

**SPARKMAN HIGH SCHOOL (SHS)
QUARTERBACK (QB) CLUB
BY-LAWS**

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MISSION STATEMENT

The Sparkman High School Quarterback Club exists to lend support, both moral and financial, to the Sparkman High School Football Program. The Sparkman High School Quarterback Club will herein be called the SHS QB Club.

ARTICLE I – PURPOSE

The purpose of the SHS QB Club is to aid the Football Program at Sparkman High School and promote all related activities. The SHS QB Club seeks to promote unity of spirit among parents, athletic participants, coaches, school administrators, other school organizations and members of the local community. The SHS QB Club is dedicated to the establishment and maintenance of a winning tradition at Sparkman High School. Additionally, the SHS QB Club has custodial responsibility over the care and maintenance of assets that it purchases.

The SHS QB Club has NO authority or control over the management of the football program in areas as it relates to, but not limited to: student discipline, academic requirements, grades, end-of-year awards, and the scheduling of activities, to include competition dates, practice times, type and length of practice, and playing time. Questions regarding these areas must be directed to the Head Football Coach for resolution.

The SHS QB Club and its membership shall acknowledge its responsibility of loyalty and support to the school, its coaches, and administrators, and in so doing, will, at all times, conduct themselves in a manner conducive to recognizing unity and harmony within and without the community, to be supporters of the athletic programs instituted by the school, and of the professionalism exemplified by the coaches and teachers of Sparkman High School.

ARTICLE II – MEMBERSHIP, DUES & USAGE FEES

Section 1: Membership

Membership in the SHS QB Club is open to any adult who wishes to support the Sparkman High School Football Program. All members of the Sparkman High School Football Coaching Staff will automatically be members of the SHS QB Club.

The Head Football Coach shall serve in an advisory role to the SHS QB Club Executive Board relative to school policy, performance planning, and will provide input for budget, program needs and fundraiser planning.

Section 2: Membership Dues

In order to be a member of the SHS QB Club, an annual membership due is required. Membership dues are collected by the SHS QB Club. The SHS QB Club Membership dues may vary each year and will be set by the SHS QB Club Executive Board. New members may join the SHS QB Club at anytime. Membership dues are non-refundable. The Sparkman High School Football Coaching Staff are not required to pay dues to be members of the SHS QB Club.

Section 3: Usage Fees

A SHS QB Club Usage Fee is paid annually by each athletic participant in order to pay for football-related expenses, to include, but not limited to: pre-game meals, post-game meals, equipment purchase and maintenance, football fields and fieldhouse maintenance. The SHS QB Club Usage Fee may vary each year based on the SHS Football Program needs. The Head Football Coach, together with the SHS QB Club Executive Board, will develop a recommendation for these usage fees.

Section 4: Voting

All members of the SHS QB Club, shall be entitled to vote on any issues requiring a vote of the general membership. Members must be present in order for their vote to be counted.

Section 5: Revocation

SHS QB Club membership may be revoked for conduct or actions deemed detrimental or contrary to the mission of the SHS QB Club. Revocation will require a majority vote of the SHS QB Club Executive Board. The SHS QB Club Executive Board may issue one warning before revoking membership.

Revocation of a SHS QB Club Officer will be issued if three (3) consecutive meetings are missed. Issues involving SHS QB Club Officers that may lead to revocation of membership will be dealt with by the Oversight Committee.

ARTICLE III – OFFICERS & DUTIES

Section 1: Election of Officers

- a) When possible, Roberts Rules of Order will be followed to elect the designated SHS QB Club Officers.
- b) During the month of **OCTOBER**, the SHS QB Club Executive Board shall appoint a nominating committee for the purpose of contacting potential and capable candidates

to determine if they so desire to serve and then present names for consideration. The nominating committee should be comprised of a minimum of 3 members who are not seeking office.

- c) During the month of **NOVEMBER** at the regular monthly membership meeting, all candidates for office will be presented to the SHS QB Club membership. At this time additional nominations may be taken from the floor. Once nominations are closed, voting will take place.
- d) All elections shall be done by secret ballot. These ballots will be compiled and tabulated by the nominating committee and the result will be given to the President, or designee, for reporting to the membership. Election results shall be archived by the SHS QB Club Secretary as part of the official SHS QB Club documentation.
- e) Any dispute concerning the election process must be made known before the election or at the time of the election. Disputes should be resolved as soon as possible.
- f) During the first regular meeting in **DECEMBER**, those elected to the SHS QB Club Executive Board shall be installed and assume the duties, programs, records and financial documents of the past or outgoing SHS QB Club Executive Board.

