

**By-Laws- last revision approved 12/19/2019**

## **BY-LAWS**

### **Lehighon Touchdown Club, Inc.**

#### Preamble

The following bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Pennsylvania and the Articles of Incorporation of Lehighon Touchdown Club, Inc. In the event of a direct conflict between the herein contained provisions of these bylaws and the mandatory provisions of the Non-Profit Corporation Act of Pennsylvania, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these bylaws and the articles of incorporation, it shall then be these bylaws which shall be controlling.

#### Article I: ORGANIZATION & NAME

Section 1. The name of The Club shall be Lehighon Touchdown Club, Incorporated, and shall herein be referred to as the organization or club.

Section 2. On June 19, 1997 the club was incorporated under this name, formerly known as the Lehighon Football Parents Club (incorporated November 15, 1984).

#### Article II: PURPOSE

Section 1. The purpose of this club is to enhance the student athletes experience in the Lehighon Football Program. We will accomplish this by providing financial support for special programs that will improve the program and performance of the athletes. We will also provide encouragement, stimulate community interest and promote support of the program in various ways. We will promote good fellowship, sportsmanship, respect and proper conduct among the followers of the Lehighon Football Program.

Section 2. All Club members MUST REALIZE there is no intent for this club to interfere with coaching policies and/or philosophies. Active participation in this club in no way provides preference in playing time for student athletes or special privileges for parents of the athletes.



### Article III: MEMBERSHIP

Section 1. Membership shall be open to all current and past parents or legal guardians of any member of the Lehigh Area Football Program grades 7-12 which also includes student managers.

Section 2. Membership is also open to anyone 18 years or older who wishes to actively participate as a member of the club.

Section 3. To be a voting member of the club, a member must be in good standing. A member in good standing must have attended two meetings during the year in order to vote on business and affairs of the club, which includes making and seconding motions.

### Article IV. MEETINGS

Section 1. The Lehigh Touchdown club shall meet once a month. The day of the month for meetings will be set by the President and approved by majority present. The meetings are typically held the third Thursday of each month, unless otherwise scheduled by the officers.

Section 2. Quorums will be termed present when there is a minimum of three voting members present and a minimum of 50% of the current elected officers. A quorum must exist for a meeting to be official and any votes to be carried into official action.

Section 3. Special meetings may be called by the President or by majority vote of the membership. For such meetings, the members will be notified by telephone, email, and/or social media.

### Article V. VOTING

Section 1. To be eligible to vote upon business and affairs of this club, a member must be in good standing. A member must attend two meetings in the previous twelve months to be eligible to vote. Members will not be allowed to vote by written proxy.

Section 2. In order for a vote to carry it must consist of a majority of the members present (minimum of 3 voting members present) and at least 50% of the current elected officers.



## Article VI. OFFICERS

Section 1. Nominations for officer positions will be held during the last meeting of the year, typically in December. Only members in good standing for one year shall be elected. In the case where no member in good standing for one year wants to run for an officer position, an actively participating member may be selected to run for the office. Nominations made after this meeting has been adjourned will not be considered unless nominees decide not to run for the office for which they were nominated.

Section 2. At the first meeting of each year, typically the January meeting, election of officers shall be held. The officers shall consist of a President, Vice President, Secretary, Treasurer, and Food Stand Coordinator. The term of each office shall be one year and the same person cannot hold multiple officer positions. In order to protect the club's interests, officers shall not be immediately related to one another.

Section 3. Officers may serve consecutive terms if re-elected. There is no limit on the number of terms an officer may serve as long as they are elected by a majority of the members at the official election meeting.

Section 4. Office vacancies by death, resignation, or removal shall be filled by election of membership with nomination from the floor. The vacancy position must be filled by someone eligible per Article VI Section 1.

Section 5. *Duties of the President* shall be to preside over all meetings of the club, to preserve order thereat, and shall put all motions and questions to be voted upon up for consideration of the club when properly made and seconded. The President shall appoint all committees required by the vote of the club and will cast the deciding vote for any vote resulting in a tie. The President shall coordinate and organize the varsity banquet and handle the legal responsibility of the club such as Games of Chance, Bank authorization signatures, etc. The president will also coordinate the main fund raisers (such as the Lottery Calendar sales and Reverse Raffle), and Indian pride sales (such as the Swag Store, Locker stickers, and yard sign sales).

