

# **HAWK WRESTLING BOOSTER CLUB CONSTITUTION AND BY-LAWS**

Adopted on August 20, 2012

## **Article I - Name**

- 1) Name: The organization shall be known as the Hawk Wrestling Booster Club.

## **Article II - Purpose, Mission, and Objectives**

- 1) The purpose of the organization is to:
  - a) Promote interest in the sport of wrestling among parents and the youth of the Birdville School District.
  - b) Provide financial contributions to the Birdville High School Wrestling Team.
  - c) Provide a scholarship to a qualifying graduating senior wrestler.

## **Article III - Membership**

- 1) Admission to the organization.
  - a. Anyone interested in aiding, improving, and supporting the Birdville High School Wrestling Team is eligible for membership. Members who wish to vote on issues brought before this Booster Club must be a current dues paying member of the Booster Club.
- 2) Termination from the organization
  - a. Cause for termination of a membership will be at the discretion of the Hawk Wrestling Booster Club Board of Directors. A two-thirds (2/3) affirmative vote of the voting members present at the general membership meeting will approve the termination. A written appeal of this process may be made to the Hawk Wrestling Booster Club Board of Directors within thirty (30) days of the termination.

## **Article IV - Meetings**

- 1) General membership meetings: The Board of Directors will choose a “standing” time and place for the monthly meetings, which will be at a suitable location within the Birdville School District.
- 2) Special meetings: These meetings may be called by a vote of the Board of Directors. All voting members must be given a verbal or written notice forty-eight (48) hours in advance of such meetings.
- 3) A quorum consists of two-thirds (2/3) of the Board of Directors, or their proxies, be present. Any individual holding an elected and appointed position simultaneously will count as one board member. Quorum must be met prior to the board voting on a binding measure. However, a voting member can cast a vote if absent via communication with the President.
- 4) All meetings, general or special, must include either the Birdville High School Varsity Wrestling Boy’s Coach or Varsity Girl’s Coach. If neither coach is able to attend, then the meeting shall be rescheduled for no later than one week from the original meeting.

## **Article V - Board of Directors**

- 1) Voting members of the Board will be the elected officers of the Hawk Wrestling Booster Club with a member being the Birdville High School Head Wrestling Coach, who will have veto privileges over monies spent by the Hawk Wrestling Booster Club.
  - a. Members of the board must have a student currently wrestling for the Birdville High School Wrestling Team.
  - b. Members of the board will serve the Booster Club for a term of one (1) year or until their successors are elected and shall serve no more than two (2) consecutive terms in any one of these offices.
- 2) The Board of Directors shall have general supervision of the affairs of the Booster Club between its business meetings, fix the hour and place of meetings, make recommendations to the Booster Club and shall perform such other duties as are specified in these by-laws.
- 3) All votes taken by the Board of Directors shall require a two-thirds (2/3) majority of the Board.

## **Article VI - Committees**

- 1) Committees will be established when needed.
- 2) All committee chairpersons will be appointed by the President of the Hawk Wrestling Booster Club with the majority approval of the Board of Directors.
  - a. The Chairman will serve for a term of one (1) year or until their successor is appointed and shall serve for no more than two (2) consecutive terms.
- 3) All committee members shall be appointed by the President of the Hawk Wrestling Booster Club with the majority approval of the Board of Directors.
  - a. All committee members shall serve for a term of one (1) year or until their successor is appointed. There is no limit to the number of years a member can be on a committee.
- 4) The Chairman and all committee members can be removed at the discretion of the Board of Directors with a two-thirds (2/3) majority vote.
- 5) Standing Committees shall be: Communications, Concessions, Tournament Director, Fundraising, and Banquet.

## **Article VII - Officers**

- 1) The officers of the Hawk Wrestling Booster Club shall be President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by the parliamentary authority adopted by this club.
- 2) The officers shall be adults elected by the members of the organization for a term of one (1) year or until their successors are elected and shall serve no more than two (2) consecutive terms in any of these offices.
  - a. The term of office is from August until July of the following year.
  - b. Officers must be a dues paying member of the Hawk Wrestling Booster Club and have a student currently wrestling for the Birdville High School Wrestling Team.
- 3) Elections will take place at the May general membership meeting.
  - a. Officers will be elected by a majority of the voting members present.
  - b. A voice vote will be made for all unopposed offices and a secret ballot will be made for all contested offices.
- 4) An officer of the Hawk Wrestling Booster Club may be removed with or without cause by vote (secret ballot) of two-thirds (2/3) of the total Board Members.
- 5) A vacancy in all offices other than the president will be appointed by the Board of Directors. The appointment will only last for the remainder of the current term.

