

# BARTLESVILLE QUARTERBACK CLUB BYLAWS



## Table of Contents

ARTICLE I - Organization Name .....	3
ARTICLE II - Purpose .....	3
ARTICLE III - Membership .....	3
ARTICLE IV - Officers .....	3
Summary and Eligibility.....	3
Duties .....	4
Elections and Term Limits.....	4
Vacancies and Removal from Office.....	5
Elected Officers.....	5
President .....	5
Vice-President .....	5
Treasurer .....	5
Secretary .....	6
Parliamentarian .....	6
Committees and Class Representatives.....	6
ARTICLE V - Finances .....	6
Budget.....	6
Spending Authority.....	7
Budgeted Items .....	7
Unbudgeted Items .....	7
Audit .....	7
ARTICLE VI - Meetings .....	8
General Membership Meetings.....	8
Executive Board Meetings .....	8
ARTICLE VII - Parliamentary Authority .....	8
ARTICLE VIII - Bylaws .....	8

# **BARTLESVILLE QUARTERBACK CLUB BYLAWS**

## **ARTICLE I - Organization Name**

The name of this organization shall be the Bartlesville Quarterback Club, hereinafter referred to as “BQC.” The official website is <http://www.bartlesvillefootball.com>

## **ARTICLE II - Purpose**

This booster club shall operate as a 501 (c) (3) under the Internal Revenue Service code approved for the Bartlesville Athletic Alumni Association, Inc. The booster club will operate exclusively in support of Bartlesville 8th-12th grade football program led by Bartlesville High School (“BHS”) and will strive to:

- a. Develop, encourage and maintain an enthusiastic interest and cooperation among parents, football players, BHS students, and members of the community;
- b. Lend all possible support, financial and nonfinancial, to the activities of the teams supported within the guidelines of Bartlesville Public Schools and the laws of the State of Oklahoma;
- c. Participate, in cooperation with the athletic coaching staff in activities designed and conducted to support and promote the BHS football program.

## **ARTICLE III - Membership**

Three classifications of membership will exist in the BQC:

- a. Regular - Parents or Legal Guardians of students currently enrolled in the program. Each individual shall be entitled to one vote.
- b. Coaching Staff - Coaching staff employed as part of the BHS football program. These shall be non-voting members and shall not hold office or chair committees.
- c. Associate - Individuals who are interested in promoting and supporting the objectives of the BQC but who do not qualify as Regular Members. These shall be non-voting members and shall not hold office or chair committees.

## **ARTICLE IV - Officers**

### **Summary and Eligibility**

This organization shall be governed by an Executive Board of Directors composed of elected officers. To serve on the Executive Board, a candidate must be an individual Regular Member in good standing. The elected officers of this organization are as follows:

- President
- Vice President

- Secretary
- Treasurer
- Parliamentarian

Individuals serving on the current coaching staff for the football program are not eligible to serve as a member of the Executive Board. Spouses of the coaching staff are not eligible to serve in the position of Treasurer.

## **Duties**

The basic function of the Executive Board of Directors shall be to:

- Assist and support the football program and coaching staff
- Protect the financial standing of the program by establishing a budget and considering specific requests for funding outside of the established budget
- Maintain complete financial records
- Uphold the bylaws of this organization
- Be transparent to the membership in operation of their duties.

## **Elections and Term Limits**

At the conclusion of the regular football season, a nominating committee consisting of the President, Vice President, Head Coach, and two booster club members shall be formed. The nominating committee will select a chairperson and shall endeavor to hold an Executive Board election at the December General Membership meeting according to the following guidelines:

- Prepare a slate of candidates for each Executive Board position and gain the concurrence of those individuals indicating their willingness to serve in that capacity
- Present the slate of candidates to the General Membership via the website at least 14 days in advance of the December general meeting. The notice will also indicate that additional nominations will be accepted from the floor at the General Membership meeting prior to the official election
- The President will add to the slate of candidates any names submitted from the floor at the December meeting and the election will be held according to Robert's Rules of Order. Election results will be determined by simple majority of Regular Members in attendance.

Individuals may be elected to serve on the Executive Board in the same position for up to two consecutive one year terms, each term being separately voted on. Executive Board members may continue to hold office beyond two consecutive years so long as they are elected to a new position. Terms shall begin January 1 of each calendar year.

Within 30 days of the election, all outgoing officers will turn over any operating guides or materials to the incoming officers. A joint Executive Board meeting will be held to facilitate transition of duties as deemed necessary by the incoming President.

## **Vacancies and Removal from Office**

Any vacancies in an Executive Board position will be filled by the Vice President until the Executive Board appoints a successor. Should the office of the President become vacant, the Vice President will fill the office for the remainder of the term and the Executive Board will appoint a successor to the Vice President. Any Executive Board position that is filled mid-term will be effective for the remainder of that regular term.

An officer of the club may be removed from office for failure to carry out the duties of the office or for actions detrimental to the club or program. An officer can only be removed by a two-thirds vote of the full board (not just those present.) All board members must receive seven days notice, in writing or by Email, of the proposal to remove an officer before any meeting at which a vote is to be taken on the removal of that officer.

