

Timberland Football Booster Club

By-Laws

Final 05-24-2011

ARTICLE I - NAME

- A. This organization shall be known as TIMBERLAND FOOTBALL BOOSTER CLUB
- B. The Association was incorporated in April 2011 under the authority of the Department of the Treasury of the Internal Revenue Service.
- C. The corporation is an organization exclusively for charitable, educational, religious or scientific purposes without meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE II - PURPOSE

- A. The mission of this organization is to provide financial support, raise community visibility and interest in our football program, so Timberland's players, coaches and students know their time, talents and determined efforts are being appreciated as well as receiving the highest quality team sport experience possible during their Timberland years.
- B. Upon the dissolution of the corporation the Board of Directors shall:
 - 1. Pay or make provisions for the payment of all liabilities of the corporation.
 - 2. Dispose of all the assets of the corporation in the manner that qualified the organization as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 for the corresponding provision of any future United States Internal Revenue law.
 - 3. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is located.

ARTICLE III - BOARD OF DIRECTORS

The Executive Board of this organization shall include the following positions.

- A. PRESIDENT
 - 1. Schedule all Board meetings.
 - 2. Set the agenda for all Board meetings
 - 3. Preside over all Board meetings.
 - 4. Schedule all emergency Board meetings.
 - 5. Run all meetings by Robert's Rules of Order.
 - 6. Preside over board elections.
 - 7. Has only tie breaking vote.
 - 8. Communicate and coordinate with the Timberland head football coach.
- B. VICE PRESIDENT
 - 1. Assist other board members with the assigned responsibilities
 - 2. Oversee all activities related to keeping a Timberland football web page current and accessible.
- C. SECRETARY
 - 1. Take minutes of monthly meetings and distribute to board members.
 - 2. Maintain and update the Bylaws.
- D. TREASURER
 - 1. Accountable for main Booster Club checking account.
 - 2. Maintain all financial records and funds for the Booster Club.
 - 3. Provide a financial report at each Board meeting.
 - 4. Responsible for scheduling yearly taxes and review or audit of financial records.
- E. MEMBERSHIP DIRECTOR
 - 1. Coordinate all aspects of the Booster Membership program (cost, gifts, forms, etc.).
 - 2. Schedule and preside over Booster Club meetings for football parents.
- F. FUNDRAISING DIRECTOR
 - 1. Responsible for all fundraising activities (such as Mouse Races, Trivia Night and Golf Tournament).
- G. EVENT/VOLUNTEER DIRECTOR
 - 1. Responsible for all events sponsored by the Booster Club (such as Family Dinner and end of year banquet or ceremonies).
 - 2. Solicit and coordinate parent volunteers with assistance from the class coordinators.
 - 3. Responsible for coordinating team meals and game meals.
- H. SENIOR CLASS COORDINATORS (2)
 - 1. Communicate with respective class on events, activities and volunteer needs.
 - 2. Coordinate with the Event/Volunteer Director to solicit volunteers.
- I. JUNIOR CLASS COORDINATOR S (2)

1. Communicate with respective class on events, activities and volunteer needs.
 2. Coordinate with the Event/Volunteer Director to solicit volunteers.
- J. SOPHMORE CLASS COORDINATOR S (2)
1. Communicate with respective class on events, activities and volunteer needs.
 2. Coordinate with the Event/Volunteer Director to solicit volunteers.
- K. FRESHMAN CLASS COORDINATOR S (4)
1. Communicate with respective class on events, activities and volunteer needs.
 2. Coordinate with the Event/Volunteer Director to solicit volunteers.

Each Board member is responsible for keeping records/ files of their activity for the year. These shall be kept by the Board member for reference and to hand down to newly elected Board members.

ARTICLE IV - TERM OF OFFICE

All Board positions will go through the election process each year.

ARTICLE V - IMPEACHMENT

The Board has the power to conduct investigations to determine the existence of cause for impeachment and, by the vote of two-thirds (2/3) of the elected members to impeach Board members. An impeached Board member may not be reconsidered for an elected position to the Board for five (5) years. Any act that is deemed unbecoming conduct for a Board member may be grounds for impeachment. The following are examples of unbecoming conduct, but not limited to:

- A. More than three (3) unexcused absences from any Board meeting.
- B. Accepting any form of compensation in connection with services to the Booster Club.
- C. Discrimination against any person on the grounds of race, color, religion, national origin, disability, age, sex, marital status, or affectional orientation.
- D. Any harassment, including offensive or degrading remarks or conducts.
- E. Actions considered threatening the property or physical well being of any person.
- F. Any activity prohibited by criminal law.

ARTICLE VI - RESIGNATION

Any Board member may resign at any given time by giving written notice to the Board President.

