

Lady Highlander Volleyball Booster Club Constitution & Bylaws

Revised April 2023

Article 1 - Name

The name of the organization shall be Lady Highlander Volleyball Booster Club (LHVBC). The LHVBC is organized under University Interscholastic League (UIL) Guidelines.

Article 2 - Purpose

The Woodlands High School Lady Highlander Volleyball Booster Club is a non-profit organization consisting of parents of students who participate in the Lady Highlander Volleyball program. We raise funds to help supplement The Woodlands Volleyball Program (7th-12th grade) and provide scholarships to graduating seniors. We are dedicated to supporting our student athletes and the needs of our program.

Our primary responsibility is to manage all off court activities for the Lady Highlanders Volleyball Team. Investments include but are not limited to:

- Scholarships for our college bound seniors, both players and managers who have dedicate their time to the Lady Highlander Volleyball Team throughout their high school career
- Key events such as the Red and Green parade and End of Season Banquet
- Promotion of the Lady Highlanders Volleyball Team both in the school and in the community
- Continuing education for coaches
- Equipment for the program
- Encourage participation in philanthropic and service activities.

Article 3 – Meetings and Business Proceedings

General Membership Meetings:

- One to be held in May as scheduled by the Head Coach and Booster Club President
- One to be held in August after try-outs at Meet the Player
- Additional meetings scheduled as needed and determined by the head coach and booster board
- The meetings will be announced on the program’s website and will be open to the public

Executive Board Meetings:

- Meetings will be held monthly or as needed for planning purposes

Committee Meetings:

- Meetings can be scheduled as needed and planned by the committee chair and attended by at least one executive board member

Business Activity:

Items that require a vote by the membership shall require a quorum of two-thirds of the paid members present include but are not limited to: Voting may also occur online in lieu of an in-person meeting.

- Approval of the proposed budget
- Voting in the executive board

Items that require a majority vote of the Executive board include but are not limited to: Voting may also occur online in lieu of an in-person meeting.

- Amendments to budget line items
- Additions to the budget
- Change in Booster Club Fees

The meetings will be announced on the program's website and will be open to the public.

Article 4 – Booster Club Membership and Fees

Membership is open to all who have an interest in and actively support The Woodlands Volleyball Program.

Membership is open to all families who have a participant (player or manager) in the Lady Highlander Volleyball Program (7th- 12th Grade).

Membership Fees for The Woodlands High School Lady Highlander Volleyball Booster Club fees are determined on an annual basis as determined by the Executive Board for participants (players and managers).

The following are covered in the membership fees for all participants (players and managers) but not limited to:

- 2 practice shirts
- Game Day T-shirt
- Car Decal
- Spirit Activities (posters, locker decorations, post-season sendoffs)
- Meet the Player
- Game Day Events
 - Teacher Appreciation
 - Senior Night
 - Junior High Night
 - Sponsor Appreciation night
 - Dig Pink
 - Parent Appreciation Night

Parent Members are vital to the Lady Highlanders Volleyball Program. Each family is required to sign up and work at least 2 concession stand times during home games or home tournaments during the season. You will work opposite of your daughters playing time as we do not expect family to miss their player playing. Additionally, there are many different volunteer opportunities available throughout the season.

Membership fees for McCullough Junior High Lady Highlander Volleyball Booster Club are determined on an annual basis as determined by the Executive Board for participants (players and managers).

The Following are covered in the membership fees for all participants (players and managers) but not limited to:

- Game Day Shirt
- Car Decal
- Red and Green Parade Costume parts

Article 5- Executive Officers and Election of Officers

The Executive Board will function under the direct supervision of The Woodlands High School Head Volleyball Coach. The Executive Board shall consist of the following voting positions:

- President
- Co-President (Optional position as deemed necessary by president nominee)
- 1st Vice President
- 2nd Vice President (Two people may hold this position as deemed necessary by president nominee)
- Secretary
- Treasurer

Election of Officers:

Persons interested in participating on the Executive Board can contact the Head Coach by November 1st of the current calendar year to be considered for a position in the following season. Prospective Executive Board nominees may be interviewed by a school representative. The Head Coach shall also solicit Executive Board members at his/her discretion. At the beginning of February a slate of officers shall be presented to the general membership for approval.

