

EDISON FOOTBALL

PARENTS ASSOCIATION

BYLAWS

ARTICLE I – The Name

The name of this organization is the Edison Football Parents Association.

ARTICLE II – Articles of Organization

The Edison Football Parents Association is non-profit, organized under the laws of the State of New Jersey.

ARTICLE III – The Objectives

The objectives of this organization are to raise funds to help support all players participating in the football program at Edison High School, in accordance with Edison High School Department of Athletics guidelines. These guidelines state that athletic parent clubs are support groups for the program under the direction of the Head Coach. The Head Coach and Supervisor of Athletics must approve all activities.

ARTICLE IV – The Basic Policies

The organization shall be noncommercial, nonsectarian, and nonpartisan.

1. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest or for any purpose not appropriately related to promotion of the organization.
2. The organization shall not participate or intervene in political campaigns.
3. The organization may cooperate with other agencies concerned with school athletics and the school shall make no commitments that bind the organization.
4. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, as from time to time amended.
5. Criticism of individual teachers or administrators shall not be voiced in open meetings.

ARTICLE V – Membership And Dues

Membership in this organization shall be made available to any parent(s) and/or legal guardians of any student participating in the Edison High School football program who subscribes to the objectives of the organization without regard to race, color, or national origin.

1. Only current and former members of the organization shall be eligible to participate in the executive sessions or to serve in any of its elective or appointed positions.
2. Membership shall be from July 1 through June 30. Annual enrollment shall be conducted, but persons may be admitted to membership at any time. Annual dues will be determined at the beginning of each year..
3. All members agree to do their best to participate in, and donate their time for, the various fundraisers arranged for the support and promotion of the Edison High School football program.

ARTICLE VI – Officers / Executive Board and their Election

Officers / Executive Board of this organization shall be: (2) Co-Presidents, Vice President, Secretary, Treasurer, Activities Chairperson, and Fundraising Chairperson.

1. Election of officers will be on an annual basis. Any member of this organization, who is interested in holding an office, shall so notify the Secretary of the organization at the last meeting in October. There shall be no formal nominating committee.
2. At the first in November, the Secretary shall read the name of the interested candidates for each office. In the event there is more than one candidate for a particular office, a majority vote of the members present at that meeting shall elect the person to serve in that office. In the event there is only one nominee, the secretary will cast a unanimous ballot for that person to elect him/her to office.
3. Officers shall assume their duties at the close of the annual banquet in December and shall serve a term of one year. No officer shall serve more than four (4) consecutive terms, unless this provision is waived by a majority of existing members at the time of the annual election.
4. A vacancy occurring in an Office, other than President, shall be filled for the unexpired term by a person elected by a majority of the executive board, notice of such election having been given by the Secretary.
5. Only a member in good standing, who has been active with the Edison Football Parents Association and who has consented to serve if elected shall be eligible for election to office.
6. Only a member in good standing, and who has been with the Edison Football Parents Association shall be eligible to vote in a General Election.

ARTICLE VII – Duties of the Officers / Executive Board

1. Co – Presidents:
 - Shall preside at all meetings.
 - Shall appoint a Chairperson of all Committees.
 - Shall sign all scholarship checks along with the Treasurer.
 - Shall act as liaison between the organization and Edison High School and/or Board of Education, and shall attend all relevant meetings for Edison High School sports activities, when possible.
2. Vice President:
 - Shall act as an aid to the President.
 - Assume of the duties of the responsibilities of the Presidents in their absence.
 - Communicate activity and needs to the Presidents
 - Perform other delegated duties as assigned.
3. Secretary:
 - Shall keep the minutes of all meetings in a bound book provided by this organization.
 - Shall have a copy of the approved by-laws.
 - Shall have the membership list available at every meeting.
 - Shall take care of all official correspondence and keep copies of it on file.
4. Treasurer:
 - Shall receive and record all monies collected or raised and be responsible for all business conducted with the bank where the Edison Football Parents Association.
 - Shall sign all scholarship checks along with the co-presidents.
 - The Treasurer will be responsible for the checking account debit card and will only use as needed for organizational functions and supplies.
 - Shall disburse no amount exceeding \$50.00 over the already approved budget without the consent of the Executive Board by a 2/3 majority.
 - Shall prepare a report to be presented at each meeting of the organization, and final report at the end of the fiscal year, subject to organization, and a final report at the end of the fiscal year, subject to audit.
5. Activities Chairperson
 - Shall coordinate all Kitchen shifts.
 - Shall coordinate all Pasta nights.
 - Shall coordinate the annual picnic with the President.
 - Shall ensure all Association functions are fully staffed by parents and Board members.
6. Fundraising Chairperson:
 - Shall coordinate all fundraising activities.