ARTICLE VII - COMPENSATION

No person serving on the Booster Club board shall receive any monetary compensation for their services.

ARTICLE VIII - FUNDING AND AUDITS

The Booster Club shall be funded and audited in the following manner:

- A. Funding
 1. A non-charitable membership drive may be initiated each year as well as other fundraising activities that may be determined by the Board as necessary.
 2. No fundraising projects will be taken on behalf of the Booster Club without prior consent of the Board, as determined by majority vote with a quorum present.
- B. Auditing
 1. The financial status of the Booster Club is subject at any time to a financial audit.
 2. Authorization for an audit, other than the end of the fiscal year audit, shall be determined by a majority vote with a quorum of Board members present.

ARTICLE IX - OPERATING RULES

The general rules governing the day-to-day operations of the Booster Club, shall be those found in these Bylaws.

- A. Amendment and Notice
 1. The Bylaws for the Booster Club may be amended by the affirmative vote of not less than three-fourths (3/4) of the Board of Directors provided that a fifteen (15) days written notice of the proposed amendment is given in advance of the next Board meeting to all Booster Club Board of Directors and President.
 2. The meeting notes of any meeting when a bylaw or amendment vote was taken shall act as the official document relating to the enforcement of the bylaws or amendment acceptance or rejection.

3. The Secretary shall be responsible for recording approved amendments to the bylaws and distributing an updated version to all Board members.

ARTICLE X - VOTING ON NON-ELECTION ISSUES

- A. Right to vote
 1. All Board members should have the right to vote at elections, regular, and special meetings.
 2. Each member present shall have one vote, except for the President's vote, which shall be taken in case of a tie.
 3. Voting shall take place by voice, show of hands, or by any method called for with the approval of the majority present.
 4. There shall be no absentee and/or proxy voting.
 5. A quorum shall be declared if fifty (50) percent or more of the Board is present.

ARTICLE XI - ELECTION OF BOARD OF DIRECTORS

- A. Preparation
 1. The Election of the Board of Directors shall occur each calendar year at the November or December meeting of the Board of Directors.
 2. The President will lead the effort to seek candidates for all positions. Candidates for the Board of Directors Positions may submit their name to the President for the Board's consideration.
 3. The President will be responsible for soliciting current Board of Directors to determine if they will be seeking reelection to their current position, or if they will be a candidate for a new position. Current Board of Directors should also inform the President if they are not going to be a candidate for any Board of Director's position.
- B. Election Meeting
 1. The Board shall perform an initial review of the candidates at the beginning of the election meeting. During this initial review a Board Member may nominate additional candidates. Self-nominations (by current Board Members and non-Board members) can also occur during this initial review.
 2. Each current Board of Director Member shall have one vote, except for the President's, for each Board of Director position being elected. The President's vote shall only be taken in the case of a tie between candidates.
 3. There shall be no absentee and/or proxy voting.
 4. The voting for each Board of Director Position will begin at the President's position and move down through the Board of Directors in the order of the positions shown in the By-Laws.
 5. After the review of nominees, the call for new nominations, and the discussion of all candidates, the President shall declare the discussion over and call for the voting process to begin for the current Board of Director Position being elected.
 6. The voting process shall occur by each Board Member submitting a ballot with the written name of their candidate of choice to the Secretary for tabulation. The President may assist the Secretary in the tabulation process.
 7. If more than one (1) Candidate is seeking election for an individual Board of Directors position, then the Candidate who collects a simple majority vote from the Board of Directors present at the election shall be declared the winner.
 8. If a Candidate is seeking election for an individual Board Directors Position, and that said person is running un-opposed, then that Candidate must gather a simple majority vote from the Board of Directors present in support of their Candidacy. A simple majority in this instance shall be defined as "Requiring more votes in Support than Against. A non-vote from an individual Board of Director present at the election shall be recognized as a vote Against." This clause also applies to an incumbent running un-opposed.
 9. If at the conclusion of the Voting Process there are still un-filled Board of Director positions, then the Board can fill these positions at any other Board meeting. A Candidate, or Nominator of a Candidate, shall notify the President of the interest in being elected to a position. The President shall add an Election to the next meetings Agenda, and this Election Process shall be followed.
- C. Notification of Elected Board or Directors
 1. It is the President of the Board of Directors responsibility to notify all the new Board of Directors of their election to the Board.

ARTICLE XII - MEETINGS

- A. Regular meeting will be held monthly and shall be governed by Roberts Rules of Order.
- B. The President may call special meetings or on request of thirty (30) percent of the Board with at least twenty-four (24) hours notice necessary. Board of Directors request for a special meeting will be presented to the President.