



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 501 (c)(3) corporation holding a tax exempt ID 20-1653325 under the nonprofit Corporation Law of the Commonwealth of Pennsylvania. Articles of Incorporation of the BFPC are registered with the Commonwealth of Pennsylvania, Department of State Corporation Bureau.

ARTICLE II – Mission

The primary mission 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 High School Head Coach and his coaching staff within our means.
- Sponsor the high school football players' annual awards and recognition dinner.
- Sponsor an annual recognition event for middle school football players.

ARTICLE III – Membership

Section 1 – Guidelines

Membership will be open to all adults with a participant of the Baldwin-Whitehall School District of the district's interscholastic football teams.

- All members will be eligible to vote pursuant to the following criteria:
 1. Must have a participant entering into their upcoming freshman year or currently in the High School Program
 2. Must attend 1 of the 3 mandatory parent/guardian meetings.
 3. Must attend the November voting meeting.
 4. Must have personally signed the attendance roster at all meetings attended, which is to be made available to the attending members by the Secretary at:
 - All mandatory parent/guardian meetings and
 - The November 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 seven (7) 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, Fundraising Coordinator, 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. President, Vice President, Secretary, Treasurer, and Fundraising Coordinator must have a participant on the Varsity or JV High School Football Team or have previously had a participant on the High School football team and have previously held an Executive Board Position
- B. Middle School Representatives are as stated a representative of the Middle School Football Program and must accept and promote the Baldwin Parents Club Mission.
 - Should a Middle School Representative be coming in from the 6th grade class they will hold the position as a volunteer and not be considered an Executive Board Member. (they would not have been able to meet the qualifications)
- C. Vice President, Secretary, Treasurer, and Fundraising Coordinator must attend (1) mandatory parent/guardian meetings plus (3) additional meetings.
- D. President must attend (2) mandatory parent/guardian meetings plus (4) additional meetings.
- E. Attend voting meeting.
- F. All members seeking a seat on the Executive Board must have volunteered for a minimum of 3 events held by the High School Football Program such as Game Day Activities (50/50, Spirit Wear Table, Game Day Dinner Server, Camp Meal Server, and Fundraisers that require Volunteers to assist with the function.

Section 5 – Selection of Officers

The Executive Board shall be elected pursuant to Article IV of these bylaws and shall hold office pursuant to Article V 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 – Fundraising

All fundraising activities must be approved by the Executive Board and the Baldwin Whitehall School District before any promotion, advertising or conducting of such fundraiser. No solicitation of sponsorships or donations will be allowed unless approved by the Executive Board and the Baldwin Whitehall School District. All funds received from any fundraising activity or proceeds from approved sponsors and or donors will be deposited into the Baldwin Football Parents Club bank account and utilized to meet the budget for the current years needs or held over to pay for the end-of-year annual awards and recognition banquet for the High School Football Athletes and also pay for an approved recognition event for Middle School Football Athletes.

Section 9 – Permits

All permits (fundraising/advertising) for fundraising are to be submitted to the Athletic Department. Prior to any form of advertising of any fundraiser, both permits must be approved by the Baldwin Whitehall School District. The advertising permit must also be submitted with the fundraising permit.

Section 10 – Annual Budget

The Annual Budget is required to be completed and turned in to the Athletic Department no later than January 31 of each year. The upcoming year's budget is to be compiled by the Treasurer and presented to the Executive Board and the Head Coach of the High School Football Program for review, modifications, and approval prior to submission. In the event that a new Head Coach is being brought on board, the budget will be based on the previous year's expenditures plus 5%. Any budgets pertinent to items (equipment, technology, uniforms) being requested from the School District follow the Athletic Office and School District Policies.

Section 11 – Committees

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



Section 12 – Purchasing Spirit Wear/Athletes & Coaches Apparel

Any clothing for athletes or coaches that is to be purchased by the Baldwin Football Parents Club must be presented to the Executive Board by the High School Head Coach. The Executive Board will determine based on the financial standing and budget if it is able to provide funding for the purchase. Any coaching attire that would be ordered through the Athletic Department must be approved by the Executive Board prior to ordering (Coaching Staff are provided 1 item to wear and paid for by the School District).