6) The duties of the officers shall be as follows:

a. **President:**

- i. Shall be the principal officer of the Booster Club and shall preside at all meetings of the Booster Club.
- ii. Shall be responsible for seeing that the lines of direction given by the membership are carried into effect and for reporting to the membership on the management of affairs of the Booster Club
- iii. Shall appoint chairs for all committees.
- iv. Shall be ex officio a member of all committees established.
- v. Shall be authorized to sign on bank drafts.
- vi. Shall have other duties as may be assigned by the Booster Club.

b. **Vice President:**

- i. In the temporary absence or disability of the President, the Vice-President shall preside at meeting of the organization.
- ii. Shall organize volunteers
- iii. Shall have such other powers and perform such other duties as may be assigned by the President of the Hawk Wrestling Booster Club.

c. **Secretary**

- i. Shall be responsible for seeing that notices of all the meetings of the organization are issued and shall see that minutes of such meetings are kept.
- ii. Shall keep records and files, and shall exercise the powers and perform duties usually incident of the Secretary.
- iii. Shall have such other powers and perform such other duties as may be assigned by the President of the Hawk Wrestling Booster Club.

d. **Treasurer**

- i. Shall be responsible for the receipt and custody of all monies of the organization and for the disbursement thereof as authorized, for keeping accurate accounts of monies received and paid out, for the preparation and issuance of financial statements and reports.
- ii. Shall provide an accurate report to the Hawk Wrestling Booster Club at each monthly meeting.
- iii. Shall be ex officio a member of the committees established by the organization.
- iv. Shall be authorized to sign on bank drafts.
- v. Shall exercise such powers and perform such other duties usually incident to the office of Treasurer.

1. The treasurer will be responsible for filling all required tax forms.

- vi. Shall have such other powers and perform such other duties as may be assigned by the President of the Hawk Wrestling Booster Club.

## **Article VIII - Scholarship Recipient**

- 1) Scholarship forms are available in the Counselor's office and must be returned to the Counselor by February 15<sup>th</sup>.
- 2) The amount and number of scholarships will be set in February by the Selection Committee.
- 3) Selection criteria will be determined by the Selection Committee.
- 4) The Selection Committee will consist of the following:
  - a. One (1) Birdville High School Head Wrestling Coach
  - b. One (1) Hawk Wrestling Booster Club board member
    - i. This person will Chair the committee and oversee confidentiality, but will not vote.
  - c. One (1) High School Counselor, Assistant Principal, Athletic Director, or High School teacher.
    - i. This person shall be selected by the Selection Committee using a secret ballot.
  - d. Three (3) Hawk Wrestling Booster Club members
    - i. One (1) Freshman, one (1) sophomore, and one (1) junior parent—excluding parents of senior wrestlers)
- 5) Applications will be submitted to the Selection Committee by mid-February.
- 6) The committee will select recipient/s and an alternate.
- 7) The scholarship will be awarded at the Wrestling Banquet held at the end of the season.
- 8) The winner/s of the scholarship must attend college, vocational, or trade school within one year of graduation. If the scholarship recipient/s does not attend college, vocational, or trade school within the academic calendar year, the money will be awarded to the alternate if he/she is attending one of the previous mentioned schools; otherwise the scholarship will not be awarded.

## **Article IX - Miscellaneous**

- 1) Fiscal year shall be August 1 to July 31.
- 2) Any contributions, bequests, and gifts of the purpose of the organization shall be accepted or collected only as authorized by the Board of Directors.
- 3) All funds of the organization shall be deposited to the credit of the organization in a timely manner, within one (1) week of collection, under such conditions and in such banks as shall be designated by the Board of Directors.
- 4) All contracts, checks, and money orders for the payment, receipt or deposit of money and access to the securities of the organization shall require two signatures, one of which must be the head coach.
- 5) A summary report of the financial operation of the organization shall be made, at least, annually to the membership and shall be available for public inspection at the office of the Superintendent of Schools for the Birdville School District.
- 6) In the event of dissolution of the Hawk Wrestling Booster Club, all assets of the Booster Club remaining after the discharge of all liabilities shall be donated to the Birdville High School Wrestling Team.
- 7) Roberts Rules of Order, Revised, shall be the parliamentary authority governing the meeting of the Hawk Wrestling Booster Club.

## **Article X- Amendments**

- 1) These by-laws can be amended at any meeting by a two-thirds (2/3) majority vote by the Board of Directors