

MOUNTAIN VISTA HIGH SCHOOL

QUARTERBACK CLUB

BYLAWS

ARTICLE I – PREAMBLE

In order to promote Mountain Vista High School within the community, and to promote the sport of football within Mountain Vista High School, this organization is established as a Booster Club. It is, and will remain, autonomous from all other clubs, but shall operate under the guidance of the Athletic Director, Head Football Coach, and The Mountain Vista Golden Eagles Booster Club, Inc. Any decision concerning this Booster Club is subject to review by the parties named above.

ARTICLE II – NAME

Section 2.1 The name of this organization is the Mountain Vista High School Quarterback Club (the “Club”).

ARTICLE III – PURPOSE AND POWERS

Section 3.1 The Club is organized, and shall be operated as a non-profit organization.

Section 3.2 The Club shall be operated specifically for the charitable purpose of lessening the financial burden of the Mountain Vista High School Football Program. The Club shall have as its primary purpose the provision of volunteer services and funds to the Mountain Vista High School Football Program, including, but not limited to, fundraising, promotion, marketing, and support that will enhance the stature of the Mountain Vista High School Football Program within the school and the community.

Section 3.3 Notwithstanding any other provisions of these Bylaws, the Club shall not carry on any activity that is not permitted to be carried on by: (a) a non-profit organization under Colorado law; (b) Douglas County School District Policy; or (c) Colorado High Schools Activities Association policy.

Section 3.4 Subject to the other provisions of these Bylaws, the Club may do any and all acts or things that it deems necessary or proper to affect its purposes.

Section 3.5 To responsibly direct expenditures of the Mountain Vista High School Quarterback Club in support of specific activities and/or capital improvements.

ARTICLE IV – MEMBERSHIP

Section 4.1 Membership in the Club is open to any and all parties interested in its purposes as set forth in these Bylaws, and who has paid the annual dues. Each such person is referred to as a “Member” in these Bylaws. To be in good standing, and to be able to vote, nominate or run for executive council, a Member must have paid his or her annual dues on or before the due date established by the Board of Directors.

Section 4.2 Yearly dues to be a Member of the Mountain Vista High School Quarterback Club will be \$5.00 per person annually, due by October 1st. Each paying Member will have one vote.

Section 4.3 An additional option for Membership in the Mountain Vista High School Quarterback Club is through Sponsorship donations. In increments of \$50.00, \$100.00 or \$250.00, individuals can purchase “Booster Packages” entitling the donor to receive a bound Mountain Vista High School Football Team Program, a variety of clothing, and other merchandise for the season in which such Sponsorship donations are made. Contents of each “Booster Package” will be determined by the Membership.

ARTICLE V – OFFICERS

Section 5.1 The Officers of the Club shall consist of a President, President-Elect, Treasurer, Secretary, and Past-President.

Section 5.2 Term of Office: Officers shall serve a twelve (12)-month term (December 1st through November 30th). Any vacancies shall be filled by the Membership of the Mountain Vista High School Quarterback Club. To provide continuity, it is recommended (but not required) the incoming President should come from the previous year’s position of President-Elect. If so moved by the majority of the Members present at a meeting, Officers may be re-elected to another term of office.

ARTICLE VI – DUTIES OF OFFICERS

- Section 6.1 **President:** The President shall preside at all meetings of the Mountain Vista High School Quarterback Club, and shall be the spokesperson for the Club. The President shall coordinate the work of the Officers; will form and dissolve ad hoc Committees as necessary; and will present the annual budget to the Head Football Coach and the Mountain Vista High School Golden Eagles Booster Club, Inc. The President shall also carry out other duties and functions as may become necessary in carrying out the functions of the organization.
- Section 6.2 **President-Elect:** The President-Elect shall be available to assume the duties of the President in the absence of the President, and to otherwise prepare to assume the Office of the President the following year, if elected. All standing Committees will report their activities to the President-Elect.
- Section 6.3 **Secretary:** The Secretary shall record the minutes of all meetings of the Club, shall handle all correspondence, shall notify Members of all General Membership meetings, and shall perform other duties as may be delegated by the other Officers. The minutes of each meeting shall be reviewed and approved by all voting Members present at the subsequent meeting.
- Section 6.4 **Treasurer:** The Treasurer shall keep an accurate record of receipts and expenditures for the Club, and shall submit a report at all meetings. The Treasurer will be responsible for reviewing and approving all outside reimbursements of the Membership (except his or her own). Receipts and expenses from the Treasurer shall be approved by the President, or delegate.
- Section 6.5 **Past-President:** The Past-President shall be the previous year's President, and shall carry out those functions and duties as assigned by the President.

ARTICLE VII – ELECTION OF OFFICERS

- Section 7.1 **Nominations:** Nominations for Officers shall be made from the General Meeting of the Mountain Vista High School Quarterback Club. The offices outlined in these Bylaws will be filled by majority vote, with the exception of the position of Past-President. The election of all Officers shall be subject to approval of the Head Football Coach. Nominations for Club Officers will be made by the Election Committee during the first General Club meeting in November. Members do not have to be present to be nominated, but must agree to the nomination and to hold an office within the Club. The list of Nominees will be e-mailed by the Club Secretary to all Members for review prior to an election being held.