*Items that the High School Banquet Committee decides to purchase do not have to be approved by the Executive Board unless the costs would exceed the allotted banquet budget. The High School Banquet budget is based on the previous year's banquet cost + 10%.

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 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 – Fundraising Coordinator

The Fundraising Coordinator shall be charged with organizing fundraising events that have been approved by the board. Submit fundraising applications to the Baldwin Whitehall School District for approval. Maintain inventory for spirit wear sales and communicate with vendors that have online stores for BFPC spirit wear.



The Fundraising Coordinator may assign committee members to assist with individual fundraisers. All committee members will report to the Fundraising Coordinator and provide status updates of fundraising events. The Fundraising Coordinator will provide a report at the monthly general meeting.

Section 6 – Middle School Representatives

Middle School Representatives shall be responsible for ensuring that all 50/50 money that is raised during Middle School football games is turned into the BFPC Treasure for deposit into the BFPC Bank Account. Middle School Representatives will meet with the Middle School Head Coach to compile a list of needs for the upcoming season (ie. game day shirts, end of the year recognition event, t-shirts). Middle School Representatives are to provide a budget relating to Middle School needs (not to include equipment worn by the athletes or field equipment) for the upcoming year to the Executive Board by January 15th of the proposed budget year. Should the existing Middle School Head Coach be replaced the following year the budget will remain the same as the previous year plus 5%. The budget will be reviewed by the Executive Board and the High School Head Coach to approve or amend based on the availability of funds. Middle School Representatives will be responsible for assisting the Middle School Head Coach in communicating information to the Middle School Parents.

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 – 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 XI of these bylaws, which shall be filled by a parent/guardian who has attended the (6) six required meetings of the then-current year as listed in Article IV Section 4 of these bylaws.

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

The offices of Vice President, Treasurer, Secretary, Fundraising Coordinator, and Middle School Representatives shall be elected positions pursuant to Article XI 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 of 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 the approval of the general membership.

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 the 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 the Vice President's office becomes 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 – Mandatory Meetings

Mandatory parent/guardian meetings will occur 3 times a year. The mandatory parent/guardian meetings will be in place of the regular monthly meetings for the months chosen by the Executive Board. The Executive Board will give ample notice of a meeting deemed mandatory. Attendance at these meetings will help determine eligibility for voting and holding an Executive position on the board. The agenda and minutes dictated for these meetings will clearly indicate the meeting was mandatory.

Section 5 – 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.

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. Report of the Treasurer
4. Reports of the Vice President and Secretary
5. Reports of both Standing and Ad-hoc committees
6. Question and Answer Session with Executive Board
7. New business
8. Coaches' report (High School and Middle School)
9. Question and Answer session with Coach
10. Adjournment



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, Fundraising Coordinator, 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 A 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 1st through December 31st.

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 –Conduct

An Executive Board or Committee member shall not display or communicate verbally or 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 accounts as well as individual personal social media accounts, and in-person meetings either organized or ad-hoc. Any Executive Board member or Committee member found to engage in such activities will be subject to immediate removal from their position. Verbal communication to parents of the High School or Middle School Athletic Programs or social media content posted by any member of the Baldwin Football Parent Club (General Membership) that could have a negative impact on the Baldwin Whitehall School District, The Baldwin Whitehall School District Football Program, or the Baldwin Football Parents Club will be removed from the Baldwin Football Parents Club Social Media Group and their General Membership status revoked, if the individual holds a board position they will be removed from their position and their General Membership status revoked.



Alcoholic beverages of any kind are strictly prohibited from any Baldwin Parent Football Club event/fundraising activity that any High School or Middle School students would be present at. If any instance of this occurs, all individuals involved in the event/fundraising activity will be immediately removed from the Baldwin Football Parent Club and the incident will be reported to the Athletic Director and the Baldwin Whitehall School District.

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 members 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.

