

# **Greencastle-Antrim Quarterback Club Constitution**

## **Organization**

The Greencastle-Antrim Quarterback Club, which was established in 1977, shall be comprised of members and operate as a booster organization as defined within.

## **Purpose**

The purpose of the Club shall be to offer a means to supplement the needs of the Greencastle-Antrim School District Football program and support any project approved and undertaken by the majority of the membership. Projects shall be undertaken, but not be limited to, provide funds to recognize the student participants of the football program on an annual basis.

**Effective: April 10, 2013**

**Revisions: April 10, 2013, October 7, 2007, May 2, 2005**

## **By-Laws**

### **Article I – Membership**

Membership to the Club shall be open to anyone with one of the following qualifications:

1. A parent or legal guardian of a member of the Senior High or Middle School football teams.
2. A member of the Greencastle-Antrim School District faculty, staff or administration.

### **Article II – Board of Directors**

1. The Club shall be governed by a Board of Directors elected from the membership at an annual election.
2. The Board of Directors will consist of 16 members.
  - a. The membership shall elect fifteen members to the Board of Directors.
  - b. The sixteenth member of the Board shall be the outgoing President of the Board of Directors. This director's title shall be Past President of the Board with no official duties other than to be an active member of the Board and offer guidance and information gathered while President.
  - c. Fiscal year will start with the first meeting in January through January of the following year.
3. Election of the Board of Directors shall be by open nomination by the membership of record at the first called meeting of the membership in January.
4. The term of office of a Board Director shall be one year. A year is defined as the period of time from the election of one Board of Directors to the election of a new Board of Directors.
5. Removal from the elected office of a Board of Director shall be by one of the following methods:
  - a. Annual election
  - b. Resignation
  - c. Declaration of vacancy. Vacancy can be declared when the elected person is absent for more than 3 consecutive scheduled Board meetings.
6. Resignation of an elected Board member must be given to the President for action of the Board of Directors. Resignation shall be effective when accepted by the Board of Directors by a majority vote at the next meeting of the Board of Directors.

7. Election of a member to fulfill an unexpired term shall be by the general membership nominating and voting.
8. A vacancy to the Board of Directors can only be filled by an active participating member.

### **Article III – Officers and Duties**

1. The elected officers of the Board of Directors shall be the President, Vice-President, Secretary and Treasurer.
2. A majority vote of the Board of Directors must be received by a candidate for any office before being seated in that office.
3. Candidates for the offices must be made from the elected Board of Directors.
4. The duties of the President shall include, but not be limited to, presiding over all of the Board of Directors and membership meetings.
  - a. The President shall appoint committee chairs of all approved projects from the membership of the Club.
  - b. The President shall secure volunteers for committee work from the general membership. If there are an insufficient number of volunteer committee members, the President may appoint members to the committee to enable the project to be completed.
  - c. The President shall be responsible for maintaining contact with the coaching staff and informing them of the purpose of the Club.
  - d. The President shall be responsible for seeing that all other officers fulfill their duties.
5. The Vice-President shall, in the absence of the President, fulfill the duties of the President.
6. The Secretary duties include, but are not limited to, providing all documentation on the Club's business transactions for any meeting during their term in office.
  - a. All minutes of the meeting shall be kept in good order and made available for inspection by the membership when requested.
  - b. The Secretary shall be responsible for communicating to the membership all meeting times and dates.
    - i. If funds are available, notification can be made by mail.
    - ii. Notification shall be by one or more of the following: newspaper, radio, television announcements, email or phone.
  - c. All records accumulated while in office are to be forwarded to the succeeding officer within 5 days of the election.
7. The Treasurer duties shall include, but are not limited to, the recordings of all deposits and expenditures of the Club.
  - a. The Treasurer shall give a report at each membership meeting, which shall be recorded in the Secretarial minutes.
  - b. The Treasurer shall verify the annual report of the preceding officer.
  - c. The Treasurer shall give an annual report of all financial transactions of the Club during their term in office.
  - d. The Treasurer shall present all bills and invoices incurred by the Club for approval of payment.
  - e. The Treasurer shall keep the membership informed of all financial obligations of the Club.
  - f. The Treasurer shall maintain project costs and funding reports to inform the membership of the progress of a project and to use in generating a budget for the operational year.

- g. The Treasurer will prepare a yearly Coaches Budget. The budget will be reviewed at the first annual meeting. The budget will require 2/3 Board vote for approval.

