

Huntsville High School Panthers  
Big Red Football Booster Club  
BYLAWS  
*As amended April 21, 2015*

ARTICLE I  
Name

The name of this organization shall be the Huntsville High School "Big Red" Booster Club, hereinafter referred to as the HHS Football Boosters.

ARTICLE II  
Objectives

The objectives of the HHS Football Boosters shall be:

- A. To foster and encourage an enthusiastic interest in the football program of Huntsville High School.
- B. To lend all possible support, both moral and financial, to the Huntsville High School football Program.
- C. To cooperate fully with school administrators, the athletic director, and the football coaching staff to ensure that the football program is administered at the highest possible level.

ARTICLE III  
Head Football Coach

- Sec. 1. In as much as the HHS Football Booster Club operates solely in support of The HHS Football Program, the head football coach shall advise the Executive Board of the program policy, needs and direction.
- Sec. 2. The head football coach shall advise the Executive Board of his proposals to improve the HHS Football Program and the booster club activities.
- Sec. 3. The head football coach may request the resignation of any booster club officer, upon the majority concurrence of the remaining officers. The head coach's vote will break any tie in the vote of the remaining officers.

ARTICLE IV  
Membership

- Sec. 1. Membership in the HHS Football Booster Club shall be open to all interested parties.
- Sec. 2. Membership shall become effective upon payment of annual membership dues.

Sec. 3. The membership year shall coincide with the calendar year, running from January 1, through December 31, of each year.

Sec. 4. There shall be four levels of booster club membership and contribution.

- (1) Freshmen - the amount determined by majority vote of Executive Board
- (2) Panther - the amount determined by a majority vote of the Executive Board
- (3) Go Big Red (GBR) - the amount determined by a majority vote of the Executive Board
- (4) Coaches - the amount determined by a majority vote of the Executive Board.

## ARTICLE V Officers/The Executive Board

Sec. 1. The slate of officers of this organization, also known as the members of the Executive Board shall be comprised of: President 1<sup>st</sup> Vice President/President Elect, Second Vice President, Secretary, Treasurer.

Sec. 2. Qualification of officers/Executive Board Members:

- (1) Booster member in good standing
- (2) Personal recommendation of sitting officer
- (3) Concurrence by head football coach
- (4) Must be the parent of a player on the HHS Football Team

Sec. 3. Terms of office for all officers shall be for a period of one year, and shall coincide with the membership year.

Sec. 4. In the event that an officer cannot complete his/her full term, a replacement will be appointed by a majority vote of the remaining officers.

Sec. 5. Subject to the approval of the head coach, the 1<sup>st</sup> Vice President/President Elect shall become the President and the 2<sup>nd</sup> Vice President shall become the 1<sup>st</sup> Vice President/President Elect for the upcoming membership year. The incoming President shall forward the names of returning officers and/or vacancy candidates to the Head Coach. Final decisions concerning the incoming slate of officers shall be made by the incoming President, the new President Elect and the Head Coach.

## ARTICLE VI Duties and Powers of Officers

Sec. 1. Collectively, the officers of the booster club shall constitute an executive committee of the booster club membership, with the power and duty to act on behalf of the HHS Football Booster membership – in all matters pertaining to booster club activities and business.

Sec. 2. In order to effectively manage the affairs of the booster club, the officers shall hold regular meetings, to be held at a place and time, and with such frequency as is

convenient – except that- at a minimum, one meeting shall be held during each quarter of the membership year.

- Sec. 3. Notice of meeting shall be provided to each booster club officer and the head football coach by the president or secretary, as far in advance as practically possible, but in no case, less than 5 days prior to a scheduled meeting.
- Sec. 4. In addition to providing notice of meeting, the president or secretary shall provide a tentative meeting agenda identifying those particular items of business to be addressed, and soliciting the submission of additional items of business for inclusion.
- Sec. 5. In the event that the officers of the booster club determine for reasons posing detriment to the proper functioning of the booster club, that a fellow officer should be removed; the matter will be brought to the attention of the head football coach, who will meet with those officers - as may be appropriate under the circumstances – to discuss further action; including dismissal as provided under Article III., Sec. 3.
- Sec. 6. The president shall preside at all meetings of the organization, appoint all committees, and shall be an ex officio member of all committees.
- Sec. 7. The vice president, or one of their number if more than one, shall assume all duties of the president in his/her absence, shall serve as liaison(s) to standing committees and their chairs as assigned; and perform other duties as are deemed necessary.
- Sec. 8. The secretary shall keep the records and minutes of all meetings, attend to correspondence, and perform such other duties as deemed necessary.
- Sec. 9. The treasure shall receive all funds due the organization, deposit the same, and pay all authorized invoices associated with booster club business and activities – generating and maintaining such financial records and reports as may be necessary to clearly and accurately document the financial activity and standing of the booster club.

## ARTICLE VII Booster Club Business

- Sec. 1. In the interest of both credibility and effectiveness, the officers of the HHS Football Boosters will attend to the business of the organization in a manner that is generally consistent with accepted business practices and financial management principals.
- Sec. 2. The president shall preside over all officers’ meetings, and such meetings shall be conducted in a manner that is generally consistent with the decorum and rules of order governing voting bodies.

- Sec. 3. Meeting agendas shall serve as the primary documentation of business conducted at officers' meetings. The secretary shall records proposals, motions, votes, and decisions associated with each agenda item – either on the agenda, or in minute form as may be his/her preferences – and will maintain a file of the same to provide meeting documentation.

## ARTICLE VIII Standing Committees

- Sec. 1. Standing committees of the HHS Football Booster Club are: Media Guide, Drawdown, Game Day Operations, Parking Coordinator, Pre-Game Meals, Corporate Sponsorships, Golf Tournament, the Sammons Athletic Complex Liaison, Special Events and Website Development.
- Sec. 2. Additional standing committees may be established and staffed at any time, as may be deemed appropriate by the booster club officers;
- Sec. 3. To the extent possible, standing committees shall be chaired by a designee from the membership who will coordinate the efforts of their assigned committee with a booster officer liaison.

## ARTICLE IX Budget and Finance

- Sec. 1. An operating budget based upon planned expenses, but not to exceed anticipated revenues, will be adopted by the board no later than June 30<sup>th</sup> of each year.
- Sec. 2. With the exception of certain administrative costs associated with the Booster Club, and as determined by the President and/or the Board, Specific expense priorities within the budget will be determined by the Head Coach. Financial commitments and payment authorizations up to \$3,000 – and within the budget – can be made by the Head Coach. Budgeted expense commitments in excess of \$3,000 require the concurrence of the Board President.
- Sec. 3. The President, the 1<sup>st</sup> Vice President and the Treasure shall have signatory authority for checks issued on behalf of the Booster Club. Checks issued on the Booster Club's account will only require one (1) signature, provided however, no checks shall be issued without proper voucher and supporting documentation and no signatory shall sign a check to reimburse himself and/or his spouse.
- Sec. 4. Budgeted administration expense payments not involving the Head Coach must be authorized by the President, and any non-budgeted Commitments in excess of \$3,000 require the concurrence of a Majority of the Board.
- Sec. 5. The Board will budget for and will maintain a fund balance of not less than 10% (ten percent) of anticipated revenues for the same physical year.

ARTICLE X  
Amendments

These bylaws may be amended by a quorum vote of officers at any regular meeting provided that a copy of the proposed amendment has been presented at a previous officers' meeting.

*\*proposed*