

# **El Dorado High School Football Booster Club Constitution and By-Laws**

## **I. NAME**

The name of the organization shall be the El Dorado High School Quarterback Club, Placentia, CA.

## **II. PURPOSE OF ORGANIZATION**

The El Dorado High School Quarterback Club is a non-profit organization whose purpose is to provide ongoing support through financial, administrative, clerical and organizational assistance to the players and coaches.

## **III. MEMBERSHIP**

- A. This organization shall be open to all parents/guardians of the students enrolled in the football program.
- B. There shall be no dues for acceptance into the El Dorado High School Quarterback Club for current parents/guardians of the students enrolled in the football program.
- C. This organization shall be open to all alumni and alumni parents of the past students/players that were enrolled in the football program; at a cost to be determined by the current QBC Executive Board.
- D. The El Dorado High School Quarterback Club shall keep a roster of names, addresses, telephone numbers, and email addresses of all players, which will be updated annually.
- E. Each member shall have the right to vote on any matter requiring a vote at general meetings.

## **IV. OBJECTIVES**

- A. Provide support and increased opportunities for players.
- B. Communicate pertinent information to the football parents on a regular basis by means of a newsletter or email.
- C. Conduct fund-raising as deemed necessary by the El Dorado High School Quarterback Club Board.

## **V. MEETINGS**

- A. The El Dorado High School Quarterback Club shall meet monthly at a place and time determined by the board members. Additional meetings will be held as deemed necessary by the board and/or recommended by the coach.
- B. Minutes of the meetings are available to any member upon request.

## **VI. EXECUTIVE BOARD**

- A. Elected officers of the El Dorado High School Quarterback Club shall include President, Vice President, Secretary, Treasurer, and a representative from each team (Freshman, Junior Varsity, and Varsity)
- B. No one person shall hold more than one elected offices simultaneously.

- C. Should a vacancy occur in any office, the El Dorado High School Quarterback Club Board may, at their option, appoint a successor or announce an election to fill the vacant position.

## **VII. DUTIES OF OFFICERS**

### **A. President**

1. Shall have the responsibility to see that all orders and resolutions of the El Dorado High School Quarterback Club Board are carried out.
2. Shall plan the agendas for the meetings in coordination with the Head Coach
3. May appoint special committees as deemed necessary.
4. Shall maintain communication with the Head Coach and/or school administration to provide specific areas of support.
5. Shall work with the Head Coach to plan and organize fund raising activities.
6. Shall prepare fund raising summaries for the El Dorado High School Quarterback Club.

### **B. Vice President**

1. Shall, in the absence or by the direction of the president, perform any duties and exercise the powers of the President.
2. Shall, in coordination with the President and/or Head Coach plan and organize fund-raising activities.
3. Shall be in charge of the collection of spirit pack & player fees and El Dorado High School Quarterback Club membership.

### **C. Treasurer**

1. Shall keep permanent books of account and records of items including income, receipts, and disbursements.
2. Shall receive all money, provide receipts and make necessary deposits in the bank approved by the El Dorado High School Quarterback Club.
3. Shall pay all bills as authorized by El Dorado High School Quarterback Club Board. Shall dispense allotted money to Coach for miscellaneous expenses. All disbursement of Checks shall require a warrant signed by two other members of the executive board.
4. Shall prepare the annual budget and financial summaries for the El Dorado High School Quarterback Club.
5. Shall work with the President to forward all necessary tax and insurance forms as required by the district and/or governmental agencies.
6. Shall make an annual report at the March meeting of the El Dorado High School Quarterback Club.
7. Shall provide a written financial report at the monthly El Dorado High School Quarterback Club.
8. Shall provide treasurer's reports shall be made available to the general membership.
9. Shall create cash receipts -- including, but not limited to, the Snack Bar and the EDHS QBC Boutique -- must be processed by two people, one of whom must be the Treasurer or QBC Executive Board member if Treasurer is not present.

