

HUEYTOWN QUARTERBACK CLUB

BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Hueytown Quarterback Club and known herein and elsewhere as HQBC.

ARTICLE II: OBJECTIVES AND PURPOSE

MISSION

The Hueytown Quarterback Club was established in 1962 for the sole purpose of enhancing, promoting and providing support to the Hueytown High School football program.

Section 1. The primary objectives of the HQBC shall be as follows:

1. Encourage the growth and development of the football program at Hueytown.
2. Provide financial support for projects which promote the football program.
3. Support the continued growth and success of Hueytown Athletics by maintaining clear communications and cooperation between the HQBC, the school administration, coaches, players and other athletic booster organizations at Hueytown High School.

ARTICLE III: MEMBERS AND DUES

Section 1. The opportunity to become a member in this organization is extended to all parents or guardians of students enrolled in the football program as well as to all parties interested in the mission, purpose and objectives of the HQBC as set forth in these by laws. Membership shall be made without regard to race, color, creed or national origin.

Section 2. The membership year shall be from August 1 – July 31. A member must pay all dues assessed by the organization. A current roster of members shall be maintained by the Secretary and available at all meetings. The HQBC shall conduct an annual enrollment of members but may admit persons into membership at any time.

Section 3. The annual dues of the HQBC shall be \$50.00.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of the HQBC. Each elected officer shall serve as a member of the Board of Directors.

Section 2. The officers of this organization shall be President, Vice-President of Operations, Vice-President of Fundraising, Secretary and Treasurer.

Section 3. Officers shall be elected for a term of one calendar year by ballot at the election meeting. However, if there is but one nominee for an office, election for that office may be made by voice vote.

Section 4. Officers shall assume their official duties on January 1 and shall serve a term of one year or until their successors are elected.

Section 5. Nominating Committee

1. The nominating committee, consisting of three voting members of the HQBC, is appointed by the President subject to the approval of the officers, no later than October 15.
2. This committee shall nominate a slate and inform the membership by November 15. The election of Officers will take place at the last meeting in November. Additional nominations of eligible candidates may be made from the floor at the Election Meeting.
3. Only those persons who are members and who have signified their consent to serve if elected shall be nominated or elected to such office.

Section 6. Vacancies

1. In case of a vacancy in the office of the President, the Vice-President of Operations shall ascend to the Presidency.
2. A vacancy occurring in any other elected office shall be filled for the remainder of the term by a person elected by a majority vote of the officers, notice of such election having been given.

Section 7. By a majority vote of the HQBC officers, an Officer or chairman may be removed from office for failure to perform duties or for conduct (either word or deed) which is damaging to the stated purposes of the HQBC or the football program.

ARTICLE V. DUTIES OF OFFICERS

Section 1. At the close of their terms, all Officers shall deliver to their successors or the President all official materials within fifteen (15) days following the meeting at which their successors assume their duties.

Section 2. The President shall:

1. Coordinate the work of the Officers and committees of the HQBC in order that the objective may be promoted.
2. Confirm that a quorum (ten members) is present before conducting any business at any regular meeting of the HQBC.
3. Preside at all meetings of the organization.
4. Review all new proposed projects.
5. Call a meeting of the Officers for the purpose of selecting standing committee chairmen.
6. Appoint Chairs of special committees subject to the approval of the Officers.
7. Be authorized to approve payment of any non-budgeted expenditure below \$100 without prior board approval.
8. Be authorized to sign on all bank accounts.
9. Appoint an auditing committee of 3 members at least 30 days prior to the start of new officers' terms.
10. Represent HQBC as an Officer at any meeting.
11. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 3. The Vice President of Operations shall:

1. Solicit and appoint volunteers for all events.
2. Appoint a Chairperson of the event committees.
3. Provide follow-up after events to see how the event can be improved upon for the following season.
4. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
5. Preside at meetings and perform any necessary duties in the event the President is not in attendance.

Section 4. The Vice President of Fundraising shall:

1. Act as chairperson of the fundraising committee.
2. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 5. The Treasurer shall:

1. Have custody of all the funds of the organization.

2. Collect dues when assessed.
3. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks.
4. Make disbursements as authorized.
5. Be authorized to sign on all HQBC accounts.
6. Present a verbal financial report at all meetings and at other times when requested by an officer of the HQBC.
7. Submit books to an audit.
8. Perform such other duties as may be prescribed by these bylaws or assigned by the organization.

Section 6. The Secretary shall:

1. Keep an accurate record (meeting minutes) of all general membership meetings and all Officer meetings of this organization.
2. Provide copies of minutes for Officers.
3. Have a current copy of the bylaws and a current list of members at all meetings.
4. Post meeting notices and perform other public relations functions as directed by the President or Vice-Presidents of the organization.
5. Perform such other duties as may be prescribed by these bylaws or assigned by the organization.

ARTICLE VI. OFFICER AND GENERAL MEMBERSHIP MEETINGS

Section 1. The HQBC Officers shall set a meeting schedule for Officer and general membership meetings.

Section 2. Special meetings may be called by the President or by any Officers, or may be requested by any member of the organization. A member request must be submitted in writing to the President and the Secretary of the HQBC at least 5 days prior to the requested meeting date. The request must state the intended purpose of the special meeting.

ARTICLE VII. STANDING AND SPECIAL COMMITTEES

Section 1. Only members of the HQBC shall be eligible to serve in any elective or appointed position.

Section 2. The Officers may create such standing committees as deemed necessary to promote the objectives and carry on the work of the organization.

Section 3. The newly elected President shall call a meeting of the Officers for the purpose of selecting and/or approving standing committee chairs.

Section 4. There shall be the following standing committees under the direction of the

Vice Presidents of Operations and Fundraising:

VP - Operations

Stadium Maintenance
Field House Maintenance
Practice Field Maintenance
Stadium Field Maintenance
Home Game Operations
Parking
Homecoming
Senior Night
Banquet

VP - Fundraising

Cash Party
Program Ad Sales
Membership
Apparel Sales
Program Sales

Section 5. There shall also be the following special committees: Nominating, Budget and Auditing. The Chairs shall be expected to report to the Officers and membership as requested.

1. The Nominating Committee shall be formed and operate as stated in these bylaws, ARTICLE IV, Section 5.
2. The budget committee shall include the President, Vice-President of Operations, Vice-President of Fundraising and the Treasurer.
3. The auditing committee shall be composed of three (3) members of the HQBC appointed by the President at least 30 days prior to the start of the new officers' terms. This committee shall submit its report to the Board no later than December 31.

Section 6. The President shall have the power to appoint special committees subject to the approval of the Officers.

ARTICLE VIII. PARLIAMENTARY AUTHORITIES

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable; and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IX. AMENDMENTS OF BYLAWS

These bylaws may be amended by first presenting the proposed amendment(s) to the HQBC Officers. The proposed amendment(s) must be approved by a majority of the Officers before it can be forwarded to the general membership. Having received the approval of the Officers, a copy of the proposed amendment(s) may then be introduced at a general membership meeting or be distributed to the membership thirty (30) days prior to the meeting at which the proposed amendment(s) is to be voted upon. The bylaws may be amended by a majority vote of members present.