Section 2: Booster Officers

- a) The SHS QB Club Executive Board consists of the following officers: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer, and Secretary. These officers are also referred to as the SHS QB Club Executive Board or Executive Board.
- b) No two members of the SHS QB Club Executive Board shall be from the same family to protect not only the board but themselves.
- c) Duties and Responsibilities of each Officer of the Executive Board are outlined in Annex A to the SHS QB Club By-Laws.

ARTICLE IV – FINANCIAL ACTIVITIES

- Section 1:** All funds must be submitted to the Sparkman High School bookkeepers according to school policy, as outlined in the most recent version of the "Booster and Support Organization Guidelines - Madison County Schools".

- Section 2:** SHS QB Club fund-raising activities and promotions will be coordinated with the Executive Board, Head Football Coach, and school administration, any of whom have the authority to veto a proposed fundraiser. Fundraising for the SHS QB Club will adhere to the specifications outlined in the most recent version of the “Booster and Support Organization Guidelines – Madison County Schools”.
- Section 3:** The Executive Board shall prepare and submit a balanced lineitem budget for the upcoming fiscal year (October 1 through September 30 the following year) to the Sparkman High School Administration for approval. The budget will be prepared and submitted by the date assigned by the school system of each year and will include input from the Head Football Coach. This will be an operational budget, in that only known sources of income will be used to determine the operating budget for the purposes of spending. Once the budget has been approved by the Executive Board, it will be presented to the SHS QB Club general membership. The budget must be approved by the Executive Board prior to submission to the school bookkeepers.
- Section 4:** To ensure proper accountability and use of SHS QB Club funds, ALL purchases using SHS QB Club funds must be submitted on an approved MCBOE Requisition and Purchase Order (PO) Form, which can be obtained through the school accounting office. All Requisitions and POs will be submitted for approval and processed through the Sparkman High School bookkeepers prior to purchase. Reimbursement for out of pocket expenses, not approved in advance, will be treated as a donation to the organization and when appropriate, receipted as such.
- Section 5:** Requisitions and POs less than \$500.00 can be approved by two voting members of the Executive Board. Requisitions and POs in excess of \$500.00 must be approved by 2/3 of the voting members of the Executive Board, one of which must be the Treasurer to ensure fund availability. All POs will have two (2) board member signatures. All decisions for expenditures will be based upon the official financial records of the SHS QB Club organization as maintained by the SHS QB Club Treasurer.

ARTICLE V – MEETINGS

The Executive Board shall meet monthly, preferably one week prior, to the general membership meetings. The purpose of this meeting is to discuss overall business and to set the agenda for the next general meeting. The Head Football Coach may attend and provide input to the Executive Board. The Oversight Committee may have representation at these meetings as well.

General membership meetings are held monthly on the first Tuesday of the month. The general membership meetings will be posted to the calendar on the Sparkman Football Website, Sparkman Football Facebook page and through the email lists of members. Monthly meetings will be announced at a minimum of 2 days prior to the meeting date.

Non-standard meetings shall be called through written (email or website) or verbal notification to each SHS QB Club member. Only business specific to that special meeting shall be conducted. Notification of such meetings must be announced at a minimum of 2 days prior to the meeting date.

Parliamentary procedures for all meetings will be governed by Roberts Rules of Order. In the case that a conflict exists between Roberts Rules of Order and the Bylaws of the Sparkman High School Quarterback Club, the Bylaws will govern.

The order of business at all regular meetings of the SHS QB Club shall be as follows:

- Call to order by the President or his/her designee
- Presentation and approval of the prior month's minutes
- Presentation and approval of the Treasurer's Report
- Reports of Officers
- Reports of Committees
- Old Business
- New Business
- Head Coach Report
- Adjournment

ARTICLE VI – REVISIONS AND AMENDMENTS TO THE BY-LAWS

Section 1: The Main body of the SHS QB Club By-Laws will stand after this revision, approved by the Executive Board and voted on by the SHS QB Club general membership. Changes to the base By-Laws will be done only when major policy or procedures are deemed necessary.

Section 2: The SHS QB Club By-Laws may be amended during the school year only by a two-thirds (2/3) majority vote of the voting members present at a regular or special meeting of the QB Club general membership provided notice of the purpose of the proposed amendment has been stated in the call for the meeting.

Section 3: Annexes to the SHS QB Club By-Laws can be added, deleted or amended as needed. Annexes only need a 2/3 approval of the voting members of the Executive Board for approval and inclusion to the By-Laws.

Section 4: Once an amendment to these SHS QB Club By-Laws is approved by a majority, the QB Club Secretary will take the following actions: the Amendment will be dated, the Amendment will be numbered, and the Amendment will be filed in the QB Club Secretary's 3-ring binder, behind the By-Laws and other amendments, in numerical order.

