

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 Member (VM) – A member shall be considered a VM 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 (follows the code of conduct, etc.)
 - 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.
3. A NVM may still make motions and offer advice or opinions before a vote.

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Article IV – Executive Board

1. The Executive Board (EB) positions shall be made up of four officers - President, Vice President, Treasurer, Secretary - and three (3) At-Large members.
2. Each EB 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 four openings being filled on odd years and three openings being filled on even years.
4. Any elected EB 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 Executive Board officers (President, Vice President, Treasurer and Secretary.)
 - a. If no EB member accepts an officer position, the responsibilities of that officer (as outlined in Article V) will become the responsibility of the EB as a whole.
10. The Executive Board shall enforce penalties for any violation of the bylaws, rules and regulations of the Booster Club.
11. Any purchases greater than \$500 made on behalf of the booster club shall be approved by the executive board in advance of purchase. Any purchases less than \$500 made on behalf of the booster club shall be approved by the President or Vice President in advance of purchase.
 - a. Exceptions: Concessions, Apparel, and Banquet coordinators will purchase within their budgets as outlined in Article VII of these bylaws.

Article V – Officers

1. President:
 - a. Presides over the monthly meetings and shall decide on matters voted on by the Executive Board 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.
 - c. Appoints members to special committees and special positions.
2. Vice President:
 - a. Shall preside over monthly meetings in the absence of the President.
 - b. His or her role can include, but is not required to be the LMYA Football Coordinator or Cheerleading Coordinator.
3. Secretary:
 - a. Shall record all minutes of monthly booster club meetings and executive sessions, and submit to the Executive Board prior to the next meeting.

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- b. Shall handle all formal correspondence of the Booster Club.
 - c. Shall present all minutes from monthly meetings at the next monthly meeting for review by the Booster Club upon request.
 - d. Shall make the Executive Board members aware of any formal correspondence received.
 - 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 review by the Booster Club.
 - c. Shall preside over monthly meetings 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. The President (via the website coordinator if necessary) will post the meeting location on the Booster Club website at least 2 weeks prior to the meeting. Changes in start time or location any closer than 2 weeks prior to the meeting date will be announced to the entire program via e-mail.
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.
5. Nobody under the age of 18 is permitted to attend the Booster Club meetings.
6. The following meeting requirements will be enforced by the Executive Board:
 - a. The Football Coordinator must be present for at least 8 meetings a year, and may not miss two meetings in a row.
 - b. The Cheerleading Coordinator must be present for at least 8 meetings a year, and may not miss two meetings in a row.
 - c. Each member of the Executive Board must be present for at least 8 meetings a year, and may not miss two meetings in a row.
 - d. Any person acting as a Booster Club coordinator, as outlined in Article VII, must attend every meeting or prepare a report for the President prior to the meeting.
 - i. As of 2012, this includes: Concessions, Apparel, Banquet, Gameday, and Website coordinators.

Article VII – Committees and Booster Club Coordinators

1. A Bylaws Committee will meet once every two years to review these bylaws. The President nominates a Bylaw committee chairman at the January meeting. The chairman will then organize a committee of booster club members to discuss and bring forth any proposed changes or amendments to the bylaws by the March Booster Club Meeting. Any changes must be approved by a two thirds (2/3) vote of the Executive Board at the April meeting.

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2. A Concessions Coordinator shall be appointed by the President and voted on by the Executive Board at the January Meeting.
 - a. The Concessions Coordinator will submit a preliminary budget for the upcoming season to the Executive Board at the July meeting.
 - b. The Concessions Coordinator will provide a season-end log of income and expenditures to the Executive Board at the November meeting.
3. An Apparel Coordinator shall be appointed by the President and voted on by the Executive Board at the January Meeting.
 - a. The Apparel Coordinator will submit a preliminary budget for the upcoming season to the Executive Board at the July meeting.
 - b. The Apparel Coordinator will provide a season-end log of income and expenditures to the Executive Board at the November meeting.
4. A Banquet Coordinator shall be appointed by the President and voted on by the Executive Board at the September Meeting.
 - a. The Banquet Coordinator will submit a budget for the banquet to the Executive Board at the October meeting.
 - b. The Banquet Coordinator will provide a log of banquet income and expenditures to the Executive Board at the December meeting.
5. A Gameday Coordinator shall be appointed by the President and voted on by the Executive Board at the August Meeting, to serve through the season.
6. A Website Coordinator shall be appointed by the President and voted on by the January meeting, to serve through the following season.

Article VIII - Football Head Coach selection process

1. Head coach selection for all weight classes takes place starting on December 1 and head coaches must be approved for all levels by April 1.
2. Head coaches must be nominated to the LMYA Football Coordinator between December 1 and January 1. Any person with relevant experience can be considered.
3. All head coaching candidates will be subject to interview and review by the Football Coaches Committee (FCC) between December 1 and February 1.
4. The President shall appoint an FCC chairperson and all members of the FCC. The Executive Board must approve the FCC chairperson and FCC members by December 1. The FCC shall
 - a. Consist of no less than 7 or more than 13 members.
 - b. Consist of representation for each weight class.
 - c. Consist of at least one member of the previous season's football coaching staff for all competitive levels. As of 2012: 95 lb., 110 lb., and 125 lb.
 - d. Not consist of any Executive Board member.
 - e. Not consist of any Head Coach nominee
5. The FCC will make head coach recommendations for each weight class to the Executive Board of the Booster Club in time for review at the February Booster Club meeting.
 - a. At least one FCC representative shall be present at the February booster club meeting to present the FCC head coach recommendations.
6. The Executive board shall approve the FCC's recommendations and will accept or refuse any or all selections. Upon refusal of any candidates, the board will return the matter to the FCC for further deliberation and recommendation in time for the March booster club meeting.

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7. The FCC shall disband for the year once all recommendations have been approved.

Article IX - Conflict resolution

1. The LMYA Football Coordinator shall handle any and all problems between parents and football coaches. Any problems which cannot be resolved by the Football Coordinator shall be escalated to the President of the Lower Macungie Youth Association.
2. The LMYA Cheerleading Coordinator shall handle any and all problems between parents and cheering coaches. Any problems which cannot be resolved by the Cheerleading Coordinator shall be escalated to the President of the Lower Macungie Youth Association.

Article X – 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, 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 XI – Miscellaneous

1. Anything not covered by these bylaws will be determined at the sole discretion of the Booster Club Executive Board.
2. The Executive 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 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.