The slate of the proposed Executive Board members will be voted on by the general membership via online voting or at an in person meeting in February. The Executive Board term will be February through the following January. The term of the treasurer may extend to April 30th to help with the transition of the books and to close out the yearly financials.

Article 6 – Executive Board Duties

The following Executive Board positions shall have but are not limited to the following responsibilities during their term.

President and Co-President:

- Calls and presides over all General and Executive Board Meetings
- Maintains general supervision of the affairs of the LHVBC
- Establishes meeting agendas to be approved by the Head Coach
- Facilitates the appointment and/or selection of committee chairpersons
- Has no vote at general meetings unless to break a tie
- Oversees the compilation of committee reports, documentation, and guidelines to insure successful committee transactions from season to season
- Coordinates any fundraisers with Head Coach
- Disseminates any information to specific teams as directed by Team Coaches

- Ensures that the Booster Club is upholding CISD and UIL guidelines and is filing correct paperwork with CISD, The Woodlands High School or other entities

1st Vice President:

- Assists the President and assumes his/her responsibilities in the case of an absence if a Co-President is not included on the board
- Organizes Events and can form a committee to help facilitate
 - Meet the Player
 - Parent Appreciation Night
 - Teacher Appreciation Night
 - Senior Night
 - Sponsorship Recognition Night
 - Dig Pink
 - Junior High Night
- Organizes and contracts for Spirit Nights
 - One dedicated to raising funds for The Side Out Foundation for Dig Pink
 - Other Spirit Nights as needed for additional fundraising

2nd Vice President(s):

- Assumes responsibility for spirit wear and merchandise needs of for the program following TWHS, CISD, and UIL guidelines
- Create Game Day Shirts under direction of the Head Coach
- Oversees and coordinates team parent volunteers / committee
- Coordinates the yearbook ad for Lady Highlander Volleyball and graduating seniors
- Coordinate / Oversee a committee for all spirit needs:
 - Locker decorations for TWHS Lady Highlanders
 - Trophy cases
 - Posters for teams and special event nights
 - Team banners and Varsity individual banners
 - Decal design
 - Yard sign design
 - Roster board names for JV and Varsity Teams
 - Game day balls for Varsity home games
 - Post season locker room and send off decorations / posters

Secretary:

- Records, presents, provides, and maintains/retains the minutes for general and executive meetings
- Maintains a current list of membership which includes phone numbers and e-mail addresses with respective team-specific distribution lists in conjunction with the Webmaster Committee Chairperson
- Conducts correspondence as delegated

- Arranges away game meals for players and managers at both TWHS and McCullough Junior high through a local restaurant
- Completes district forms per CISD Booster Handbook
- Organizes Wednesday Coaches Meals

Treasurer:

- Accounts for all financial transactions by maintaining an accurate record of all income, revenue, and expenditures in accordance to CISD and UIL guidelines
- Presents, provides, and maintains/retains an income statement/balance sheet for each meeting
- Heads the committee, including executive board members and head coach, to create the annual budget
- Coordinates full financial disclosure with CISD independent auditors when necessary
- Completes all tax forms in a timely manner
- Organizes a year end audit before or by April 30th when yearly program expenditures are complete
- Responsible to uphold all CISD and UIL guidelines and timelines in regard to Lady Highlander Volleyball Booster Club finances

Article 7- Committees and Chairpersons:

Committee Chairpersons shall volunteer for or be appointed by the Head Coach or Executive Board. They will be responsible for coordinating members and ensure that areas are covered in their respected committee. Individual committee chairs may organize meetings and should include an executive board member at any meeting. The committees are described below:

1. Team Parent Committee:

Chairperson shall oversee and disseminate information to Team Parent Representatives for each team: Freshman Red, Freshman Green, JV and Varsity, and to McCullough liaison. (Freshman Red and Green can be 1 parent over all or 2 one for each respective team)

- Team Parent Representative responsibilities include but are not limited to:
 - Disseminate information from coaches or Booster Board to parents
 - Organize the painting of spirit banners as assigned by 2nd Vice President
 - Help coordinate Red / Green Parade costumes, prep and parade day
 - Assist the board in collecting funds for various activities
 - Coordinate lunches / snacks at tournaments
 - Help create a team shirt
 - Help facilitate your team parent volunteers for special events
 - **Varsity Only** - Coordinate Pasta Thursdays during District play
- McCullough Liaison:
 - Coordinates with McCullough Head Coach regarding activities that they are involved in
 - Junior High Night
 - Special events at high school home games
 - Coordinates with McCullough Team Parent (s)
 - Red / Green Parade