ARTICLE VII – COMMITTEES

Section 1: The following committees, at a minimum, will be established prior to the start of each school year and be under the authority of specified board positions:

Fundraising – headed by 1st Vice President
Volunteers – headed by 2nd Vice President
Meals Coordination- headed by 3rd Vice President
Feeder Schools - headed by the President
Oversight Committee – works in conjunction with the Executive Board

Section 2: Duties and responsibilities of all committees are outlined in Annex A to the SHS QB Club By-Laws. Other committees will be established by the Executive Board on an as needed basis.

Section 3: Committee members must be members of the SHS Quarterback Club Organization.

ARTICLE VIII – SHS QB CLUB FUNDS/EXPENDITURES

At the end of each school year, following the final payment of all current SHS QB Club financial obligations, a recommended minimum of \$5,000.00 will be left in the primary SHS QB Club account as a rollover amount for the next school year.

The purpose of this rollover amount is to ensure adequate funds for spring and summer football, and unanticipated equipment purchases or repair.

ANNEX A- to SHS QB Club By-Laws: Duties and Responsibilities

Executive Board Members

1. President

The President shall serve as the Chief Executive Office of the SHS QB Club and preside at all meetings of the membership. The President shall lead the SHS QB Club with the consent of the members, working closely with the coaching staff to ensure needs are addressed. The President will assist each of the officers with his/her duties as needed. The President serves as the head of the Feeder Schools Committee. The President will assist in organizing meetings, events and workdays as well as communicate with Sparkman High School administration.

2. 1st Vice President (Fundraising)

The 1st Vice President is responsible for all fundraising activities working closely with the President, Treasurer and Sparkman High School bookkeepers to ensure proper documentation is completed. The 1st Vice President serves as head of the Fundraising Committee. The 1st Vice President shall perform the duties of President when the President is not in attendance and will give such aid and support as necessary to the President.

3. 2nd Vice President (Volunteers)

The 2nd Vice President is responsible for ensuring that volunteers are available and assigned for all SHS QB Club activities. The 2nd Vice President serves as head of the Volunteers Committee. The 2nd Vice President is also responsible for maintaining records for volunteer attendance.

4. 3rd Vice President (Meals)

The 3rd Vice President is responsible for ensuring that adequate meals are provided for game day activities and at other times as determined by the SHS QB Club. Pre-game meals will be provided for Freshman, Junior Varsity and Varsity games. Post-game meals or snacks may be provided. The 3rd Vice President serves as the head of the Meals Committee. The 3rd Vice President will coordinate with the 2nd Vice President to ensure that meals are staffed to help serve the meals as well.

5. Treasurer(s)

The Treasurer will maintain the financial records of the SHS QB Club working in close conjunction with the Sparkman High School bookkeepers. The Treasurer will maintain these records in an electronic format and prepare monthly reports at each SHS QB Club meeting. The Treasurer is responsible for ensuring proper closeout of all fundraisers to the Sparkman High School bookkeepers. The Treasurer will assist in the preparation annual

budgets for approval by the SHS QB Club for submission to Sparkman High School bookkeepers.

6. Secretary

The Secretary shall prepare and record the minutes of all meetings and business of the SHS QB Club. These minutes can be maintained electronically, however, a hardcopy will be kept in a 3 ring binder suitable for reference and safekeeping. This binder should be present at all meetings. Previous SHS QB Club general membership meeting minutes should be submitted to the SHS QB Club no later than 1 week after the meeting and reviewed at the start of the next meeting for approval. The Secretary is responsible for maintaining communication within the SHS QB Club and community. These duties may include maintaining the web site and Facebook and ensuring that meeting notices are made available through various means.

Committees

1. Fundraising Committee

The Fundraising committee will support the 1st Vice President. This committee will assist in the development of fundraising activities for the SHS QB Club and execution of those fundraising events. The Fundraising committee will also assist in solicitation of funds to support the SHS Football program in general.

2. Volunteers Committee

The Volunteers committee will be under the direction of the 2nd Vice President. This committee will assist in determining when volunteers are needed and in soliciting people to staff those needs.

3. Meals Committee

The Meals committee will be under direction of the 3rd Vice President. This committee will support the establishment of the vendor(s) for pre-game and post-games meals as well as supervise the distribution of such meals. Either the 3rd Vice President or one of the members of the Meals committee should be present at all meals in a supervisory role.

4. Feeder Schools Committee

The Feeder Schools committee will be under direction of the President. This committee will foster an open communication channel with the Sparkman High School Feeder Schools.

5. Oversight Committee

The SHS QB Club shall establish a 3 (three) member Oversight Committee. This committee shall be responsible for insuring all bylaws and rules of the SHS QB Club are adhered to.

The committee will be responsible for the settlement of misconduct allegations against members and officers in accordance with Article IX.