

THE OLIVER AMES FOOTBALL BOOSTER CLUB
BY-LAWS
Voted: June 30, 2015

ARTICLE I NAME AND PURPOSE

SEC 1 The name of this organization shall be **THE OLIVER AMES FOOTBALL BOOSTER CLUB (DBA Easton Gridiron Club)**.

SEC 2 The purpose of this club shall be to assist, improve and honor the participants of the football program offered by the Easton Public Schools.

ARTICLE II MEMBERSHIP

SEC 1 Membership shall include all parents/guardians whose children are participants in the Football program at the Easton Public Schools. Participants include the members of the football teams and managers of the teams. Additionally any person, 18 years of age or over, dedicated to promoting a quality football program in the Easton Public Schools is welcomed as a member.

ARTICLE III OFFICERS AND TERMS OF OFFICE

SEC 1 The officers of the club shall be: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Fund Raising Coordinator, Public Relations/Communications Coordinator and Pop Warner Coordinator. They shall hold office for a term of one year, up to a maximum of four consecutive years. They shall take office on March 1st of each year or as soon thereafter as possible.

SEC 2 Members in good standing shall act as the Board of Directors. A quorum of the Board shall be eight members, including two officers.

SEC 3 The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer and shall act in place of the Board of Directors between meetings as needed. A quorum of the Executive Committee shall be three committee members.

ARTICLE IV DUTIES OF THE OFFICERS AND BOARD OF DIRECTORS

SEC 1 The President shall preside at all meetings. The President shall have such powers as are usually vested in this office by "Robert's Rules of Order". The President, together with the other officers, shall appoint all committees and shall serve as a member "ex-officio", except on the Nominating

Committee. The President shall only cast a vote when his/her vote shall influence the outcome.

- SEC 2 The Vice President shall perform all duties of the President in his/her absence. He/she shall render assistance whenever requested and shall act as a liaison with the football coaching staff.
- SEC 3 The Secretary shall maintain an active membership file of all members of the Club, and will create a record of attendees at all meetings. A retiring Secretary shall transfer to the newly elected Secretary, the current membership file.
- SEC 3A The Secretary shall keep an accurate record of all meetings. A copy shall be provided to each officer.
- SEC 4 The Treasurer shall keep an accurate record of all financial transactions utilizing a computerized bookkeeping program. A copy of the Treasurer's Report shall be provided to each officer. The Treasurer shall pay all obligations of the Club at the direction of the membership.
- SEC 4A The Treasurer shall engage a certified public accountant to assist the Club to lodge the necessary tax filings, including the maintenance of the 501 (c)(3) tax exempt status.
- SEC 4C The Assistant Treasurer shall serve as an apprentice to the Treasurer for a period of one year prior to being considered for nomination and election to the position of Treasurer.
- SEC 4B A retiring Treasurer shall submit a complete financial statement, which shall be audited by the Assistant Treasurer and one additional officer acting as an Auditing Committee. The Auditing Committee must consist of at least one (1) outgoing officer and one (1) incoming officer.
- SEC 4D The Treasurer shall decide the specific duties of the Assistant Treasurer commensurate with the requirement to train the Assistant Treasurer to be able to execute the duties of the Treasurer in the subsequent year.
- SEC 5 The Fundraising Coordinator shall be responsible for working with the Head Coach, the President and the Treasurer to establish a list of major initiatives or purchase priorities for the current year and shall identify and execute fundraising activities to support those planned expenditures.
- SEC 6 The Fundraising Coordinator shall also identify those priorities that will require longer term funding and shall organize multi-year or special fundraising activities to support these items.

- SEC 7 The Public Relations/Communications Coordinator shall lead the effort to promote positive coverage for the Oliver Ames Football program in local media outlets. The focus of the Coordinator's activities shall be to raise town awareness of the program, increase school spirit and student support for the football program and promote the same throughout the Easton Public School system.
- SEC 8 The Pop Warner Coordinator shall serve as the liaison between Oliver Ames Football and Pop Warner Football programs. The Coordinator shall collaborate with the Head Coach to identify opportunities to bring the two programs together via player clinics, mentoring, coaching best practices, parental communications and other appropriate means.
- SEC 9 The Pop Warner Coordinator shall attend all Pop Warner meetings, shall act as the Board's representative at those meetings and shall report relevant items to the Board at each meeting.
- SEC 10 The Executive Board shall execute the duties of the Board Coordinators in the event that these officer positions remain vacant during a season.
- SEC 11 The Board of Directors shall act in an advisory capacity to assist the President and the officers of the Club. The officers shall be empowered to act for the good of the Club and any action shall be reported at the next general meeting.

