# Constitution and Bylaws of the

# Lower Dauphin Football Boosters

# Hummelstown, Pennsylvania

# April 2, 2019

## ARTICLE I

## NAME

The name of the organization is “Lower Dauphin Football Boosters” (referred to as “Boosters” for this document) and is a NON-PROFIT organization.

## ARTICLE II

## OBJECTIVES

The objectives of this organization are:

A. To promote and support athletic and academic excellence, good sportsmanship, and character building relationships among players, coaches, parents, and the Lower Dauphin Community.
B. To stimulate and sustain an enthusiastic interest in the Lower Dauphin football program among parents, players, the Lower Dauphin student body, and members of the Lower Dauphin community.
C. To lend moral and financial support to the activities of the Lower Dauphin football program within the guidelines specified by the Lower Dauphin School District (LDSD), its athletic director, coaching staff, and the Pennsylvania Interscholastic Athletic Association (PIAA) regulations.
D. To participate in activities designed or conducted to promote the Lower Dauphin football program and recognize the efforts of players.

## ARTICLE III

## EQUAL OPPORTUNITY

The organization will not discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

## ARTICLE IV

## MEMBERSHIP

### ACTIVE MEMBERSHIP

A. Membership is open to any person interested in the progress and development of the Lower Dauphin football program and adheres to the objectives of ARTICLE II.
B. Those who participate in the Boosters are authorized to hold office and vote on matters brought before the organization. Participation is defined as attending at least two (2) meetings and/or volunteering in at least two (2) Booster events within the last year.
C. Any member may be removed from the Boosters in cases where conduct is grossly inconsistent with the Bylaws. The individual may be removed by the affirmative vote of the majority of the officers.

## ARTICLE V

## OFFICERS

The officers of the Boosters shall consist of the following:

A. President
B. Vice-President
C. Two (2) Secretaries
D. Treasurer
E. Member At Large

Terms of Office:

The term of each office is one (1) year. Any officer may serve consecutive terms, if elected. No officer may serve more than three (3) consecutive terms.

Duties of Officers:

A. President: Will preside over all meetings, recruit and coordinate chair persons for all committees, prepare an agenda prior to each Booster meeting, arrange for an independent review of the prior year's financial records, and work with the Treasurer to prepare the annual budget. The President will coordinate the activities of the committees and perform such other duties as are consistent with the office. The President will be an ex-officio (non-voting) member of all committees with the exception of the Nominating committee.

B. Vice-President: Will perform any duties delegated by the President and will preside at all meetings in the absence of the President.

C. Secretaries: Will be responsible for recording and preparing the minutes of all Booster and Executive committee meetings, and the handling of all

correspondence except as may be reserved by the President. The Secretaries will also be responsible for maintaining all administrative records and assume the powers and functions of the President in case of absence of both the President and Vice-President.

D. Treasurer: Will be responsible for maintaining all financial records, payments of all bills, file any and all legal documents, and the submission of a financial statement at each Booster meeting. In coordination with the Officers, the Head Coach, and Committee chairs, the Treasurer will prepare a preliminary budget and submit it to the Executive committee for approval. The Treasurer will assist the President in the annual audit process. The Treasurer will assume the powers and functions of the President in the absence of the President, Vice-President, and the Secretaries.

E. Member At Large: The Executive Committee (all duly elected officers) will appoint a Member At Large to be a voting member of the Executive committee. The Member At Large will provide advice and counsel to the Executive committee. The Member At Large will serve the same term as the Officers.

## ARTICLE VI

## ELECTION OF OFFICERS

Nominating Committee:

A. The nominating committee will be appointed by the President and will consist of the Member At Large and at least two (2) individuals active in the Boosters. No current Officers may serve on the Nominating committee.

B. The committee will prepare a list of candidates for each office and present the nominations to the organization during the December meeting. Nominations from the floor will also be accepted at this time.

C. The election of Officers will take place at the January meeting. All newly elected Officers will immediately take possession of their offices, with the exception of the Member At Large. The Member At Large will be announced at the February meeting.

D. The election of Officers will be determined by the majority vote of all present, eligible members per Article IV.

E. The Member At Large will preside over the election of Officers for the following year. The Member At Large may not be a candidate for any office.

F. Any vacancies occurring during the tenure of an Officer will be filled by Presidential appointment.

## ARTICLE VII

## COMMITTEES

Appointed Standing Committees:

A. Food: The Food committee will oversee concessions, the End of Season Banquet, and all meals and snacks provided to the Varsity, JV, and Freshman teams.
B. Fundraising: The Fundraising committee will oversee the Falcon Card program, the Game Programs, Merchandise, and any other fundraising activities.
C. Football Program: The Football Program committee will oversee activities, equipment purchases, and services not covered by LDSD, such as Team Camp, Clothing for staff, and Strength and Conditioning training.

## ARTICLE VIII

## EXPENDITURES

A. Any expenditure over the amount of $1000.00 must be presented to the Boosters for a vote.

B. Any expenditure over the amount of $500.00 must be cosigned by the Treasurer and the President.

C. All receipts must be submitted to the Treasurer on a monthly basis or at the next Booster meeting.

D. Secure a minimum of two (2) bids for each type of purchase as decided by the Boosters.

## ARTICLE IX

## MEETINGS

A. Booster club meetings will take place on the first Tuesday of each month, unless that Tuesday presents a scheduling conflict. In this event, the meeting will be held on the second Tuesday of the month.
B. Any Officer may call a special meeting of Officers and/or Boosters if the need arises, with the time and place being agreed upon by all Officers.

## ARTICLE X

## PARLIAMENTARY AUTHORITY

The Boosters recognize Roberts Rules of Order- Revised as its parliamentary authority. The decisions of the majority of the Officers will be final in all matters.

## ARTICLE XI

## AMENDMENT OF CONSTITUTION AND BYLAWS

A. No part of this Constitution and Bylaws will be repealed, annulled, altered, amended, or suspended unless proposed in writing, signed by two (2) members in good standing, and read at two (2) consecutive meetings. Adoption will occur at the second meeting when a ¾ majority of the members present vote in favor of adoption. Written notification of the proposed amendment will be provided to the membership two (2) weeks prior to the date of the second meeting.
B. This Constitution and Bylaws will be reviewed once every three (3) years to determine if revisions are necessary.

## ARTICLE XII

## DISSOLUTION

In the event this organization has failed to conduct any meetings or other business activities for a period of twelve (12) months, the current Officers will have the authority to dissolve the organization, and, after all outstanding accounts have been settled, the remaining monies are to be placed in the LDSD General Athletic Fund.

Revised May 10, 2008

Revised March 6, 2012

Revised April 2, 2019