form 990 with the IRS.**
- e. File tax returns and other legal documents as necessary. Services of an outside firm that specializes and is qualified in**



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preparing tax returns and/or audits may be utilized with approval by the Executive Board.

- f. Maintain records pertaining to the tax exempt status of the organization
- g. Supervise the financial operations of the booster club
- b. Shall lead an annual review session of the bylaws for the incoming Executive Board
- c. Carry out duties assigned by the President

Article VII – Appointed Directors and Duties:

The duties of each appointed director will be as follows:

- 1) **Program Sales Director:**
 - a. Solicits advertising from area businesses and individuals to advertise in the Game Day Program
 - b. Responsible for invoicing and collecting advertising funds from all advertisers
 - c. Turns in all funds collected to the Treasurer and maintains an ongoing record of advertisers, amounts invoiced, amounts collected, and accounts receivable
 - d. Coordinates the delivery of ads in acceptable format to the program design and layout team for printing
 - e. Coordinates the sales of programs on game days, delivery of funds to the Treasurer, and maintains accurate records of all program sales
- 2) **Membership Director:**
 - a. Promotes the organization to past and prospective members to encourage maximum participation



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- b. **Maintains and edits membership forms for distribution**
 - c. **Collects membership dues and delivers all monies to the Treasurer**
 - d. **Maintains and ongoing list of active members and distributes all necessary contact information to the Communications Director and other Executive Board members, as necessary**
 - e. **Determines various levels of membership and coordinates gift items associated with each level with the Spirit Sales Director**
- 3) Public Relations Director (usually filled by the coach and/or staff):**
- a. **Provides Media Relations between Football Teams and News**
 - b. **Liason between WISD and Booster Club.**
- 4) Banquet Director:**
- a. **Oversees and coordinates any Banquets and/or Dinners such as the Kickoff Banquet, Membership Drive, Homecoming Dinner, Tailgate parties, and the End of Season Banquet with the membership and submits recommendations to the Board for approval**
 - b. **Solicits sponsors for banquet meals.**
- 5) Spirit Shop/Sales Director:**
- a. **Secures vendors and pricing for all apparel and non-apparel items for spirit items and submits recommendations to the Board for selection. Once approved, orders and follows up with vendors to ensure timely delivery and quality assurance of all items received.**
 - b. **Organizes the sale of all spirit wear at major events (Spring BBQ, etc.), Freshman, JV, and Varsity games.**



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- a. Provides snack bags to Junior-Varsity players on Wednesday, usually after practice.
 - b. Provides assistance at football player events/dinners.
 - c. Responsible for contacting parents within their group to volunteer and provide help and support to activities.
 - d. Reports monthly at all Executive Board meeting on status.
14. Sophomore Representative:
- a. Provides snack bags to Junior-Varsity players on Wednesday, usually after practice.
 - b. Provides assistance at football player events/dinners..
 - c. Responsible for contacting parents within their group to volunteer and provide help and support to activities.
 - d. Reports monthly at all Executive Board meeting on status.
15. Freshman Representative(s):
- a. Provides snack bags to freshman players on Wednesday, usually after practice.
 - b. Provides assistance at football player events/dinners..
 - c. Responsible for contacting parents within their group to volunteer and provide help and support to activities.
 - d. Reports monthly at all Executive Board meeting on status.

Article VIII – Standing Committees:

Other standing committees appointed by the President may include;

- Golf Tournament Committee,
- Senior Parent Night Committee,
- Spring BBQ Committee,
- Homecoming Parade, Dinner & Silent Auction Committee,
- Varsity Player Dinner/Meals,
- Scholarships Committee
- Snack Bags for all Football Players

Article IX – Meetings:

- 1) There may be scheduled monthly Executive Board meetings. The schedule of board meetings, including time and location, should be set



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by President. These meetings may be closed to the general membership.

- 2) There will be regularly scheduled, monthly, general membership meetings held to address upcoming events and items of general concern. All Booster Club members will be encouraged to come and participate at these general sessions. Any changes to meeting time and locations must be announced at the preceding meeting and on the website.
- 3) Items to be placed on the agenda of any meeting must be communicated to the President no later than noon on the day of the meeting.

Article X – Finances:

- 1) The President, after consultation with the Treasurer, Head Football Coach and Athletic Director, will submit a budget to the Executive Board for approval prior to the May general membership meeting.
- 2) The budget will include requests for funds from each committee and specific requests presented by the Athletic Director and/or Head Football Coach for specific equipment, goods and services to support and enhance the WHS football program in accordance with rules and guidelines set forth by the WISD, WHS administration and the UIL.
Note that the Executive Board may specify the total amount of funds available in the budget for specific equipment, goods and services but may not specify how the funds will be spent as long as any expenditure complies with rules and guidelines set forth by the CISD, WHS administration and the UIL.
- 3) The budget will be presented to the general membership for approval at the August general membership meeting
- 4) Due to the possibility of changing needs and conditions, the Athletic Director and/or Head Football Coach may use funds designated for specific equipment, goods and services for other equipment, goods and services as long as the purchased equipment, goods and services support and enhance the WHS football program and comply with rules and guidelines set forth by the CISD, WHS administration and the UIL.



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Note that the Executive Board and general membership will approve the total amount of funds provided to the Athletic Director and Head Football Coach for the purchase of equipment, goods and services to support and enhance the WHS football program but cannot veto the reallocation of funds by the Athletic Director and/Head Football Coach as long as the reallocated funds support or enhance the WHS football program and follow rules and guidelines set forth by the WISD, WHS administration and the UIL.

- 5) The Athletic Director and/or Head Football Coach will inform the President of any reallocation of funds within 14 days of the reallocation. The Executive Board and general membership will be made aware of any changes in the planned allocation of funds at the next Executive Board and general membership meetings.
- 6) The budget may be modified by the Executive Board during the year as more or less money becomes available.
- 7) Any changes in budgeted funds allocated to committees or the total amount of money allocated to the Athletic Director and Head Football Coach for the purchase of equipment, goods and services to support and enhance the WHS Football Program must be approved by the Executive Board at the next regularly scheduled meeting.

Article XI – Amendments:

These bylaws may be amended by a two-thirds majority vote of the Executive Board. All proposed amendments must be distributed and discussed at the Executive Board meeting prior to the meeting at which an approval vote is conducted.