



# **BALDWIN FOOTBALL PARENTS CLUB**

## **BYLAWS**

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## ARTICLE I - Name

This organization shall be known as the Baldwin Football Parents Club, located in Allegheny County, Pennsylvania, herein referred to as the "BFPC." The BFPC is a non-profit corporation under the nonprofit Corporation Law of the Commonwealth of Pennsylvania. Articles of Incorporation of the BFPC are registered at Number xxxx of the Commonwealth of Pennsylvania, Department of State Corporation Bureau.

## ARTICLE II – Objective

The primary objective of this organization shall include the following: promote and enhance the activities and interests of the Baldwin High School football team. sponsor the annual publication of the team's program.

- Organize fundraising activities as governed by these Articles.
- Provide the membership with a communication link to the coaching staff.
- Promote unity, recognition, and spirit within the school district.
- Aid the coaching staff within our means
- Sponsor the high school football players' annual awards and recognition dinner
- Sponsor an annual recognition event for the middle school football players.

## ARTICLE III – Membership

### Section 1 – Guidelines

- A. Membership will be open to all adults with a participant of the Baldwin-Whitehall School District of the district's interscholastic football teams.
- B. All members will be eligible to vote pursuant to the following criteria:
  - must attend mandatory parent meetings
  - must attend voting meeting
  - must have personally signed the attendance roster, which is to be made available to the attending membership by the Secretary at the (1) mandatory parent meetings, and (2) the voting meeting.

### Section 2 – Membership Register

A Membership Register shall be maintained by the Secretary, identifying each member by name, e-mail address and telephone number.

## ARTICLE IV – Governing Body

### Section 1 – Executive Committee

The affairs of the BFPC shall be managed by the Executive Board. All matters of policy including revision of bylaws, as described herein, concerning BFPC shall be decided by a majority vote of the Executive Board providing a quorum is present. The Executive Board shall be responsible for the financial affairs of the BFPC; have access to all books, records, papers, and accounts; and call for inspection and audits as may be deemed necessary by said Board.

### Section 2 – Executive Committee Make up

The Executive Board shall be comprised of the BFPC's six officers. The Executive Board shall be chaired by the BFPC President.

### Section 3 – Officers

The officers of the BFPC will be as follows: President, Vice President, Secretary, Treasurer, and (2) Middle School Representatives from the Harrison Middle School football program.



## **Section 4 – Qualifications**

Members seeking a seat on the Executive Board must meet the following criteria:

- A. Vice President, Treasurer, Secretary and Middle School Representatives must attend (2) mandatory parent meetings plus (2) additional meetings
- B. President must attend (2) mandatory parent meetings plus (4) additional meetings. Regularly participate as a volunteer.
- C. Attend voting meeting.

## **Section 5 – Selection of Officers**

The Executive Board shall be elected pursuant to Article IX of these bylaws and shall hold office pursuant to Article VI of these bylaws.

## **Section 6 – Quorum and Vote Assignment**

A quorum of the Executive Board shall consist of 51% or more of its members. Each member of the Executive Board shall be entitled to (1) vote on each matter submitted to a vote except the President who shall exercise an additional vote in the event of a tie vote as to any matter.

## **Section 7 – Expenditure Approvals**

- A. At least (4) members of the Executive Board shall approve all invoices, subject to Article V, Section 4, of these bylaws and turn them over to the Treasurer for payment.
- B. Any expense exceeding \$2,500 and approved by the Executive Board, shall go before the general membership for approval by a majority vote of those members present at the regular meeting.

## **Section 8 – Committees**

There shall be (4) standing committees: Audit, Fundraising, Spirit Wear and Recognition

# **ARTICLE V – Duties of Officers**

## **Section 1 – President**

The President shall preside at all BFPC meetings, including those of the Executive Board and shall perform such duties as are stated herein. He/She may sign, with the Vice President, Secretary or Treasurer, contracts, or other instruments, which the Executive Board has authorized to be executed. In addition, the President shall appoint the committee chairperson(s) and each appointed chairperson shall report to the President. The President reports to the coaching staff.

