

## Harris County Touchdown Club By-Laws

### ARTICLE 1: NAME OF ORGANIZATION

The name of the organization shall be the Harris County Touchdown Club Corporation (HCTC-Corp). For the remainder of this document HCTC-Corp will be referred to as "HCTC".

### ARTICLE 2: PURPOSE AND DISSOLUTION

Section 1: The HCTC shall operate in accordance with established rules and policies of Harris County School, District (HCSD) and the Georgia High School Association (GHSA). HCTC shall also operate in accordance with the financial reporting requirements of the HCSD and is subject to review at any time.

Section 2: The organization shall operate as a 501c3 nonprofit organization, under the financial umbrella of HCTC exclusively for the support / aid of the coaches and players of the football programs within HCSD. The goals of the HCTC are:

- a) To promote excellence, pride, and good sportsmanship amongst Harris County coaches, players, student body and community.
- b) To stimulate and sustain positive and enthusiastic interest among parents, football players, Harris County student body and members of the community.
- c) To lend all possible support, both moral and financial to the accomplishments of the program goals within all of the guidelines specified by HCSD, and GHSA regulations.
- d) To effectively participate (in cooperation with the Principals, Athletic Directors, Head Coaches and/or designated coaching staff) in activities designed or conducted to promote the HCSD football programs.
- e) To provide the resources needed to enable the football teams to compete for championships each year.
- f) To promote character, pride, protection and good sportsmanship for our student-athletes participating in the Harris County Schools football programs and to promote positive student, parent and community participation in the football programs.

Section 3: Dissolution shall only happen under the discretion of the HCHS principal, for financial misuse, financial impropriety or other just cause, upon direction of the HCHS athletic director. Upon dissolution of the organization, the HCTC Executive Board shall, after satisfying or making provisions for payment of all liabilities, dispose of all of the assets of the organization in such a manner or to such other organizations organized or operated exclusively for charitable purposes. The HCTC shall be dissolved if the Harris County High School Football Team no longer exists or the Principal deems it to be in the best interest of the team.

Section 4: No part of the earnings of the HCTC shall inure to the benefit or be distributed to its members or officers, except that the HCTC shall be authorized to pay reasonable compensation for services rendered. Not with standing any other provision of these articles, HCTC shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501c3 of the Internal Revenue Code.

### ARTICLE 3: POLICIES

Section 1: The HCTC shall be a not for profit organization, noncommercial, and unbiased.

Section 2: Criticism of individual teachers, administrators, players and coaches will not be tolerated in any open meeting.

Section 3: HCTC shall not seek to direct or control the administrative policies of HCSD or its football programs.

Section 4: Due to the sensitive nature of personal information shared during Executive Board Meetings and General Board Meetings, members are expected to keep all information confidential.

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Section 5: The President shall determine which motions shall be made under general membership guidelines or under Executive Board policy.

Section 6: Meetings:

- a) General Membership meetings shall be held the second Tuesday of each month at 6:30pm at HCHS.
- b) Annual business meetings shall be held in April of each year.
- c) Meetings shall be governed using Robert's Rules of order.
- d) Motions will be accepted by the Executive Board at any time during the meeting.
- e) Minutes of each meeting shall be taken and made available to the general membership within 10 days.

**ARTICLE 4: MEMBERSHIP**

Section 1: Membership to this organization is open to all individuals sincerely interested in the advancement of its goals and the fulfillment of its purposes. Official year of membership is from July 1<sup>st</sup> – June 30<sup>th</sup>.

Section 2: All members are eligible to vote on any issue presented for "general" vote. One vote per membership or household is allowed. All members eligible to vote must be a paid member in good standing. Individuals must be present at meetings to vote.

Section 3: Annual membership dues shall be determined annually by the Executive Board of the HCTC.

Section 4: The Secretary will maintain a current list of members.

Section 5: Termination of membership in this organization can only be the result of a 2-3 affirmative vote in favor of termination by the HCTC Executive Board.

Section 6: Executive Board members without HCTC student participant(s) shall be nonpaying members.

**ARTICLE 5: OFFICERS/EXECUTIVE BOARD**

Section 1: The officers of the HCTC shall consist of the President, Vice-President, Secretary, and Treasurer. The term of the officer's service is 1 year. There is no term limit for any officer. Officers will be elected at the annual Business Meeting.

Section 2: The executive board of the HCTC shall consist of the officers, Director of Fundraising, the HCHS Athletic Director and HCCMS Athletic Director. There is no term limit for any position with the HCTC executive board.

