

# Constitution & Bylaws of the Leesville Road High School Football Families

Revision 1.0  
Revision 2.0

Final 3-5-2020  
Amended 6-1-2023

## **NAME**

The name of this organization shall be the Leesville Road Football Families.

## **PURPOSE AND FUNCTION**

The purpose of the organization shall be to support the Leesville Road High School (LRHS) Football Program. The organization shall encourage parent, guardian and involvement to support the LRHS Football program. The Football Families (FF) will promote the interest of the LRHS Football Program by providing support through physical and financial assistance to the LRHS Football Program.

The Football program consists of student athletes, coaches and the LRHS Administration. The Football Families shall operate with approval of the Varsity Head Football Coach, Athletic Director or High School principal.

At no time shall the Football Families make any recommendations or become involved with the day to day operations of the school's football program. The Football Families will not interfere with any rules, regulations or methods of the LRHS athletic department or administration. Furthermore, no officer or member shall use this club as a means of furthering any personal, political or other aspirations, nor shall the club as a whole take part in any movement not in keeping with the real purpose of this club. The Football Families will not promote or financially support any other program, team or club within LRHS or any other private organization.

## **ROLE OF THE LEESVILLE ROAD FOOTBALL FAMILIES**

The Football Families exists as an organization of parents, school personnel and community persons dedicated to:

1. **The Football Families shall support, encourage and advance** the athletic program and related activities of the LRHS Football Program, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
2. **The Football Families shall promote** projects to improve facilities and equipment necessary to provide a premiere athletic program for the LRHS Football Program.
3. **The Football Families shall not seek to negatively impact, influence or direct** the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the schools of the district.
4. **The Football Families shall do** nothing which violates the rules of the North Carolina High School Athletic Association or in any way jeopardizes the membership of the school district in said athletic/activity association.
5. **School Colors and Logo.** The use of school colors and/or logos for private marketing or merchandise without the expressed written consent of the School Administration, Athletic Director, varsity Head Football Coach or

Football Families board is strictly prohibited.

## **ARTICLE I: PRINCIPAL OFFICE**

The LR Football Families shall maintain its principal office at LRHS in Wake County, North Carolina or such other place as designated from time to time by the Board.

## **ARTICLE II: MEMBERSHIP**

Members of the Football Families shall be adult parents/guardians interested in the LRHS Football program sponsored by the LRHS. Members shall have full voting privileges.

## **ARTICLE III: EXECUTIVE OFFICERS AND BOARD OF DIRECTORS**

The Executive officers of the Board of Directors (Football Families Board) shall consist of a President/CO-President, Vice President/CO-Vice President, Secretary/CO Secretary and Treasurer/CO-Treasurer. In addition, two (2) members at large may be appointed on an as needed basis by the FF Board as non-voting members. Members eligible for office shall consist of parents or guardians of students who are current players on the LRHS Football Roster. Officers will not hold other positions within the club that would constitute a conflict of interest. Exceptions must be approved by the board and by the Head Varsity Football Coach.

A duly appointed nomination committee consisting of no more than six members in good standing appointed (or volunteered) by the President/Co-President and approved by the board shall make nominations for officers and will present the nominations to the Head Varsity Football Coach for approval. The officers shall assume their duties on March 1st of the elected year.

The executive officers of this organization will be approved by the Head Varsity Football Coach prior to elections by members in good standing. The election shall be held at the general membership meeting in February of each election year. The Varsity Head Football Coach, Athletic Director and High School Principal will be the final decision makers regarding all matters pertaining to the football program of the school(s). The Varsity Head Football Coach, Athletic Director and or the High School Principal have the right to remove any member of the Football Families with mutual agreement between all governing parties.

### **DUTIES OF THE PRESIDENT /Co-Presidents [when applicable]**

1. The President shall preside over all general meetings.
2. The President shall call special meetings as deemed necessary.
3. The President, or designee, shall preside over ceremonial events and provide general representation for the organization at all athletic events.
4. The President and Secretary shall have custody of the Constitution and

Bylaws of the organization.