Section 6. *Duties of the Vice President* shall be to perform the duties of the President in the President's absence or in the event of the President's office becoming vacant. The VP will take the lead or seek assistance by delegation or committee organization on Tomahawk night, any small fund raisers, and the middle school team banquet. The VP also coordinates the Team Meal program, and sponsorships associated with them but can appoint assistants for these tasks as needed.



Section 7. *Duties of the Secretary* shall be to keep accurate minutes of the proceedings of the club, conduct necessary correspondence to students, parents, etc., keep attendance of meetings, issue proper notice of the meetings of the club, and other duties as assigned by the President. The secretary will also take the lead on social media communications, line up meeting rooms/locations for monthly meetings, and attend to the giving and serving of all notices of the club.

Section 8. *Duties of the Treasurer* shall be to keep and maintain the accounts and all financial records of the club current and in good order. The treasurer shall be responsible for ensuring the deposit of all money collected by the club and shall disburse funds as approved by the majority of officers and/or members for club related activities. The records kept must be detailed and a final audit report that includes bank records from all accounts and the treasurer's records of each transaction, must be provided to the other officers for review by June 30<sup>th</sup> of each year. At least 3 of the officers, not including the treasurer, must complete the audit for the previous financial year within a month of receipt. The treasurer will also ensure taxes and other financial reports are handled, typically done by June 30<sup>th</sup>. During an executive committee meeting, called by the President by April, a budget prepared by the officers and coaches shall be reviewed. This budget shall be presented and voted upon by the membership no later than the June meeting.

Section 9. *Duties of the Food Stand Coordinator* shall be to ensure the stands are managed including volunteers, food selection, pricing, etc. There is typically a volunteer to assist this position to ensure sharing of duties. Food stand coordinators are not required to work the stand more than any other parent.

## Article VII. HANDLING OF FUNDS

Section 1. All checks require two signatures. Officers shall be designated signers on bank accounts.

Section 2. Expenditures under \$250.00 can be approved by majority of the executive committee. All expenditures over \$250.00 must be approved at general membership meetings, with the exception of large purchases to stock the refreshment stand.

Section 3. Any handling of funds from one account owned by the club to another account owned by the club, so long as it is properly recorded, can be approved by the majority of the current officers.



Section 4. All cash and checks must be distributed by current officers. All monies are to be counted and signed off by a minimum of two people, with at least one signer being a current officer. If petty cash is required, the withdrawal must be voted on during a regular meeting and can only be distributed by officers.

#### Article VIII. COMMITTEES

Section 1. The President shall appoint committee or sub-committee chairpersons throughout the year as special activities may arise. Such activities may include things like Homecoming Decorating, Senior Night, small fundraisers, etc.

Section 2. Committees shall consist of not less than three members in addition to the Chairperson. Subcommittees shall consist of 2 or more members total. The president will decide whether or not an event requires a committee or a sub-committee.

Section 3. The Executive Committee shall consist of all current elected officers. This committee shall also serve as the budget and finance committee.

#### Article IX. FOOTBALL SCHOLAR ATHLETE AWARD

Each year the touchdown club grants two \$500 scholarships to deserving senior members of the program. The criteria is set and maintained as part of the awards program at the high school. Any changes to criteria should be voted on and approved. The selection of the 2 recipients will be a committee consisting of a member of HS administration, the athletic director(s), and the head coach.

#### Article X. AMENDMENTS TO BY-LAWS

Section 1. Any amendments to the By-laws of this club must be proposed in writing at a regular stated meeting by an active member. A bylaw committee shall be created to review and draft these amendments. The updated bylaws shall be read aloud at three successive regular meetings prior to which the question of adoption is put to a vote. A 2/3 majority vote of membership is required for the acceptance of the new bylaws.



Article XI. EFFECTIVE DATE OF BY-LAWS

Section 1. These By-Laws shall be effective immediately upon adoption by the voting membership at an official meeting.

Article XII. RULES OF ORDER

Section 1. At all meetings of this Club, the most current version of Robert's Rules of Order shall govern all questions on which these By-Laws have no rule to cover.

Article XIII. DISSOLUTION

Section 1. In the event that the organization would dissolve, cease to exist, or disband, a special meeting of all current officers will be called. During this meeting, the officers will work with the coaches and athletic director(s) to determine which non-profit organization will receive the distributions.