

# **BY-LAWS OF THE ENID FOOTBALL BOOSTER CLUB**

## **ARTICLE I: NAME**

The name of this association will be known as the Enid Football Booster Club; (also known/referred to as "EFBC" throughout this document).

## **ARTICLE II: PURPOSE**

The EFBC is organized exclusively for charitable or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Service.

## **ARTICLE III: OBJECTIVE**

The objective of this association is to support the Enid Public Schools 7th through 12th grade football programs.

- A. Work in conjunction with the coaching staff to ensure that Enid Plainsmen Football is respected as the very best program in 6A at developing young student athletes.
- B. Provide parental leadership and support to the team members and coaches.
- C. Provide financial support through fund-raising efforts, promotions and cooperating with special events and activities.
- D. Display and encourage good sportsmanship and high athletic standards as outlined in the Enid Plainsmen Football Code of Conduct.
- E. To stimulate interest in the football program within Enid Schools & the community.
- F. To accumulate and disseminate information relating to the football program and special events as it relates to the community, this organization, and Enid Public Schools.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 1: ELIGIBILITY**

Anyone interested in the progress, development, and promotion of the football program of the Enid Public School System is eligible for membership. Parents of members of the Enid Football team are strongly encouraged to join and become Active members.

### **SECTION 2: MEMBERS IN GOOD STANDING**

Members in good standing shall be those members who have paid annual membership fees for the current year, actively perusing the objectives in the mission statement and Article III and who are not precluded from membership by these bylaws or by Enid

Public School policies. All Active members in good standing who participate and volunteer are eligible to vote for the election of officers.

### SECTION 3: MEMBERSHIP TERMS & FEES

The EFBC shall solicit an annual membership drive with an associated annual fee. The term of the annual fee will be valid for the length of the EFBC fiscal year which runs March 1st thru February 28th. Honorary membership may be extended upon majority EFBC officer approval. Active members have a child actively in the program. Allied members are those who do not have a child active in the program but still want to support the program.

### ARTICLE V: MEETINGS

SECTION 1: EFBC meetings will be held as needed and as determined by the President and Executive Committee. Meeting place and changes will be left to the discretion of the President.

SECTION 2: Notification of the meeting will be announced at least one week prior to the date of the meeting (usually at the end of the previous meeting when possible).

SECTION 3: Each Active member, in good standing, will be entitled to one vote in the election of officers.

SECTION 4: A copy of the minutes will be given to the Executive Committee. A copy of the approved minutes of previous meetings will be available on a requested basis to all EFBC members.

SECTION 5: Coaching staff will have a representative at each booster meeting.

### ARTICLE VI: GOVERNANCE

SECTION 1: The governance of the EFBC shall be vested in a voting membership including:

- A. The Executive Committee of the EFBC.
- B. Active Members in Attendance.

### SECTION 2: EXECUTIVE COMMITTEE

The Executive Committee will consist of the Officers of the EFBC and the Enid High School Varsity Head Football Coach.

### ARTICLE VII: ELECTION OF OFFICERS

#### SECTION 1: NOMINATION

Nominations for Officer positions, (for EFBC's upcoming fiscal year) from EFBC Active members in good standing can be submitted from November 1st to November 15th. These nominations may be submitted during the November EFBC meeting, or by e-mailing the nomination to the EFBC email address by the nomination deadline. To qualify as a candidate for nomination, the nominee must have been an EFBC Active member in good standing no later than September 1st.

## SECTION 2: VOTING

Voting for Officers will take place at the annual football banquet at the end of the season; and will be voted upon by EFBC Active members in attendance and in good standing.

## SECTION 3: TERMS

Elected Officers will serve at the pleasure of the EFBC for a term of one fiscal year. Officers may be re-nominated and elected for a second term; but no person shall hold any officer position for more than two consecutive terms.