5. The President shall automatically be an executive officer member of any and all committees except the Nominating Committee.
6. The President shall assist and train the Vice President(s).
7. The President shall be a designated co-signer of checks and purchase orders.
8. The President shall develop an activities calendar in coordination with the Head Varsity Football Coach.
9. The President shall nominate a member to fill the unexpired term of any office or position on the board. This nomination will be voted on by the board and submitted for approval from the Varsity Head Football Coach.

**DUTIES OF THE VICE PRESIDENT/ Co-Vice Presidents [when applicable]**

1. Perform the duties of the President in the absence of the President.
2. Become the President for the remainder of the term in case of death, resignation or incapacity of the President.
3. Serve in such capacities as assigned by the President.
4. Responsible for the coordinating special events including but not limited to Senior Night, End of the year celebration, and fundraising.

**DUTIES OF THE SECRETARY/Co-Secretaries [when applicable]**

1. The Secretary shall maintain a copy of these bylaws as amended or otherwise altered to date.
2. The Secretary shall maintain a book of minutes of all meetings of the Board and meetings of the committees.
3. The Secretary shall see that all notices are duly given in accordance with provisions of these by-laws to the Football Family Members.
4. The Secretary shall be the custodian of the bylaws and records of the organization.
5. The Secretary shall send correspondence as may be directed by the President, Vice President, Treasurer, Athletic Director, or the LRHS Varsity Head Football Coach.
6. The Secretary will publish the meeting minutes on the Club website each month and will be available upon request.

**DUTIES OF THE TREASURER/Co-Treasurers [when applicable]**

1. The Treasurer shall have charge and custody of, and be responsible for all funds of the organization, and deposit all such funds in the name of the organization in such bank as selected by the Board. The Treasurer shall receive and give receipt for monies due and payable to the LRHS Football Families for any source whatsoever.
2. The Treasurer shall disburse or cause to be disbursed, the funds of the organization as may be directed by the Board, taking proper vouchers for such disbursements.
3. The Treasurer shall keep and maintain adequate and correct amounts of the organization's business transactions including accounts of its assets, liabilities, receipts, disbursements gains and losses and report on these

transactions at each board meeting.

4. The Treasurer shall be responsible for reporting on books on accounting and financial recorders.
5. The Treasurer shall submit annual proposed budget at general membership meetings for approval.
6. The Treasurer shall coordinate fund raising requests.
7. An annual audit may be requested by the Board. The committee will review the audit (if requested) of the treasurer's records no less than fifteen (15) days after the current FY ends and shall present this report to the membership at the next meeting.

### **BOARD MEMBERS AT LARGE**

1. There are two (2) Board Member at large positions.
2. Positions are appointed, as needed, by two-thirds vote of board members after the new board is elected.
3. Duties include, but are not limited to, those deemed necessary for the functioning of LR Football Families.

### **ARTICLE IV: FISCAL YEAR AND MEETINGS**

**Section 1.** The fiscal year of the organization shall begin March 1 and shall end on February 28 (or February 29) of the following year.

**Section 2.** Meetings of the Board shall occur once a month or at other times as may be established by the Board. Special meetings shall be held at the call of the President or at the call of any two other officers or the Varsity Head Football Coach.

**Section 3.** General club member meetings will meet at least twice a year in May and August. A reasonable effort shall be made to general membership of time and place of each meeting, no less than five days prior to the meeting unless otherwise directed by the Varsity Head Football Coach, the Athletic Director, or the High School Principal.

### **ARTICLE V: COMMITTEES**

**Section 1.** The following shall constitute the standing committees of the organization:

**Activities Committee:** Shall maintain team rosters provided by each head coach that include the names, addresses, phone numbers and e-mail addresses of each rostered player. Coordinate with the Head Varsity Football Coach as requested, Fundraising activities, Senior Night and the end of season banquet.

**Nominating Committee:** A Nominating Committee shall be responsible for coordination of nominations for the officer election process. Shall be responsible for soliciting prospective officers and comprising the slate of

officers to present to the Varsity Head Football Coach or Athletic Director for approval of the nominees. This shall occur prior to submitting nominees membership from year to year.