- Reminders of special events at TWHS Volleyball
- Any other aspects to include McCullough Lady Highlander Volleyball

2. Sponsorship Committee:

Chairperson shall oversee persons on the committee. Committee responsibilities include but are not limited to the following:

- Responsible for acquiring sponsors to monetarily commit to a level of sponsorship as determined by the Executive Board and Committee
- Obtaining sponsor logos to be included on the Lady Highlander Volleyball website, and sponsor shirt, ads for game day program, gym banners (depending on sponsor level), social media and ads on the score table
- Provide commercials to be included in the announcer's script at home games
- Work with 2nd Vice Presidents to have banners made dependent on levels of sponsorship
- Set up sponsor signage / banners at each home game
- Coordinate with the coach in charge of the score table to set up scrolling sponsor ads
- Help 1st Vice President coordinate Sponsor Recognition Night
 - Invite a representative for sponsor to attend Sponsor Night and be recognized during the game
 - Present sponsors gift / token of appreciation at game
- Provide photos / logos to the Social Media Coordinator for promotion.

3. Web Master and Social Media Committee:

Webmaster:

- Responsible for maintaining the Lady Highlander Volleyball Website
 - Updating pictures, game day results, player recognition
 - Keeping forms and Booster Club information updated
 - Manage webstore and coordinating with executive board to disseminate sales and information gathered
 - Updating any information received from the Head Coach including schedules and rosters
 - Properly recognizing all sponsors; corporate and family
 - Connecting all social media outlets to website

Social Media Coordinator:

- Managing and promoting Lady Highlanders Volleyball and sponsors on all social media platforms
 - Facebook
 - Instagram
 - Twitter
 - Any other platform as appropriate for the positive promotion of The Lady Highlander Volleyball Team.
- Promote all aspects of the program:
 - Game days
 - Game results of all teams

- Individual player recognition / awards
- Coach recognition / awards
- Sponsors

4. Concession Stand Committee:

Chairperson shall organize the following:

- Responsible for-purchasing items to sell
- Set up, opening, closing and cleanup of concession for each home game
- Ensure that those working know pricing, how to utilize credit card payments and any policies needed to know in the concession stand
- Staffing of home games, tournaments, and events – Chairperson will assign each family a time and facilitate reminders and changes
- Volunteers must be at least 16 years of age.

5. Red and Green Parade Committee:

- Responsible for coordinating/facilitating all float activities
 - Completing entry forms
 - Design
 - Construction
 - Purchasing
 - Storage
 - Player participation in the building process
 - Player participation in the parade both TWHS and McCullough JH inclusion.

6. Year End Banquet Committee:

- Setting date for Banquet with Head Coach
- Responsible for booking the location in January,
- Select a caterer and a menu
- Decorations for the venue
- Create a slide show representing all teams
- Create a slide show with video with questions from varsity players and managers
- Create a Senior slide show, each senior parent /student will choose a song and submit pictures that will show during their song
- Acquire donations of items / money for gifts for board members.
- Work with Executive Board on all aspects catering, decorations, program and budget

Article 8 Senior Scholarships:

Graduating senior participants (players and managers) of the TWHS Volleyball Program who are attending a University, College, or Trade School immediately out of High School will receive a scholarship of \$250 per high school season in which they participated, not to exceed \$1000. Scholarship awards will be presented at the TWHS Senior Awards Assembly. Seniors must provide proof of enrollment and

submit the scholarship form. Once those are received the Executive Board will submit the scholarship money directly to the institution they will be attending following each institution's guidelines. Participation in the program their senior year is required to qualify for scholarship monies.

If the financial status of The Lady Highlander Volleyball Booster Club changes and constitutes a change in the scholarship award amount, it must be voted on by the executive board. Scholarship award amounts can be changed with a majority vote of the of the executive board.

Article 9 - Amendments:

This constitution and by-laws may be amended by a two-thirds vote of the paid members present or by a majority vote of the Executive Board provided that the proposed amendment(s) have been presented to the General Membership prior to the executive board voting.