## **Section 2 – Vice President**

The Vice President shall assume presidential duties in the absence of, or, the temporary inability of the President to serve, and if the office of the President becomes vacant. It shall be the duty of the Vice President to assist the President in the performance of her/his duties at his/her request. He/She may sign, with the President, Secretary or Treasurer, contracts, or other instruments, which the Executive Board has authorized to be executed.

## **Section 3 – Secretary**

The Secretary shall handle general correspondence of the BFPC and record and make available the minutes of all Executive Board and General meetings. The Secretary is responsible for notifying the membership of any scheduled meetings and to issue agendas for scheduled meetings five days in advance. He/She shall be the custodian of the records of the BFPC and may sign, with the President, Vice President or Treasurer, contracts, or other instruments which the Executive Board has authorized to be executed.

## **Section 4 – Treasurer**

The Treasurer shall be charged with the custody of the funds of the BFPC and their disbursement under the direction of the Executive Board. The Treasurer shall keep the accounts (and funds therein) of the BFPC in books belonging to it and report on them at the regular meetings. The Treasurer's books shall always be open to the inspection by any member of the Executive Board. In addition, the Treasurer shall:

- A. Serve as the signatory for all checks disbursed as payment on all approved invoices received pursuant to Article IV Section 7 of these bylaws.



- B. Deposit all donations and monies from fundraisers, related to the high school and middle school football programs, in a bank account titled in the name of the BFPC.
- C. Disburse payments for invoices only after discussion and approval by the Executive Board.
- D. Have prepared for handout to the BFPC membership at meetings, a written Treasurer's Report, which represents a statement of financial position as of the most recent bank statement date.
- E. Present a year-end financial statement at the first mandatory meeting of each new fiscal year. Books are to be audited and approved at the expiration of office by a committee of (3) three members appointed by the President. No officer or Executive Board member shall serve on the Auditing Committee.
- F. Invest the BFPC funds in any account of any financial institution whose deposits are insured by either FDIC or FSLIC.
- G. Shall ensure that the previous year's Tax Return is prepared by a qualified tax professional and filed in a timely manner.

## **Section 5 – Middle School Representatives**

Middle School Representatives shall be responsible to communicate with all members of the Executive Board at monthly meetings any planned or proposed fundraising activities in support of the middle school football program and report on any monies collected from these activities. All donations and monies received from fundraisers, including 50/50 raffles, shall be turned over to the Treasurer to be deposited into the BFPC checking account. Submit all invoices to be paid on behalf of the Middle School Football Team to the Treasurer for payment from the middle school funds. The Treasurer will maintain a ledger of all funds received from the middle school.

## **ARTICLE VI – Duties of Standing Committees**

### **Section 1 – Guidelines**

All Committees are required to direct communication and report activity to the Secretary. Committee seats are not required to be filled or chaired by an Executive Board member unless Committees have available seats or by choice.

Terms of office for the chairpersons shall expire at the end of the then-current fiscal year of the BFPC. Committee chairpersons shall be eligible to serve consecutive terms at the will of the President.

### **Section 2 – Audit Committee**

- A. Membership – The President shall appoint three members of the BFPC to form an Audit Committee
- B. Responsibilities – The Audit Committee will audit the books at the conclusion of the Fiscal Year.

### **Section 3 – Fundraising Committee**

- A. Membership – The Fundraising Committee shall consist of a Chairperson appointed by the President and at least two (2) other additional members appointed by the Chairperson.
- B. Responsibilities – The Fundraising Committee shall operate and manage approved events or other events or activities assigned by the Executive Board. The committee shall provide a report on the status of these activities at the regular meetings.

### **Section 4 – Spirit Wear Committee**

- A. Membership – The Spirit Wear Committee shall consist of a Chairperson appointed by the President and at least one (1) other additional member appointed by the Chairperson.
- B. Maintain inventory of all Spirit Wear and submit to the Executive Board all requests to replenish.

### **Section 5 – Recognition Committee**

- A. Membership – The Recognition Committee shall consist of a Chairperson appointed by the President and at least two (2) other additional members appointed by the Chairperson.
- B. Responsibilities – The Recognition Committee shall be responsible for the planning and execution of the annual awards and recognition dinner for the high school players and the coordination of an approved recognition event for the middle school players.