**Section 2.** Committee Chairpersons shall be approved by the President with the consent of the officers. All committees shall be composed of a chairperson and a minimum of three (3) other members. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

## **ARTICLE VI: FINANCIAL POLICIES**

**Section 1.** The Football Families each year contributes substantial monies to the LRHS Football Program for the needs that otherwise would not be available. Primarily, the monies of the Football Families will be expended for:

- Supply purchases
- Summer Camp Scholarships
- Coaches wish list
- Special events
- Will assist LRHS Football families in need as determined by the Head Varsity Football Coach this support is limited camp scholarships, equipment or meals with the athlete or family also contributing to the need.

Note: Items that a player will be issued that is theirs to keep cannot be purchased with Football Families funds. This includes T shirts with numbers and names as well as other garments that are specific to the player and not team specific. The Varsity Football Head Coach or their designee has final decision-making authority on all funds that are utilized by the Football Families.

**Section 2.** The Varsity Head Football Coach and Athletic Director have final authority to approve or deny any request or decide on other issues that may arise.

### **Section 3.**

- General donations accepted by the Football Families will be put in the general operating fund.
- The Football Families accept requests for funds for financial assistance. Requests should be made by a player's parent(s) or guardian(s) to the LRHS Varsity Head Football Coach. Names of the requestor(s) will remain confidential and only known to the President/Treasurer and the LRHS Varsity Head Football Coach or their designee.
- The Football Families executive officers shall:
  - Ensure that money is spent fairly and as directed by the Varsity Head Football Coach or their designee on the football program to provide for premiere football programs and facilities.
  - Approve all requests for expenditures of club funds. The board must approve by majority vote non-budgetary expenditures over \$250.00.

- Have general supervision of all club expenditures.
- Assist the club in making sound financial policy.
- Supervise the affairs of the club.
- Make recommendations for club growth and prosperity.
- Make recommendations to amend club by-laws as needed.
- Transact any business needs between regular club meetings.
- Prepare the annual club budget report.
- Approve all fundraising proposals.
- Approve all purchase order requests.

The FF board will hold its meetings immediately prior to the general club meetings for consideration of any special matters. A quorum to conduct executive committee business shall be five (5) members.

The FF board members shall serve without compensation for their service. The board is not empowered to lend money or property to any officer or member of the organization.

### **Article VII Special Committees**

Special Committees are committees formed and/or approved out of the executive officers to oversee specific duties needed by the club.

### **Article VIII Parliamentary Procedure**

Robert's Rules of Order, Newly Revised shall govern proceedings of the club and FF board in all cases in which they are applicable and are not inconsistent with the By-Laws.

### **Article IX Official By-Laws**

The By-Laws shall be the rules and policies of the club upon two-thirds of the members present at a regular club meeting.

### **Article X Amendments**

Amendments to these by-laws must be proposed by the FF board to be approved by membership at a regular club meeting. Amendments will require a two thirds majority of the members present.

### **Article XI Prohibition Against Shared Earnings and Non-Charitable Actions**

No officer or member of a committee or person connected with the organization, or any other private individual, shall receive at any time any of the Net Earnings or Profit from the operations of the organization, provided this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the organization in affecting any of its purposes as shall be fixed by the Board.

## **Article XII Dissolve Clause**

In case of the club being dissolved by the Varsity Head Football Coach or Athletic Director, the treasurer shall use any booster club funds available to pay all outstanding bills and any remaining funds shall be distributed to the Leesville Road High Athletic Department Athletic Director and used at their discretion.

## **Article XIII Grievance Procedures**

Should any member of the organization have a grievance towards the practices of the Football Families board, the member shall submit in writing a request for a grievance hearing to the Varsity Football Head Coach or their designee and a current member of the board. The Varsity Football Head Coach or their designee in conjunction with the FF board will convene a closed session meeting to hear the grievance and rule on the proceedings.