## **Elected Officers**

### **President**

- a. Call and preside over all meetings of the General Membership and the Executive Board
- b. Appoint the chairperson and members of the standing committees, any ad-hoc committees, and class representatives
- c. Assemble the nominating committee
- d. Annually review the structure and organization of the Executive Board and Standing Committees and recommend changes, as necessary, to the Executive Board for consideration
- e. Serve as an ex-officio member of all committees.

### **Vice-President**

- a. In the absence of the President, preside at any meeting at which the President would normally preside
- b. Assist the President in the performance of his/her duties as requested
- c. Serve as an ex-officio member of all committees.
- d. Become President upon vacancy of the office of the President for the remainder of the open term.

### **Treasurer**

- a. Accurately and transparently represent the financial status of the BQC inclusive of all financial accounts and holdings that are the property of or are in service to the BQC

- b. Keep a complete and accurate record of all receipts and disbursements, showing each activity separately
- c. Present a financial report at each Executive Board meeting and each General Membership meeting
- d. Maintain records pertaining to the tax exempt status of the organization
- e. Supervise the financial operations of the booster club
- f. Provide all information required by the independent auditor to support the biannual audit requirement.
- g. Provide reports to Bartlesville Public Schools as required
- h. Carry out duties assigned by the President.

### **Secretary**

- a. Take minutes of the Executive Board meetings and provide to the board for review; provide the minutes to the General Membership upon request
- b. Take minutes of the General Membership meetings and make available for review
- c. Carry out duties assigned by the President.

### **Parliamentarian**

- a. Ensure that Robert's Rules of Order are followed during all meetings and assist the President in maintaining order at meetings
- b. Lead an annual review session of the bylaws for the incoming Executive Board
- c. Carry out duties assigned by the President

## **Committees and Class Representatives**

The following committees and representatives will exist to assist the Executive Board and the Coaching Staff in support of the football program. They include but are not limited to:

- Tailgate
- Spirit Sales
- Website
- Banquet
- Senior Night
- Golf Tournament
- Coaches Breakfast
- Game day Meals
- Team Meals
- Bruin Tunnel
- Class Representatives (one for each grade, 8<sup>th</sup>-12<sup>th</sup>)
- Ad-Hoc Committees (as required)

## **ARTICLE V - Finances**

### **Budget**

The Executive Board will prepare a preliminary budget based on results from the prior year with input from the various committees with consideration of adjustments for known events and economic conditions. A budget discussion will be held with the Head Coach to solicit input on key needs of the program for the coming year.

The budget shall be presented to the General Membership for discussion and approval at the May general meeting and will commence on June 1 of each year. A simple majority of Regular Members in attendance at this meeting is required to approve the budget. This timing alignment allows for the Executive Board to become familiar with their roles and understand the needs of the program before establishing the budget.

The budget will include an allocation of funds to execute BQC activities and fund specific requests presented by the program to the extent possible. Any funds provided to support or enhance the BHS football program will be provided exclusively in accordance with Bartlesville Public Schools regulations and will comply with all applicable laws.

## **Spending Authority**

### **Budgeted Items**

Individual expenditures in the approved budget shall be authorized as follows:

- a. Under \$500 – Committee Chair
- b. Under \$500 – Head Coach
- c. Under \$2,000 – One of the following; President, Vice President, or Treasurer
- d. Over \$2,000 – Simple majority vote of the full Executive Board

### **Unbudgeted Items**

Any expenditure not addressed in the budget or any purchase that exceeds a budgeted item by the dollar amount listed below shall be authorized as follows:

- a. Under \$500 – Agreement of any two Executive Board members
- b. Under \$2,000 – Simple majority vote of the full Executive Board
- c. Over \$2,000 – Simple majority vote of the Regular Members present at the scheduled membership meeting.

All approvals that require more than one Executive Board member may be made verbally to facilitate expediency of business and shall be followed up in writing or via Email to the Treasurer no later than the next Executive Board meeting.

To be considered for reimbursement, all purchases require presentation of a receipt in the amount of the expenditure showing detail for the item(s) purchased.

### **Audit**

The finances of the Bartlesville Quarterback Club will be audited by an independent auditor on a biannual basis (at least once every other fiscal year.)

## **ARTICLE VI - Meetings**

### **General Membership Meetings**

General Membership meetings will be held at least monthly during the school year. Meetings will only be held during the summer months as deemed necessary by the President. The BQC website will maintain the official meeting schedule. If circumstances require a change to the regularly scheduled meeting or if a special meeting is scheduled, a meeting notice will be posted to the website and the membership will be notified via Email.

Items to be considered for the agenda of the General Membership meeting must be communicated to the President at least one day in advance of the meeting. The purpose of the General Membership meeting includes:

- a. Reviewing financial reports
- b. Discussion of activities and fundraisers
- c. Election of officers
- d. Conducting any other business as required to fulfill the purpose of the BQC.

### **Executive Board Meetings**

The Executive Board will meet at least monthly during the school year and more frequently or during the summer as necessary.

## **ARTICLE VII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the BQC in all cases in which they are applicable and in which they are consistent with these bylaws and other special rules the BQC may adopt.

## **ARTICLE VIII - Bylaws**

These Bylaws may be amended by a two-thirds (2/3rds) vote of Regular Members in attendance at the General Membership meeting (regular or special) following the General Membership meeting at which the proposed amendment has been submitted and read.

The official copy of these bylaws will be posted to the BQC website as official record.

DATE BYLAWS ADOPTED: September 27, 2011