## ARTICLE VII – Terms of Office for the Executive Board

### Section 1 – Officer Terms

The elected officers shall serve for a term of (1) one year beginning the first day of January.

### Section 2 – Office of the President

The office of the President shall be an elected position pursuant to Article X of these bylaws, which shall be filled by a parent who has attended the (6) six required meetings of the then-current year as listed in Article 4 Section 4 of these bylaws.

### Section 3 – Offices of Vice President, Treasurer, Secretary and Middle School Representatives

The offices of Vice President, Treasurer, Secretary and Middle School Representatives shall be elected positions pursuant to Article X of these bylaws, which shall be filled by a member of the BFPC who has attended the required meetings of the then-current fiscal year as listed in Article IV Section 4. Should the office of Secretary or Treasurer remain vacant after the regular election process, the Executive Board shall designate and/or appoint a stand-in officeholder at its sole discretion and without approval of the general membership. The appointed officer's term shall expire as though he or she were the elected officeholder.

### Section 4 – Officer Resignation

Should any officer resign or otherwise withdraw from office for any reason, the elected position so vacated prior to the expiration of the then-current term, excluding the offices of the President and the Vice President, the then Executive board shall designate a stand-in officeholder at its sole discretion and without approval of the general membership. The stand-in officeholder's term of office shall expire as though he/she were the elected officeholder. In the case of the Vice President's office becoming vacant, then the Executive Board shall call for a special meeting pursuant to Article XI of these bylaws for the specific purpose of nominating and electing a new Vice President.

## ARTICLE VIII- Meetings

### Section 1 – Regular Meetings

The regular meetings of the BFPC shall be held on the second Tuesday of the month from January-November at 7:00 p.m. with no meeting being held in December. The December meeting will be designated as an Officers' meeting between outgoing and incoming Executive Board members for the purpose of transition planning.

### Section 2 – Executive Board

The Executive Board shall meet prior to each regular monthly meeting, as necessary, at a date and time agreed to by the Officers.

### Section 3 – Special Meetings

Special meetings may be called by the Executive Board as required. Notice of any special meeting shall be given by the Secretary to the membership. This notice shall be emailed to the membership at their email addresses of record pursuant to the Membership Register. Special meetings of the Executive Board may be called at the request of the majority of the members of the Executive Board.

### Section 4 – Meeting Venues

Regular, special, and committee meetings of the BFPC shall be held at Baldwin High School or at any place designated by the Executive Board or chairperson of a committee.



## **ARTICLE IX - Order of Business**

At all meetings of the BFPC, the order of business shall be as follows:

1. Call to order
2. Approval of the minutes of the previous meetings
3. Reading of all communications and correspondence
4. Report of the Treasurer
5. Reports of the Vice President and Secretary
6. Reports of both Standing and Ad-hoc committees
7. Report of the Middle School Representatives
8. Unfinished business
9. New business
10. Coaches' report
11. Question and Answer session with Coach
12. Adjournment

## **ARTICLE X – Rules of Order**

Robert's Rules of Order, revised, shall govern the proceedings of all meetings insofar as they are consistent with the bylaws of the BFPC.

## **ARTICLE XI - Annual Meeting of Membership and Nomination/Election of Officers**

### **Section 1 – Nominations**

- A. Nominations for Executive Board Officers will be accepted between the regular meeting in October through the first Tuesday in November (one week prior to the Election meeting).
- B. Members qualified to vote may recommend nominees for the offices of President, Vice President, Secretary Treasurer and Middle School Representatives.

