

**Constitution and By-Laws
of
The Woodlands Softball Booster Club
“TWH Fastpitch”**

Article I – Name

The name of this organization shall be “TWH FASTPITCH.” The Woodlands Softball Booster Club is organized under the University Interscholastic League guidelines.

Article II – Purpose

- To promote a wider interest in the TWHS softball program.
- To assist, as needed, in any TWHS softball function.
- To develop and promote good fellowship, encourage activities and programs for the benefit of the softball club’s members and the students of TWHS in the Conroe Independent School District.
- To provide educational and charitable support for the TWHS Softball team within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- TWH Fastpitch shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code
- No part of the net earnings of TWH Fastpitch shall be for the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the club’s exempt purposes.
- In the event this organization is dissolved, after paying the debts and obligations of the club, the remaining assets shall be distributed to the The Woodlands High Softball Activity Fund which has established its tax-exempt status under section 501 (c) (3) of the Internal Revenue Code. However, if the named recipients are not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then assets of this corporation shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.

Article III – Meetings

- Booster Club meetings for members shall be held monthly in the months of January through May as determined by the sports calendar. Any other general membership meeting announcements will be given to members at least five school days in advance.

- The meetings are open to the public.
- Business activities of “TWH FASTPITCH,” including fundraisers, shall be approved by a quorum of 2/3 paid members present OR by a majority vote of the Board Members as deemed necessary by the Head Softball Coach.
- Meetings of the Executive Board are to be held as needed.

Article IV – Membership

- Membership is open to all that have an interest in and actively support the girls softball program
- To remain in good standing and maintain membership and voting rights a booster club member must complete the following duties:
 - 1. Be current with membership dues.
 - 2. Volunteer participation in at least one major activity or committee during the softball season.

Article V – Dues

The yearly dues of this organization shall be determined each year by consensus of the board. One must be a paid member in order to acquire voting rights. An associate (non-voting) membership is \$20 per year.

Article VI – Officers and Their Duties

The officers of “TWH Fastpitch” shall be:
President, Vice President, Secretary, Treasurer, and Historian

President:

- Call and preside over all general meetings.
- Establish an agenda.
- Shall appoint the chairpersons of the following committees:
Communications, Locker Room, Banquet, and Field Maintenance.
- Be responsible for communications between the Club and C.I.S.D.
- Have approval of all money expenditures.
- Shall have no vote at general meetings, unless to break a tie.

Vice President:

- Responsible for fund-raising activities.
- Shall appoint members and chairpersons to various committees established for the purpose of organizing and executing fund-raising projects.
- Organize and enlist community sponsors for financial support.
- Keep records of financial contacts and correspondences to sponsors.

- Shall appoint members and chairpersons to a Corporate Sponsorship and Donations committee.
- Assist the President and assume his/her responsibilities in his/her absence.

Secretary

- Shall keep minutes of each meeting.
- Maintain current list of membership, including phone numbers.
- Retain copies of officer and committee reports.
- Conduct correspondence as may be delegated.

Treasurer

- Keep an accurate record of receipts and expenditures.
- Account for all financial transactions.
- Present a statement of account at each general meeting.
- Have approval of all money expenditures.
- Work directly with Head Softball Coach to administer scholarship awards.

Historian

- Collect information (newsletters, news clippings, pictures, etc...)
- Organize team scrapbook
- Communicate with school publications.

Article VII – Election of Officers

At the last meeting of the school year, a slate of officers shall be presented to the club by the varsity coach. If there is only one nominee for each office, election by acclamation shall be permitted. The new board shall assume office immediately. The term limit of each board position shall be at the discretion of the Head Softball Coach.

Article VIII – Chairpersons

- Communications Chairperson

Responsible for home game programs, telephone chain, information to the media, if needed and memory team book (not annual scrapbook).

- Field Maintenance Chairperson

Responsible for field preparation between home games under the supervision of the Head Softball Coach

- Locker Room Chairperson

Organize decorations for the players' locker room for post season and district games. Make a locker sign for all players to display on their personal locker.

- Banquet Chairperson

Responsible for menu planning and securing location for annual banquet. Will organize decorations and provide music. Will provide all players with an invitation to banquet. Will collect all monies for ticket purchases from guests other than players.

Article IX – Scholarships

A minimum of twenty percent (20%) of the yearly (school year) booster club profits will be allocated for the scholarship fund. The total amount allocated to the fund as well as the standard scholarship award will be determined annually by the officers of TWH Fastpitch Booster Club. The awards shall not exceed \$500 per recipient. For a senior to be considered for a scholarship award she must have demonstrated compliance with all softball policies related to behavior, ethics, academics and attendance communicated to the team by the Head Softball Coach. The Head Softball Coach shall be responsible for the final selection of qualified recipients of scholarships awarded at the TWHS Senior Awards Assembly. Upon approval of any scholarship award, the recipient must show proof of enrollment at the college she has chosen to attend. At the end of the school year, any unused scholarship money shall remain in the scholarship fund.

Article X – Amendments

This constitution and By-Laws may be amended by a two-thirds vote of the paid members present, provided that reading of the proposed amendment(s) has taken place at the previous meeting.

Revised Spring, 2006 in accordance with the proposed changes voted as “approved” by the general membership.

Connie Johnston, Secretary