



# **Guilford Touchdown Club**

## BY LAWS

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*Guilford Touchdown Club*

*February 2007*



# **Guilford Touchdown Club**

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# **Guilford Touchdown Club**

## **Article 1 Name**

The name of this organization shall be the Guilford Touchdown Club (hereafter referred to as the Touchdown Club).

## **Article 2 Purpose**

The objective of the Touchdown Club is to support and promote the Guilford High School Football teams and to encourage and facilitate good will and sportsmanship between players, coaches, parents and fans.

## **Article 3 Members**

The Touchdown Club shall have one class of voting members. Membership shall be open to all persons interested in supporting Guilford High School Football. At meetings of the members, subject to the quorum requirement in Article 4, Sec. 4, each member shall be entitled to one vote so long as he or she has attended two of the three previous Touchdown Club meetings. High School Coaches and Administrators are invited guests to Touchdown Club meetings and as such shall not be entitled to vote.

## **Article 4 Meetings of Members**

**Section 1** Regular meetings of the Touchdown Club shall be held on the second Wednesday of each month. The meeting held in December shall be the annual meeting at which officers are elected.

**Section 2** Special meetings of the members may be called by the President, the Executive Committee or upon written application of at least 10 members. A written application shall state the purpose of the special meeting applied for; and the notice of every special meeting shall state the purpose. The President of Executive Committee, in calling a special meeting, shall determine the date, time and place.

**Section 3** Reasonable notice of special meetings shall be given to the members of the Executive Committee. Class Representatives shall be responsible for notifying the general membership.

**Section 4** The presence of three members of the Executive Committee (as defined in Article 6) shall be required in order to constitute a quorum for the transaction of business at any meeting.



# **Guilford Touchdown Club**

## **Article 5 Officers**

**Section 1** The officers of the Touchdown Club shall consist of a President, a Vice President, Treasurer, a Representative for the Senior Class, a Representative for the Junior Class, a Representative for the Sophomore Class, a Representative for the Freshman Class and a Secretary. At each Annual Meeting of the members and until his or her successor has been elected. Nominations for officers shall be from the floor.

**Section 2** The President shall preside at the meetings of the members and shall have the powers and duties pertaining to this office. The President shall have the authority to sign checks against the deposit of the Touchdown Club.

**Section 3** The Vice President shall exercise the powers and duties of the President in the event of the absence or inability of the President to serve. The President shall assign to the Representatives such additional duties and activities as the President or the Executive Committee may determine.

**Section 4** The Secretary shall have custody of the records and shall have the powers and duties generally pertaining to this office.

**Section 5** The Treasurer shall have custody of, and be responsible for, all funds and shall have the power and duties generally pertaining to this office including but not limited to:

- A.** Keep full and accurate accounts of assets, liabilities, receipts and disbursements, and all other transactions in books belonging to the Touchdown Club; and shall render to the members at its regular meetings, or when the Executive Committee so requires, an account of all transactions and of the financial conditions of the club.
- B.** The Treasurer shall be responsible for depositing all monies in the name and to the credit of the Touchdown Club, in such depositories as may be designated by the membership, and shall be responsible for disbursing the funds of the club in accordance with the direction of the membership. The Treasurer shall have the authority to sign checks against the deposit of the Touchdown Club.
- C.** Expenditures of up to \$100 may be approved by the Vice President/Treasurer and/or President. All other expenditures must be approved at an annual, regular or special meeting of the Touchdown Club.



# **Guilford Touchdown Club**

## **Article 6 Committees**

**Section 1** There shall be an Executive Committee consisting of the elected officers of the Touchdown Club. At the recommendation of the President, the Executive Committee may be able to appoint additional members to the Executive Committee.

**Section 2** The President shall serve as a chairman of the Executive Committee, which shall meet at the call of the President. The Executive Committee may exercise all the powers of the Touchdown Club between meetings of the membership. The President may invite any other member or consultant to attend any meeting of the Executive Committee and any such person shall have a voice but no vote. Minutes of the Executive Committee shall be made available to all members in a timely fashion.

**Section 3** The President shall have the authority to appoint committees of members of the Touchdown Club, as it may be necessary or convenient. Each committee shall have a chairperson who shall select and assign committee members and present plans to the membership for approval at regular meetings. At the conclusion of the project, the chairperson shall submit a written final report to the President.

## **Article 7 Vacancies**

Vacancies in any office may be filled for the unexpired term by a  $\frac{3}{4}$  vote of the remaining members of the Executive Committee.

## **Article 8 Fiscal Year**

The fiscal year of the Touchdown Club shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>

## **Article 9 Parliamentary Authority**

Robert's rules of order newly revised shall govern the Touchdown club in all cases which are applicable; and in which they are not in conflict with these by-laws.

## **Article 10 Amendment of By-Laws**

These by-laws may be altered, amended or repealed at any annual, regular or special meeting of the membership provided that notice of the proposed change is given in the notice of the meeting.