ARTICLE V

ELECTIONS

- SEC 1 All officers shall be elected during the last regular meeting in February.
- SEC 2 Members in good standing shall be entitled to one (1) vote. A member in good standing shall be a member who has satisfied a volunteer obligation of at least 4 hours and has attended at least two of the three most recent regular meetings or at least seventy percent (70%) of the regular meeting during the current membership year.
- SEC 3 Club officers shall be elected in accordance with the following procedure. The Nominating Committee shall present a recommended slate of officers at the last general meeting in the month of February. Additional names may be placed in nomination from the floor and placed on the ballot. Elections will be held after nominations have been closed. The Nominating Committee will tabulate in accordance with Robert's Rules of Order.

ARTICLE VI

STANDING COMMITTEES

SEC 1

The Membership Committee consists of all booster members in good standing. The duties of the Membership committee shall be; to recruit, welcome and introduce new members of the club; to maintain a list of past members and attempt to recruit them; and to follow up on inactive members.

SEC 2

The Nominating Committee shall consist of a chairperson and two members of the Club. The Nominating Committee shall execute their responsibilities in accordance with Article V, Section 3 of the Club by-laws.

SEC 3

The Scholarship Committee shall consist of a chairperson and four Club members whose sole purpose shall be to award the annual scholarships in accordance with Article IX, Sections 1 – 1C of the Club by-laws. A parent/guardian of an applying athlete is ineligible to serve on the Scholarship Committee.

ARTICLE VII

MEETINGS

SEC 1

Meetings of the Membership shall be held as determined by the executive committee, which shall not be less frequent than once per month.

SEC 2

Two (2) or more officers and at least eight (6) additional members in good standing shall constitute a quorum for the transaction of business.

ARTICLE VIII

ORDER OF BUSINESS

SEC 1

1. Call to Order & Verify Quorum
2. Acceptance of Secretary’s Report
3. Acceptance of Treasurer’s Report
4. President’s Comments
5. Correspondence
6. Report on Committees
7. Coaches Reports
8. Old Business
9. New Business
10. Adjournment

ARTICLE IX

SCHOLARSHIPS AND AWARDS

SEC 1

Scholarships will be awarded annually to qualified senior students who have participated in the Oliver Ames Football program for a minimum of two (2) years

(including their senior year) and who are continuing their education at an institute of higher learning or enlisting in a branch of the U.S. military.

- SEC 1A The number of scholarships and the award amounts will be determined based upon (a) the official Oliver Ames Football Boosters budget for such scholarships during that season and (b) the total number of qualified senior football players. Awards will be equal for all scholarship recipients.
- SEC 1B The dollar value of scholarships awarded each year shall be approved during the acceptance of the annual budget.
- SEC 1C The term “qualified” will mean that the player will have demonstrated good sportsmanship, positive character, community service, and achievement in academics and football competition. Additionally, a condition of qualification is that the player will have participated in all team required fundraising events during their association with the football program.
- SEC 2 The Club will purchase awards on behalf of the coaching staff, to be presented annually to program participants as determined by the coaching staff.
- SEC 3 The Club will purchase participation jackets based upon the criteria set forth below and at the discretion of the coaching staff.
- Eligibility: A senior who does not already have a jacket, a player who is a 2nd year Varsity starter or a 3rd year player on any team, will be eligible to receive a participation jacket.
- SEC 4 The President of the Club may award a “Booster 12th Man Award” annually to a player who shows outstanding dedication and commitment to both the team and the game.

ARTICLE X

EXPENDITURES AND RESERVES

- SEC 1 The Club Membership shall insure that adequate funding is available annually to support the football program. The Club shall aggressively solicit public and private funding to provide the financial support required. It will also encourage participants of the program to engage 100% in fundraising activities. In the event of more than one player in a family, the 2nd player shall only be required to raise 75% of fundraising monies per calendar year. Hardship cases to be determined by the Head Coach, President and Vice President (with Treasurer as an alternate Board Member)

- SEC 1A The Treasurer, in collaboration with the Executive Board, shall create a detailed proposed budget for each season and shall present the proposal to the Board of Directors for approval by April 30th each year.
- SEC 2 The Club shall approve, in advance, any proposed unbudgeted expenditures other than minor recurring expenditures required to support the fundraising programs of the club. The President and at least two (2) other officers may approve emergency expenditures to a maximum of \$500 per event and \$1,000 in the aggregate.
- SEC 3 Total annual expenditures of the Club shall not exceed ninety percent (93%) of Gross Revenues unless an Operating Reserve equal to or greater than fifty percent (50%) of the average Gross Revenues for the prior three (3) years has been funded. If the Operating Reserve has been fully funded then expenditures may be increased to ninety-five percent (95%) of Gross Revenues.
- SEC 3A Operating Reserve funds may be used in the event that Gross Revenues realized in a membership year are less than the previous three-year average of Gross Revenues.
- SEC 3B Operating Reserves may be used for capital expenditures provided that sixty percent (60%) of all members in good standing, voting by ballot, approve the proposed expenditure.

ARTICLE XI

AMENDMENTS

- SEC 1 These By-Laws may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given to all members present at the previous meeting.
- SEC 2 Approved amendments to these By-Laws will take effect immediately upon approval by the Board.