#### **Article IV – Meetings**

1. General membership meetings shall be held on a monthly basis beginning in January and held in conjunction with the monthly Board meetings.
2. An organizational meeting of the Board of Directors shall be held directly after the general membership meeting in which elections are held.
  - a. This meeting is initially chaired by the Past-President of the Board, whose duties shall be to conduct the election of the Board of Director's officers.
  - b. The President of the Board of Directors shall preside over all meetings of the Board of Directors or membership upon election to that position.
  - c. The agenda for this meeting shall include, but not be limited to, the subjects of:
    - i. Election and seating of Officers
    - ii. Membership meeting schedule
    - iii. Selection of project(s)
    - iv. Board meeting times and dates
    - v. Development of operating budget for presentation to the membership
3. A quorum must be present at all Board meetings before business concerning the welfare of the Club is voted upon. A majority vote of the full Board of Directors is required for passing any business which comes before the Board.
4. Robert's Rules of Order shall be used to conduct all meetings of the Club.

#### **Article V – General**

1. No member or officer shall obligate the Club to any physical and/or financial involvement to which the membership has not approved.
2. All projects involving the Club shall be approved at a membership meeting before the Club membership accepts responsibility for the project.
3. A membership committee shall be formed to coordinate the involvement of parents of Senior High and Middle School players in the Club.
4. The President or designee shall be the only spokesperson for the Club at any function or meeting where a representative of the Club has been requested.
5. Changes, revisions or additions to these By-Laws shall be made in regular meeting of the membership after the proposed change in the By-Laws have been read in the previous meeting and all members have been notified of the meeting in which the vote will be taken for passage. Passage of changes, revisions or additions must have two-thirds of the eligible member's approval at the call for vote.
6. No officer of the Quarterback Club may also be an officer of another sports booster organization of the school at the same time.

We confirm that these are the By-Laws by which we serve the Greencastle-Antrim Quarterback Club.

## Greencastle-Antrim Quarterback Club By-Laws Change Log

- May 2, 2005 Article II, Number 2: The Board of Directors will consist of nine (9) members  
**Changed to: the Board of Directors will consist of 16 members**
- May 2, 2005 Article II, Number 2, Letter A: The membership shall elect eight members to the Board of Directors.  
**Changed to: The membership shall elect fifteen members to the Board of Directors**
- May 2, 2005 Article II, Number 2, Letter B: The ninth member of the Board shall be the outgoing President of the Board of Directors.  
**Changed to: The sixteenth member of the Board shall be the outgoing President of the Board of Directors.**
- May 2, 2005 Article II, Number 3: Election of the Board of Directors shall be by secret ballot by the membership of record at the first called meeting of the membership at the conclusion of the varsity football playing season.  
**Changed to: Election of the Board of Directors shall be by open nomination by the membership of record at the first called meeting of the membership in January.**
- May 2, 2005 Article II, Number 5, Letter C: Declaration of Vacancy. Vacancy can be declared when the elected person fails, for any reason, to participate in more than 50% of the scheduled Board meetings.  
**Changed to: Vacancy can be declared when the elected person is absent for more than three (3) consecutive scheduled Board meetings.**
- May 2, 2005 Article II, Number 8: A vacancy to the Board of Directors can only be filled by a member in good standing.  
**Changed to: A vacancy to the Board of Directors can only be filled by an active participating member.**
- May 2, 2005 Article III, Number 6, Letter B, Item 1: If funds are available, notification shall be by mail.  
**Changed to: If funds are available, notification can be by mail.**
- May 2, 2005 Article III, Number 6, Letter B, Item 2: If funds are not available, notification shall be by newspaper, radio or television announcements.  
**Changed to: Notification shall be by one or more of the following: newspaper, radio or television announcements, email or phone.**
- May 2, 2005 **Added Article III, Number 7, Letter G: The Treasurer will prepare a yearly Coach's budget. The budget will be reviewed at the first annual meeting. The budget will require 2/3 Board vote for approval.**
- May 2, 2005 Article IV, Number 1: General membership meetings shall be held on a weekly basis beginning 2 weeks prior to the start of the varsity football season and ending weeks.

**Changed to: General membership meetings shall be held on a monthly basis beginning in January and held in conjunction with the monthly Board meetings.**

May 2, 2005 Article IV, Number 2: Board of Director's meetings shall be scheduled as determined by the majority of the Board members at the organizational meeting, but no less than four (4) times per year.

**Change: Removed item.**

May 2, 2005 Article V, Number 3: A membership committee shall be formed to coordinate the involvement of the parents of Middle School players in the Club.

**Changed to: A membership committee shall be formed to coordinate the involvement of the parents of Senior High and Middle School players in the Club.**

October 7, 2007 **Added signature page for officers and added effective date to first page, under Constitution. Updates needed for Small Game of Chance License.**

April 10, 2013 Article I, Letter B: An adult resident of the Greencastle-Antrim School District who pays annual dues. Such dues shall be \$1.00 (one dollar) unless changed by the membership at the annual election meeting and duly recorded in the minutes.

**Change: Removed item.**

April 10, 2013 **Added Article II, Number 2, Letter C: Fiscal year will start with the first meeting in January through January of the following year.**