## SECTION 4: VACANCIES

In the event an officer position becomes vacant during the term, the Executive Committee will appoint an Active member in good standing of the EFBC Active members to fill that vacancy.

## ARTICLE VIII: DUTIES OF THE OFFICERS

### SECTION 1: PRESIDENT

- A. Preside at all meetings of the membership.
- B. Responsible for delegating responsibility/tasks and ensuring those tasks are completed.
- C. Will be a member ex-officio of all committees.
- D. Must approve all expenditures.
- E. Head the committee responsible for obtaining Corporate Sponsorships.

### SECTION 2: PRESIDENT ELECT

- A. Shall perform all the duties of the President in his/her absence.
- B. Assist the President with Corporate Sponsorships.
- C. Responsible for maintenance and amendments to current EFCB By-Laws.
- D. Prepares to assume role of President next year.

### SECTION 3: VICE PRESIDENT

- A. Shall perform all the duties of the President in his/her and the President Elect's absence.
- B. Assist the President with Corporate Sponsorships.
- C. Responsible for duties of any unfilled/vacant office or position (except President).

#### SECTION 4: SECRETARY

- A. Manage notes in meetings, and filing minutes in catalogue in a timely manner.
- B. Responsible for communication (correspondence pertaining to EFBC business, fund-raisers, special events, banquet, parental information, schedules, etc...) to grade representatives.
- C. Responsible for providing copies of the minutes of prior meeting and meeting agenda to the Executive Committee prior to the regular meeting.
- D. The Secretary is responsible for maintaining a mailing list, phone numbers and email addresses of all Active members, Allied members, Honorary members, players, parents and Corporate Sponsors.
- E. Management of electronic copies of corporate sponsorship contracts.

#### SECTION 5: TREASURER

- A. Responsible for presentation of financial records, annual budget, and monthly financials.
- B. Correspond with Enid Public Schools administration on monies deposited/spent within the EFBC account.
- C. Responsible for preparation and presentation of financial statements to executive committee.

#### SECTION 6: TREASURER ELECT

- A. Responsible for collection of all monies of the EFBC.
- B. Ensure the depositing of all monies collected into the EFBC school account in a timely manner.
- C. Review all transactions for appropriateness.
- D. Responsible for obtaining the receipts for booster expenditures and submitting to EPS business office.

### ARTICLE IX: ELECTION OF CHAIR POSITIONS

#### SECTION 1: NOMINATION

Nominations for Committee Chair positions (excluding JV & Varsity Coaches) will be received between February 1<sup>st</sup> and February 15<sup>th</sup> by the President and the Executive Committee will approve the nominations. All nominations must be EFBC Active members.

#### SECTION 2: VOTING

Voting for Committee Chair position candidates will take place at the monthly EFBC meeting in March; and voted upon by EFBC Active members in attendance.

### SECTION 3: TERMS

Members elected to Committee Chair positions will serve at the pleasure of the EFBC for a term of one fiscal year. Members holding these positions may be re-nominated and elected each year they are an EFBC Active member in good standing.

### SECTION 4: VACANCIES

In the event a Committee Chair position becomes vacant during the term, the Executive Committee will appoint an Active member to fill that vacancy.

## ARTICLE X: DUTIES OF EFBC COMMITTEE CHAIR POSITIONS

\*\*\*All committee chairs will correspond with the Executive Committee and provide end of year reports for duties handled for that year and make recommendations or what worked or needs to be changed\*\*\*

### SECTION 1: VARSITY AND JV COACHES

- A. The Coaches will report to the EFBC membership the status of various programs; (i.e., season schedules, camps, competitions, and special events).
- B. The Coaches will give suggestions for fund-raisers, requests for equipment and supplies and share any pertinent information.
- C. The Coaches are encouraged to attend all EFBC meetings.

### SECTION 2: CO-CHAIRS OF HOSPITALITY (2 People)

- A. Arrange food for the team as requested by coaches.
- B. Coordinate with the Greybeards for tailgate cookouts at each home game.
- C. Responsible for coordinating the VIP room for each home game.

