

# **The Lower Macungie Mustangs Football and Cheerleading Booster Club**

## **BYLAWS**

### **Article I – Name and Association**

1. The name of the organization shall be the Lower Macungie Mustangs Football and Cheerleading Booster Club.
2. The Lower Macungie Mustangs Football and Cheerleading Booster Club falls under the organizational guidelines of the Lower Macungie Youth Association.

### **Article II – Purpose**

1. The Booster Club has the responsibility to organize, delegate, and decide how to best serve the program and its members. For example, league association and fees, coaches and their duties/responsibilities, coordinator positions and responsibilities, and how to provide an appropriate structure for the youth in our organization to improve in competition.
2. The Booster Club will operate as the primary fundraising arm for the Lower Macungie Youth Association Football and Cheerleading Programs.

### **Article III – Members/Organization**

1. Any parent of a registered player/cheerleader shall be considered a member of the Booster Club.
  - a. All children participating in the organization must register through the Lower Macungie Youth Association and satisfy all requirements set forth by that organization.
  - b. All participants will abide by the rules of the established League of which we are a formal member.
2. Members are classified as either Voting Member (VM) or Non-Voting Member (NVM).
  - a. Voting Board Member (VM) – A member shall be considered a VBM if they have satisfied the following requirements:
    - i. They are a member in good standing of the Lower Macungie Youth Association Football and Cheerleading Programs having satisfied all criteria set forth by that organization.
    - ii. They have attended a minimum of six (6) Booster Club meetings in the previous twelve (12) months.
  - b. Non-Voting Member (NVM) – A member shall be considered a NVM if they have satisfied the following requirements:
    - i. They are a member in good standing of the Lower Macungie Youth Association Football and Cheerleading Programs having satisfied all criteria set forth by that organization.
    - ii. They have not attended a minimum of six (6) Booster Club meetings in the previous twelve (12) months.

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3. A NVM may still make motions and offer advice or opinions before a vote.

### Article IV – Executive Board

1. The Executive Board Positions shall be made up of a President, Vice President, Treasurer, Secretary and three (3) At-Large Officers.
2. Each member shall serve a term of two (2) years, commencing on December 1 of the election year and concluding on November 30 two (2) years later.
3. Election years will be staggered with President, Treasurer, and two At-Large openings being filled on odd years and Vice-President, Secretary, and one At-Large openings being filled on even years.
4. Any elected member that leaves his/her position prior to the end of their term shall be replaced by a person nominated by the President and voted in by the remainder of the Executive Board for the remainder of the unexpired term.
5. Nominations for the Executive Board shall be made in writing or by email between October 15 and November 1 to the President of the Booster Club.
6. Any member of the Booster Club may nominate another member to the Executive Board as long as the person being nominated is considered a VM of the Booster Club.
7. No member may nominate themselves for a position.
8. The VM of the Booster Club shall vote for the Executive Board positions at the November Booster Club Meeting.
9. Once an Executive Board has been voted in, those seven (7) members will choose the President, Vice President, Treasurer and Secretary.
10. Shall enforce penalties for any violation of the bylaws, rules and regulations of the Booster Club.
11. All purchases in excess of \$250.00 shall be approved by the Executive Board in advance of purchase.
12. May approve an annual Booster Club Budget.
13. When at all possible, the Football and/or Cheerleading Coordinators should be on the Executive Board

### Article V – Officers

1. President:
  - a. Presides over the monthly meetings in accordance with the Roberts Rules of Order and shall vote on matters decided by the Executive Board only in the event of a tie.
  - b. His or her role can include, but is not required to be the LMYA Football Coordinator or Cheerleading Coordinator whenever possible.
  - c. Appoints members to special committees and special positions.
2. Vice President:
  - a. Shall preside over monthly meetings in the absence of the President.