- Shall be responsible for staffing all fundraising activities i.e. tagging, etc.
- Shall be responsible for transferring all funds collected to the Treasurer.

ARTICLE VIII – Executive Board

Executive Board shall be composed of the Officers and the Head Coach of the Football Team.

1. Executive Board shall transact necessary business in the intervals between the organization meetings and such other business as may be referred to it by the organization. All Executive Board members shall keep a record of activities, which shall be turned over to the subsequent party for the following year, in an effort to maintain continuity of procedure.
2. Executive Board shall create committees as needed. Chairpersons of committees, which may include members of the Executive Board, will attend Executive Board meetings as needed. The Executive Board shall approve the plans of work of all standing committees.
3. Executive Board shall appoint an Auditor or an Auditing Committee at the May (first November) meeting to audit the Treasurer's records for the year, who will provide a report to the Executive Board at the June (final December) meeting.
4. Executive Board shall approve routine bills within the limits of the budget.
5. One person over half the Executive Board shall constitute a quorum.

ARTICLE IX – Special Committees

Special committees shall be appointed by the President, Executive Board of the organization as deemed necessary to carry on the work of the organization. The Chairperson of the Special Committee will attend Executive Board Meetings until a final report is submitted, or until discharged by the President.

ARTICLE X – Meetings

The organization shall hold biweekly meetings during the season - August through November, and single meetings during the months of December, March and June, with times to be fixed by the Executive Board at the previous meeting.

1. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. The purpose of the meeting shall be stated in the communication.

ARTICLE XI – Fiscal Year

The fiscal year of this organization shall be from July 1 to June 30 (*January 1 to December 1 – with transfer of books taking place during the month of December*).

ARTICLE XII – Suspension

These bylaws may be suspended in whole or part, by a two-thirds (2/3) vote of the members present.

ARTICLE XIII – Parliamentary Authority

Where not specifically governed otherwise herein, the parliamentary authority for the conduct of business of this organization shall be “Robert’s Rules of Order”

1. If deemed necessary by the Executive Board and/or the general membership, a parliamentarian may be appointed by the President, whose duties will be to assist the President interpreting and maintaining the rules of order, securing up-to date copies of the bylaws for every member, and to assist in the amending of such bylaws.

ARTICLE X IV – Amendments

1. These bylaws may be amended at any general meeting of the organization by two-thirds (2/3) vote of those members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.
2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at the meeting of the organization, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of any amendment.

ARTICLE XV – Scholarships

1. The scholarship Fund shall consist of a minimum of \$1500.00 – (3 scholarships), set aside one (1) calendar year prior to award. Each scholarship awarded will be a minimum of \$500.00 to be dispensed at the discretion of the scholarship committee dependent of the criteria listed below.
2. In order to be considered for a scholarship, the following criteria must be met:
 - a. 3 full seasons with the Football program.
 - b. Minimum un-weighted GPA of 2.0 with all those meeting this criteria being ranked in descending order.
 - c. Favorable evaluation from the Head Coach.
3. Once named, each scholarship winner must follow the guidelines below in order to receive his/her money:

- a. A copy of the bill from any post-secondary institution must be presented to organization Treasurer.
- b. The scholarship must be claimed by October of the [following] calendar year the award is given.
- c. Scholarship money will be sent directly to the aforementioned institution [or made payable to the parents of the scholarship winner.
- d. If award is not claimed by aforementioned time frame, the award will then be passed on to the next qualified candidate.
- e. The scholarship check may be written in the player's name if they are 18 years or older.

ADOPTED and APPROVED BY MEMBERSHIP: September 12, 2012