### **Section 2 – Vetting of the Nominees**

The Executive Board shall:

- A. Review the recommendations for the officer positions to certify that the nominees are qualified pursuant to Article IV Section 4 of these bylaws.
- B. Contact the nominees to confirm his/her desire and willingness to hold office. Should the nominee decline, the verifying committee member shall report their decision on the official record.
- C. Explain the duties and responsibilities to the nominee.
- D. Designate an official election teller who shall be responsible to run the election.
- E. Recommend additional nominees, if necessary, consistent with these guidelines.
- F. Approve the final ballot of the nominees for presentation to the BFPC membership



### **Section 3 – Election Meeting**

- A. A meeting of the BFPC shall be the second Tuesday of November each year for the purpose of electing, by written ballot, new officers of the Executive Board. The election teller shall be responsible for counting the votes (ensuring that each vote was cast by an eligible member) and announcing those who were duly elected by the BFPC membership.
- B. The Secretary shall be responsible for notifying the BFPC membership of the date, time, and place of both the nomination and election meetings.
- C. The election teller shall be responsible for preparing the necessary balloting materials and forms. The election teller shall be a BFPC member designated by the President.

### **ARTICLE XII – Fiscal Year**

The Fiscal Year of the BFPC shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

### **ARTICLE XIII – Ad-Hoc Committees**

In addition to the Standing Committees, at the discretion of the Executive Board, additional ad hoc committees may be established. The duties and tenure of such committees shall be determined and stated by the Executive Board.

### **ARTICLE XIV – Social Media Conduct**

An Executive Board or Committee member shall not use social media in a manner that negatively impacts or damages the reputation of the Baldwin Football Parents Club, the Baldwin Whitehall School District, any organization associated with the Baldwin Whitehall School District, or any coaching staff member of any school sponsored sport associated with the Baldwin Whitehall School District. This includes but is not limited to the use of obscenities, slurs, or personal attacks and applies to both district and district associated social media account as well as individual personal social media accounts. Any Executive Board member or Committee member found to engage in such activities will be subject to immediate removal from their position.

### **ARTICLE XV - Amendments to Bylaws**

The bylaws may be amended by a two-thirds vote of the membership, as their names appear on the Membership Register, at any regular or special meetings of the BFPC. A quorum vote of the meeting attendees will constitute a majority vote of the membership in the event two-thirds of the membership fail to attend said meeting.

All proposed amendments to these bylaws must be submitted to the Secretary in writing. Provided that written notification has been given to the membership, proposed amendments will be presented to the membership for approval at the next regularly scheduled meeting pursuant to Section 11.1 of these bylaws.

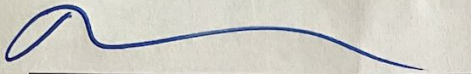
The Executive Board shall review the proposed amendment(s) for proper form and format such that any proposed amendment(s) brought before the membership shall remain consistent with the general format of these bylaws.

The Secretary shall email notice to the BFPC membership of the proposed amendment(s) and specify the time and place of the meeting scheduled for membership approval.

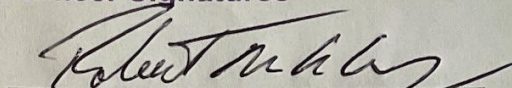




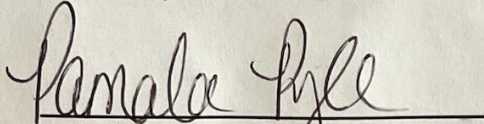
ARTICLE XVI – Executive Officer Signatures



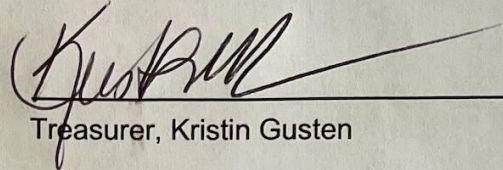
President, Derek Scheller



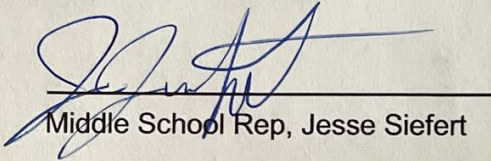
Vice President, Robert Mickolay



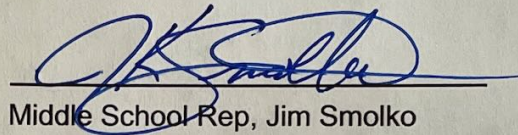
Secretary, Pamela Fyle



Treasurer, Kristin Gusten



Middle School Rep, Jesse Siefert



Middle School Rep, Jim Smolko