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- b. His or her role can include, but is not required to be the LMYA Football Coordinator or Cheerleading Coordinator whenever possible.
3. Secretary:
  - a. Shall record all minutes of monthly meetings and executive sessions, and submit to webmaster coordinator.
  - b. Shall handle all correspondence of the Booster Club.
  - c. Shall present all minutes from monthly meeting at the next monthly meeting for approval by the VM of the Booster Club.
  - d. Shall make the Booster Club members aware of any correspondence received by the Booster Club.
  - e. Shall preside over monthly meetings in the absence of the President and Vice President.
4. Treasurer:
  - a. Shall handle all financial transactions of the Booster Club.
  - b. Shall present a financial report at each monthly meeting for approval by the VM of the Booster Club.
  - c. Shall preside over monthly meeting in the absence of the President, Vice President, and Secretary.

### Article VI – Meetings

1. In order to transact business a majority of the Executive Board must be present and must include at least one (1) officer.
2. Meetings will be held on the second Monday of each month.
3. Meetings will be held at the Wescosville Recreation Center unless notification of change of venue is communicated in advance.
4. Meetings shall commence at 7:00 pm except during the months of August, September, October and November when meetings will commence as close to 8:30 pm as possible.

### Article VII – Committees/Special Positions

1. A Bylaws Committee, nominated by the President at the January Meeting, shall discuss and bring forth any proposed changes or amendments to the bylaws by the March Booster Club Meeting. These changes must be approved by a two thirds (2/3) vote of the executive Board at the April meeting.
2. The LMYA Football Coordinator shall handle any and all problems between parents and football coaches and other unforeseen problems. Any problems which cannot be resolved by the Football Coordinator shall be escalated to the President of the Lower Macungie Youth Association.
3. The LMYA Cheerleading Coordinator shall handle any and all problems between parents and cheering coaches and other unforeseen problems. Any problems which cannot be

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resolved by the Football Coordinator shall be escalated to the President of the Lower Macungie Youth Association.

4. A Concession Coordinator shall be appointed by the President and voted on by the Executive Board at the January Meeting.
5. An Apparel Coordinator shall be appointed by the President and voted on by the Executive Board at the January Meeting.
6. A Banquet Coordinator shall be appointed by the President and voted on by the Executive Board at the August Meeting.
7. The Football Coaches Committee (FCC) shall be chaired by and appointed by the President and in the event of a tie vote the President shall cast the tie breaking vote. The FCC members shall
  - a. consist of no less than 7 or more than 13 members.
  - b. consist of representation for each weight class.
  - c. can be a parent of a current or former player.
  - d. be any person deemed fit to properly evaluate credentials of all candidates.
  - e. not be part of any present Lower Macungie Football coaching staff.
  - f. not consist of any Executive Board member.
  - g. meet between the last scheduled game of the season and December 1.
  - h. make recommendations to the Executive Board of the Booster Club for the Head Coaches for the required classes for the next football season.
  - i. forward recommendations to the Executive Board for approval at the December meeting or shall refuse any or all recommendation(s) and return the matter to the FCC for further deliberation and recommendation.
  - j. disband for the year once all recommendations have been approved.
8. A Webmaster Coordinator shall be appointed by the President and voted on by the January meeting.

### Article VIII – Disbandment

1. Should the organization ever disband all money and property accumulated until the time of disbandment shall be liquidated and disbursed, after payment of all liabilities and obligation, to LMYA to be decided by a majority of the Executive Board in office the last year of operation, unless reorganization is successfully pursued.
2. If reorganization is successfully pursued it is the right of the Executive Board to decide if the organizational name and logo can be forwarded or withheld from said organization.

### Article IX – Miscellaneous

1. Anything not covered by these bylaws will be determined at the sole discretion of the Executive Board.
2. The board will remember that monies raised by the Lower Macungie Mustangs Football and Cheerleading Booster Club shall be reinvested into the youth of the organization

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pursuant to the provisions of the internal revenue service code and the Commonwealth of Pennsylvania Corporation Law under which the Lower Macungie Mustangs Football and Cheerleading Booster Club is organized.