Section 3: General Election: Officers shall be elected by a majority of the voting general membership present at the Annual Business meeting, based on the nominations provided to the President a minimum of 30 calendar days, prior to the annual business meeting. All elected officers must be current members of the HCTC.

Section 4: Nominations: The President and Executive Board of HCTC shall present a slate of nominees (who have agreed to serve) for positions with reasonable notice prior to the Annual Business Meeting.

Section 5: Duties of Officers:

- a) President shall:
  1. Preside over all meetings.
  2. Appoint standing committee chairpersons with concurrence of the Executive Board.
  3. Serve as ex-officio member of all committees.
  4. Serve as the primary spokesperson for the HCTC.
  5. Manage and direct HCTC budget performance and financial accountability.
  6. Have an official signature card on file with the bank utilized to manage the funds of the HCTC and have access to said accounts.
- b) Vice President shall:
  1. Perform all the duties of the President in his/her absence.
  2. Perform an annual review of the organizational By-Laws, recommending revisions as deemed appropriate.



- c) Secretary shall:
  - 1. Keep a record of all the proceedings of the General Membership meeting.
  - 2. Keep a separate file of Executive Board meetings.
  - 3. Provide a brief summary of Executive Board decisions at General Membership Meetings.
  - 4. Maintain a current list of members.
  - 5. Coordinate all HCTC communication.
- d) Treasurer shall:
  - 1. Maintain a complete set of books in accordance with generally accepted accounting principles and practices.
  - 2. Make disbursements from the general funds, pay expenses approved by the President and officers, and secure proper receipts / vouchers of all transactions.
  - 3. Report the amount of money available in the general fund and at each General Membership Meeting.
  - 4. Have an official signature card on file with the bank utilized to manage the funds of the HCTC and have electronic access to said accounts.
- e) Director of Fundraising shall:
  - 1. Plan all fundraising activities and fundraising purchases.
  - 2. Be responsible for the financial accountability of all incomes and expenses for all fundraising activities to include deposits in the HCTC bank account.

Section 6: Termination of officers:

- a) Termination of an officer will take effect only if the Executive Board deems it appropriate.
- b) Notification of the termination shall be handled in a considerate and private manner. Notification to the general membership shall be handled by the HCTC president.
- c) Replacement of the terminated officer shall be made by special election of the general membership.

Section 7: Special Meetings:

- a) Special meetings may be called at any time by the HCTC president by giving the officers at least 48-hour notice.
- b) Special meetings shall consider a specific subject and be limited to that subject during the meeting.
- c) A quorum of officers must be present to act upon the item at the special meeting.

**ARTICLE 6: FINANCES**

Section 1: Any and all fundraising events must be presented to and approved by the HCTC.

Section 2: The Executive Board may authorize any officer of the organization to draw-up a contract on behalf of the HCTC, but all contracts must be negotiated and signed by the President and one other officer to be valid.

Section 3: All expenditures of the amount of five hundred dollars (\$500) or more must require the approval of the President and one other officer.

Section 4: All expenditures regardless of amount require a signed copy of the receipt with an explanation of the purchase and must be given to the treasurer within seven (7) days of the purchase.

Section 5: All monies raised by the HCTC must be accounted for and deposited in the HCTC account within seven (7) days of the fundraising event.

Section 6: Any un-approved expenditures may be denied reimbursement.

Section 7: Request for purchases of athletic and field equipment will come from the respective athletic directors to HCTC.

Section 8: The HCTC will participate in a yearly financial review with the Athletic Directors and HCTC President to review budget and expenditures.

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Section 9: The HCTC will conduct a yearly audit performed by a third party which is approved by the Executive Board.

**ARTICLE 7: BY-LAWS REVIEW**

Section 1: The Executive Board shall review the By-Laws every five (5) years and make changes as needed.

Section 2: The HCTC By-Laws shall be presented for approval at the annual business meeting following aforesaid review.

I HEREBY CERTIFY that the HCTC By-Laws were duly adopted by the Executive Board on the 31<sup>st</sup> day of January 2023.



Lennie Moore  
President



Derik Moxley  
Vice President



Mindy Johnson  
HCHS Athletic Director



Heather Hajek  
Treasurer



Sheila Cauley  
Secretary



Shelly Driskell-Ragan  
HCCMS Athletic Director



Cora Moore  
Director of Fundraising