

WOODSTOCK WOLVERINE TOUCHDOWN CLUB BY-LAWS

PURPOSE:

The Woodstock Wolverines Touchdown Club, Inc. described herein is incorporated in the State of Georgia and is a non-profit, non-partisan and non-sectarian organization ("WWTC") performing as a support function for, and to enhance, the Woodstock Wolverines Football program, herein to include the Junior Wolverine Football program, and henceforth to be known as the Woodstock Wolverines Football Program, through activities as directed or requested by the Varsity Head Coach.

EXECUTIVE COMMITTEE OFFICERS:

The Executive Committee will be comprised of the following elected officers who will act within the authority granted and under the direction of the Varsity Head Coach:

VARSITY HEAD COACH – Dan Devine

EXECUTIVE BOARD

PRESIDENT – Craig Royer

VICE PRESIDENT, OPERATIONS – Alan Hawkins

SECRETARY – Jeff Gray

DIRECTOR OF FINANCE – Samantha Stacey

WWTC OBJECTIVES:

The objectives of the WWTC are as follows:

1. Support and enhance the Woodstock Wolverines Football Program for the benefit and general welfare of the players and participating students.
2. Promote student and parent interest in, and foster a close relationship between, the Woodstock Wolverines Football Program and the Woodstock community.
3. Maintain a cohesive and collaborative environment between members, players, and the Woodstock Wolverines Football Program.

SECTION 1: WWTC Membership

1. Any person(s) interested in the Woodstock Wolverines Football Program is eligible for WWTC membership. Membership terms are for one (1) year. Once membership fees are paid in full, each member will have the rights and privileges equal to all other WWTC members for the calendar year in which the membership is entered into which include, but are not limited to, the rights to attend meetings scheduled by the WWTC, Parent Meetings, and the right to vote.
2. Membership fees are due on August 1st of each year and are payable to the WWTC Director of Finance (or through the Woodstock Wolverines Football Program website at www.woodstockfootball.net).
3. Membership fees are NON-REFUNDABLE, unless player moves out of district. In that case, the membership fees would be transferred to the player's new program. If they do not play football at their new school, NO refund will be issued.

4. Membership Fee Hardship – Fees will be subject to approval by the Varsity Head Coach and will solely be based upon the member's financial inability to pay the annual membership fees.
5. Membership status will be extended to individuals who are not parents/legal guardians of Woodstock High School or Middle School football players, with the purchase of a Navy Season Ticket Package.

SECTION 2: Officers Election

Elected officers of the Touchdown Club shall be those listed under the "Officers" Section above and are the President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary and Director of Finance. Each Officer must be an active member and will be elected by a majority of members present at the time of the election on a date designated by the President and Varsity Head Coach. No spouses may serve as Executive Officers at the same time.

Term: The term of office for an elected official will be for two (2) years and will run from March through end of February.

Election Procedure: The regular election of Officers shall be handled as follows:

1. During the month of December, letters will be sent to members asking for nominations.
2. All nominations must be submitted by January 31st to the President.
3. The President will then submit the nominees to the members for voting.
4. The member receiving the most votes will be declared a newly elected official.
5. Should two nominees receive an equal number of votes, a run-off election between said nominees will be held immediately.

Removal of Elected Official: A motion to remove an elected officer will be handled by prior written recommendation to the Varsity Head Coach. Such motion will be voted on at the next regularly scheduled Board meeting. An Officer will only be removed from office by a 2/3 vote of those members present at the meeting the vote is taken.

For officers (other than the President) in which an officer is removed from office, the office will be filled by having a special election at the next regularly scheduled Board meeting after taking nominations from the floor to fill said position.

In the event the President is removed from office, the Vice President would automatically become the President and a new Vice President would be elected subject to the "Election Procedure" above.

If the WWTC has two Vice Presidents, a vote will be taken between the Co-Vice Presidents and the one receiving the most votes will be President.

If there are Co-Directors, and one of the Co-Directors is removed, then the remaining Co-Director will automatically assume the position of Director, and if applicable, a Co-Director will be nominated and voted in per the "Election Procedure" above.

SECTION 3: Duties

- The **President/Co-Presidents** will be present at all WWTC meetings and will decide all questions of order; be and ex-officio member of all committees; perform all customary duties pertaining to the Office of President.
- The **Vice President/Co-Vice Presidents** will assume all the duties of the President in the absence of the President and shall be an ex-officio member of all committees. The Vice President(s) shall assume the un-expired term of the President upon the President's resignation, removal, or inability to perform the duties of President. The Vice President(s) will be responsible for the operations of the football program.
- The **Secretary** will (i) keep a record of the attendees and proceedings of all meetings and provide minutes of all meetings; and will be responsible for prior notification of meetings to WWTC members, (ii) carry on

correspondence with Team Administrators. In the event the Secretary is unable to attend a WWTC meeting, the Secretary will appoint a committee member to take notes on his/her behalf.

- The **Director of Finance** will (i) receive and account for all monies paid to the WWTC and deposited all such monies into the WWTC bank account within fifteen (15) days; (ii) pay all bills (with authorization of the committee chairperson responsible for the budget expenditure, if applicable; (iii) give a report to each WWTC meeting of the income and expenditures of the WWTC for the period prior to the WWTC meeting, and (iv) give a report of the financial status of the WWTC at the end of his/her term of office.
- **The President, Head Coach, and Director of Finance** are responsible for preparing an annual budget which is to be presented at the February WWTC meeting.

End of Term Procedure: At the end of each term, such officer will turn over everything in his/her possession belonging to The WWTC to his/her successor at the expiration of his/her term in office, or to the President or Vice President.

SECTION 4: WWTC Meetings

Board meetings will be held every month or as determined by the Varsity Head Coach and President.

Special meetings may be called by the President/Co-President as needed to attend to the business of WWTC.

Opinions and concerns of the members will be allowed in the first half hour of February and July meetings, then meeting will be closed for regular WWTC business.

SECTION 5: Finances

WWTC finances will be under the general direction of the Executive Officers. A minimum of two (2) persons will be eligible to sign any check made on the bank account of the WWTC.

The President/Co-President, Vice President/Co-Vice President and Director of Finance are authorized to sign checks on the WWTC checking account.

The WWTC will be responsible for fundraising and may in conjunction with any other school-recognized club, sponsor mutual fundraising events, distribution of funds pro rata to be determined prior to the event.

SECTION 6: Amendments

The President/Co-Presidents shall appoint a by-law review committee to review and evaluate these by-laws every four (4) years from the approved date of these by-laws, noted at the end.

SECTION 7: Directors

The following WWTC Directors shall be voted on at the February WWTC meeting. If a position becomes available, after the February meeting, the Executive Officers will vote on the replacement.

Director of Junior Wolverines
Director of Team Services
Director of IT
Director of Sponsorships

Director of Concessions
Director of Events
Director of Volunteers

SECTION 8: Committees

The President/Co-Presidents will have the power to appoint any committee as he/she/they deem(s) advisable for the welfare of the Club, and the President/Co-Presidents will have the power to dissolve such committees at any time.

Standing Committees – Standing committees are those that may function for the entire year. Chairpersons of Standing Committees shall be appointed by the President/Co-Presidents. The Chairperson shall determine the number of persons on the committee.

These committees are:

- Team Administrators for Freshman, Sophomore, Junior and Senior classes
- Team Administrators for 6th, 7th, and 8th Grade
- Membership Committee
- Concessions – Junior Wolverines
- Equipment – Junior Wolverines
- Spirit Wear
- Player Meals
- Banquet
- Senior Night
- The Overlook
- Player Packs
- Social Media