(Candidates may include a statement on why they want to be elected.) Elections will be held during the third meeting of the Club Membership in November. The election schedule may be changed by the Elections Committee to assure completion prior to the Mountain Vista High School Football Team Banquet.

Section 7.2 **Assumption of Duties:** All Officers will assume their positions on December 1st. The Officers will serve for a period of one (1) year and/or until their successors have been duly elected or appointed. If so moved by the majority of the Members present at a meeting, Officers may be re-elected to another term of office.

ARTICLE VIII – MEETINGS

Section 8.1 Meetings of the General Membership shall be held on a weekly basis from August through November. Weekly meetings will be held each Tuesday at 6:30 p.m., or as voted upon by the Membership.

Section 8.2 Meetings of the General Membership shall be held on a monthly basis from December through May. The monthly meeting shall be held on the second Tuesday of each month at 6:30 p.m., or as voted upon by the Membership.

Section 8.3 A special meeting of the Officers and/or General Membership can be called within three (3) days notice of the Membership.

Section 8.4 Officers' meetings are to be held on a monthly basis from December through May, and on a weekly basis, if necessary, beginning in June until the annual Football Banquet in November. These meetings will be determined by the President.

Section 8.5 A Quorum is established by the majority of those Officers in attendance at an Officers' meeting, by the Officers and Membership in attendance at a regularly scheduled General Membership meeting or by the Officers and Membership present during a properly notified Special Club meeting.

Section 8.6 The majority of the Club Officers present at an Officers' meeting, as a group, create a Quorum and have the ability to vote accordingly on matters pertaining to the Club. Any Officer absent from a meeting (held in person, electronically or telephonically) may vote by proxy or submit their vote within 48-hours following the meeting. The Officers, as a group, have the authority to determine the direction, duties, and goals of the Club, and therefore, as a group, may vote upon issues affecting the Club. The purpose of this section is to provide the Officers of the Mountain Vista High School Quarterback Club the ability to lead the Club

and the authority to make timely decisions instead of waiting for the next regularly scheduled General Membership meeting. All decisions made during Club Officers' meetings must be by majority vote of the Offices present, and approved by the Head Football Coach, or Athletic Director, and reported during, and added to the minutes of, the next regularly scheduled General Membership meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 9.1 Robert's Rules of Order Revised shall be followed for all meetings. If the President is unavailable for the meeting, the President-Elect shall chair the meeting. If the President-Elect is unavailable, the Secretary will chair the meeting. If the Secretary is unavailable, the Treasurer will chair the meeting. If the President, President-Elect, Secretary, and Treasurer are all unavailable, the meeting will be held at a later date as determined by the Membership.

ARTICLE X – STANDING COMMITTEES

Section 10.1 The Mountain Vista High School Quarterback Club will have the following Standing Committees:

- Banquet
- Budget/Financial
- Communications and Technology
- Elections
- Fundraising
- Golf Tournament
- Logistics
- Nominations
- Program
- Spirit and Pep Rally
- Team Building

Chairmanship of a Standing Committee will be on a volunteer basis, or as appointed by the President, and voted upon by the Membership. The position of Chairperson of a Standing Committee will be for one (10 year.

ARTICLE XI – AMENDMENTS

Section 11.1 Amendments to these Bylaws may be submitted by any member of the Club, and will be voted upon at a General Membership meeting. Any amendment receiving a majority vote by all Members present at the meeting shall be incorporated into the Bylaws immediately.

ARTICLE XII – DISSOLUTION

Section 12.1 This Club may be dissolved by the joint decision of the Athletic Director and the Head Football Coach. In the event of the dissolution of this organization, the assets of the Club, after all outstanding debts have been paid, shall be donated to the General Fund managed by the Mountain Vista High School Head Football Coach for the purpose of supporting the Football Program.

Section 12.2 **Removal of An Officer:** The President may be removed from office by the joint decision of the Athletic Director and the Head Football Coach, or by unanimous vote of the remaining Club Officers. For such a decision to remove the President, a Special Meeting of the Club will be called by the Head Football Coach, and attended by the remaining Club Officers and the Athletic Director. Everyone must be present to cast their votes; no proxy or post-meeting votes will be allowed during such a called Special Meeting. Other Club Officers may be removed from office during a Special Meeting called by the President and the Head Football Coach. All Officers, except the Officer in question, must be in attendance during the Special Meeting. There must be a unanimous vote to remove any Officer in question. The Officer in question will have no vote in the proceedings. The Officer in question may choose to attend the Special Meeting, but their attendance is not necessary for their removal to be effective. If an Officer is removed from their position, they will not be excluded from membership and voting in the Mountain Vista High School Quarterback Club.

Section 12.3 In the event a Club Officer is removed from, or relinquishes, their position, the remaining Officers will nominate a candidate for the vacant position, and will vote on a replacement for that position. Individuals nominated for a vacant Club Officer position must be a current member in good standing within the Club. Such nominees do not need to be current Club Officer, or to be in attendance during said meeting, to be nominated. Nominees must agree to accept a vacant Officer position and be in attendance during a meeting for the Officers' vote. If the President is removed from office, the President-Elect will assume the Office of the President.

March 2004