### SECTION 3: CHAIR OF PUBLIC RELATIONS

- A. Help coordinate preparation of football program with coaching staff to be sold before each home game.
- B. Prepare & distribute quarterly newsletter.
- C. Take care of website updates and social media.

### SECTION 4: GRADE REPRESENTATIVE

- A. Each grade/class (7th thru 12th) will have a person that will attend all meetings and is responsible for providing parents (of students in that grade/class) with information regarding the EFBC.
- B. The Grade Representative will also promote membership to the EFBC.

## SECTION 5: HEAD MAMA PLAINSMEN

- A. Coordinate player appreciation and support – such as locker room decorations, goodies for players, and any other request made by the head football coach, Executive Committee, Committee Chair and Enid High Spirit (Cheer & Pom)

## SECTION 6: CO-CHAIRS OF SPECIAL EVENTS

- A. Responsible for coordinating the events of the beginning of the year kick off at 1<sup>st</sup> home scrimmage.
- B. Responsible for organizing Homecoming and Senior Night and coordinating with Enid High Spirit on Pink Out.
- C. Responsible for organizing the year-end banquet.
- D. Help bring ideas for special events to EFBC meetings, plan and schedule events as approved.

## SECTION 7: CO-CHAIRS OF MEMBERSHIP/FUNDRAISING

- A. Coordinate and organize the publication and sale of EFBC memberships.
- B. Keep track of the memberships sold and make sure they are getting their items.
- C. Have a membership table at the monthly meetings and home games.
- D. Coordinate with the coaches on the fundraising for the team.
- E. Help bring ideas for fundraising to EFBC meetings, plan and schedule them as approved.

## ARTICLE XI: COMMITTEES

### SECTION 1: APPOINTMENT OF COMMITTEES

- A. Committees are necessary for EFBC responsibilities and organizations during the football year and will be formed by the Executive Committee as needed.

### SECTION 2: BY-LAWS COMMITTEE

- A. The committee is EFBC appointed by the Vice President and will be responsible for updating the By-Laws of the EFBC when necessary, but at least one review must occur every four years.
- B. These By-Laws may be amended, repealed, or altered in whole or in part at any membership meeting by a majority vote of the members present and voting. All suggestions submitted will be presented for consideration and approval, provided copies of the proposed amendments have been presented to the membership.
- C. A copy of the By-Laws will be available to EFBC members. Active members will receive a copy at the beginning of the season.

ARTICLE XII: FINANCIAL CONCERNS

SECTION 1: FUNDS

- A. All funds generated for/by the EFBC shall be turned over to the Enid Public Schools business office for recording and deposit into the EFBC school account.
- B. The Treasurer, a member of the Executive Committee, or person holding a Chair position of the EFBC should be in attendance at any event where monies are accepted or exchanged on behalf of the EFBC.
- C. Varsity Coach (or designee) shall inform the President and Treasurer of all purchase orders exceeding \$500.

ARTICLE XV: PARLIAMENTARY AUTHORITY

Robert's Rule of Order Newly Revised shall govern the association in all cases in which they are applicable, and in which they are not in conflict with these bylaws.

Established this 27<sup>th</sup> day of August, 2015 by the Formations Committee members hereby listed below.

Steven Hayes, Varsity Football Coach \_\_\_\_\_

Dr. Darrell Floyd, Superintendent \_\_\_\_\_

Lori Callaway, Member \_\_\_\_\_

Bryan Bay, Member \_\_\_\_\_

Kyle Whitehead, Member \_\_\_\_\_

Alyson Burrow, Member \_\_\_\_\_

Mark Burrow, Member \_\_\_\_\_

Lisa Dillingham, Member \_\_\_\_\_

Chad Dillingham, Member \_\_\_\_\_

Monte Stotts, Member \_\_\_\_\_