10. Shall make sure cash is first counted and documented on cash reconciliation sheets by the operators of the cash registers and cash box (examples of such are - Snack Bar, EDHS QBC Boutique, and any other event where cash is involved) and then counted and re-verified by the Treasurer that same day, while each operator watches. The Treasurer will provide the cash reconciliation sheets.
  11. Shall generate a deposit ledger and will make the cash deposit. The Treasurer will then send -- electronically, via email -- an image of the bank deposit slip for confirmation of the correct deposit amount to the EDHS Head Coach or QBC President.
- D. Secretary
1. Shall keep accurate records of all board and general meetings.
  2. Shall maintain a current record of El Dorado High School Quarterback Club membership.
  3. Shall assist in mailing minutes, newsletters, and other correspondence as needed
  4. Shall maintain a file of all documents as deemed necessary by the El Dorado High School Quarterback Club Board.
  5. Shall be responsible, with coordination/direction of Head Coach or President, for communication with families.

## **VIII. ADDITIONAL POWERS AND DUTIES**

- A. Each officer shall have additional powers and duties as pertain to their office and may be directed by the Board or these By-laws.
- B. President Vacancy: Should the office of President become vacant; the Board will appoint someone from the Board to fill the position. Final approval must come from the Head Football Coach.
- C. Removal from the Board: The Board may remove any member of the Board from their position for good cause shown at a regular or special meeting/events of the Board duly called. Such removal may only be effected by the vote of three-quarters of the total number of the Board Members then serving.

## **IX. MEETING PROCEDUES**

The order of business for each meeting shall be as follows:

- A. Call to order
- B. Roll call (signing-in)
- C. Reading of minutes
- D. Treasurer's report
- E. Reports of Standing Committees
- F. Reports of Team Representatives
- G. Old business
- H. President's announcements/ New business
- I. Coach's announcements
- J. Adjournment

## **X. QUORUM**

- A. A quorum for the El Dorado High School Quarterback Club Board shall be set at the majority of the members.
- B. Actions or decisions to be implemented must meet with approval of the Head Coach.

## **XI. FUNDS**

- A. If any money remains in the account at the year-end, said money will be carried over to the next year for the use by the new board. In the event that the El Dorado High School Quarterback Club Board should disband all carry-over money is to be deposited in the ASB account of El Dorado High School solely designated for El Dorado High School Quarterback Club use only.

## **XI. ELECTIONS**

- A. Elections will be held annually at the February El Dorado High School Quarterback Club meeting. The outgoing El Dorado High School Quarterback Club Board may act in an advisory capacity.
- B. Nominations will be taken from in January and then presented at the February QBC Board meeting. Anyone absent who wishes to run for office can submit written authorization to place his or her name in nomination.
- C. Elections will be conducted by a show of hands. A simple majority is required for elected position.
- D. Current QBC Executive Board members have first right of refusal for the following year vacant President position. If more than one current QBC Executive Board member wants to run for the vacant presidency, their names will be voted on at the general voting meeting. If no current QBC Executive Board member wants to fill the vacant President position; the position will be open to non-QBC Executive Board members.
- E. All officers will be eligible for re-election to the same or another position, except as follows:
  - i. The President and Treasurer may not serve more than two (2) consecutive one-year terms in the same office.
  - ii. The Vice-Presidents and Secretary may not serve more than three (3) consecutive one-year terms.
- F. Only one member of a family/household may serve as an officer at the same time, in order to limit the family's vote to one (exception: two family members may share an officer position, but their vote is limited to one).
- G. If a QBC Board member resigns or is removed from a position; he or she cannot run for an open position for 1 year (365 days) from the date of their resignation/removal.
- H. No nominations of open board positions will be accepted the day of the February meeting.

## **XII. AMENDMENTS TO THE BY-LAWS**

- A. Proposed changes to the by-laws are to be submitted to the El Dorado High School Quarterback Club in writing.

- B. The El Dorado High School Quarterback Club Board will present the proposed changes at the next meeting.
- C. Passage of by-laws requires a simple majority of members present at the meeting.
- D. By-Laws are to be reviewed and approved biannually; or when needed.

**XIII. I DO HEREBY CERTIFY:**

- A. That I am duly elected, qualified and acting President and Secretary of the El Dorado High School Football Quarterback Club; that the foregoing bylaws were adopted as the restated bylaws of the said Booster Club by the Booster Club membership.
  - i. IN WITNESS WHEREOF,  
I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 2018.
  - ii. IN WITNESS WHEREOF,  
I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 2018.