

# Bylaws of the Ephrata Football Booster Club

## ARTICLE I - NAME

The name of the organization shall be "Ephrata Football Booster Club" hereinafter referred to as EPHRATA FOOTBALL BOOSTER CLUB. The official mailing address shall be:

**Ephrata Football Booster Club**

PO Box 211

Ephrata, PA 17522-0211

The physical address shall be:

**Ephrata Football Booster Club**

803 Oak Boulevard

Ephrata, PA 17522

## ARTICLE II – MISSION AND OBJECTIVES

1. **Not For Profit.** EPHRATA FOOTBALL BOOSTER CLUB is organized under and shall operate as a 501 (c) 3 not-for-profit corporation and shall have such powers as are now or as may hereafter be granted by the Pennsylvania Nonprofit Corporation Law of 1988.

2. **Mission.** EPHRATA FOOTBALL BOOSTER CLUB's mission is to provide support to the Ephrata High School varsity, junior varsity, and junior high football programs.

3. **Objectives.** The objectives of EPHRATA FOOTBALL BOOSTER CLUB are:

- 3.1 To promote and develop pride and school spirit for football activities of Ephrata High School.
- 3.2 To promote understanding, recognition, and achievements of those involved in the football programs at Ephrata High School.
- 3.3 To raise funds that will be used only to accomplish the objective stated in 3.1.
- 3.4 To use the knowledge and experience of the members to promote and support the Ephrata High School football programs.
- 3.5 To provide a forum for the sharing of ideas and experience among its members.
- 3.6 To affect the foregoing, EPHRATA FOOTBALL BOOSTER CLUB shall endeavor:

- 3.6.1 To encourage active and organized communication and cooperation among members.
- 3.6.2 To foster respectful and ethical conduct.

4. **Rules.** The following rules shall conclusively bind EPHRATA FOOTBALL BOOSTER CLUB and all persons acting for or on behalf of it:

- 4.1 No part of the net earnings of EPHRATA FOOTBALL BOOSTER CLUB shall inure to the benefit of, or be distributable to its directors, officers, or other private persons, except that EPHRATA FOOTBALL BOOSTER CLUB shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth herein.
- 4.2 Upon the dissolution of EPHRATA FOOTBALL BOOSTER CLUB, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of EPHRATA FOOTBALL BOOSTER CLUB, dispose of all the assets of EPHRATA FOOTBALL BOOSTER CLUB to a non-profit youth organization selected by the Board. Priority shall be given to the Athletic Scholarship Funds.

### ARTICLE III – MEMBERS

1. **Membership.** Membership shall be granted to all parents/guardians of Ephrata High School varsity, junior varsity and junior high football players and any other adult persons of the community interested in supporting Ephrata High School Football. To be considered a member in good standing, a member must have attended a minimum of (3) consecutive EPHRATA FOOTBALL BOOSTER CLUB meetings up to current date and:

- 1.1 Agrees to support EPHRATA FOOTBALL BOOSTER CLUB’s purposes and to participate in the booster club activities, such as volunteering for various projects or being involved with fundraising to promote the success of Ephrata High School Football program. There are no annual dues associated with this Club.
- 1.2 Agrees to abide by these bylaws and such other rules and regulations as EPHRATA FOOTBALL BOOSTER CLUB may adopt.
- 1.3 Meets the criteria set forth below for each category of membership:
  - 1.3.1 **Parent/Guardian.** Parents/Guardians of football players are automatic members of the EPHRATA FOOTBALL BOOSTER CLUB with the exclusion of any person convicted of any felony or misdemeanor involving financial mismanagement, theft, or embezzlement of funds from any person, organization, or company.
  - 1.3.2 **Community Member.** The Board may award membership to any person, company or organization interested in the EPHRATA FOOTBALL BOOSTER CLUB.
- 1.4 **Voting.** Only members in good standing may vote on motions presented at meetings. Voting must be performed in-person.

- 1.5 **Termination of Membership.** Membership in EPHRATA FOOTBALL BOOSTER CLUB may be terminated for cause. Sufficient cause for such termination of membership shall be violation of the bylaws.

#### **ARTICLE IV – MEMBERSHIP MEETINGS**

1. **Regular Meetings.** All regular meetings will be open to all members of EPHRATA FOOTBALL BOOSTER CLUB and will normally occur on the second Thursday of every month or as necessary to efficiently govern the club. The Board of Directors shall meet no less than six times a year.
2. **Special Meetings.** Special meetings of the members may be called by the President or ordered by the Board of Directors. All members may suggest in writing items to be placed on the agenda for such meetings. Communication of special meetings will be made seven (7) days prior to the meeting.
3. **Committee Meetings.** Committees will meet at the discretion of their respective chairpersons.
4. **Annual Meeting.** The Annual Meeting of EPHRATA FOOTBALL BOOSTER CLUB will be held in January. The agenda must be determined and available at least 30 days prior to the January meeting. Notifications of this meeting will be emailed to Board members, parents/guardians of current players, and any other persons interested in supporting EPHRATA FOOTBALL BOOSTER CLUB.
5. **Rules of Order.** The rules contained in Robert’s Rules of Order shall govern EPHRATA FOOTBALL BOOSTER CLUB in all applicable situations as far as they are not inconsistent with these bylaws or any rule or regulation of EPHRATA FOOTBALL BOOSTER CLUB.
6. **Quorum.** A minimum of (5) members in good standing present at a meeting, who meet the criteria set forth in Article III, shall constitute a quorum.

#### **ARTICLE V – BOARD OF DIRECTORS**

1. **General Powers.** The affairs of EPHRATA FOOTBALL BOOSTER CLUB shall be governed by the Board of Directors, which shall have supervision, control, and direction of the affairs of EPHRATA FOOTBALL BOOSTER CLUB; shall determine that the policies or changes therein are within the limits of these bylaws; and shall actively promote its purposes and have discretion in the disbursement of its funds.
2. **Board Composition.**
  - 2.1 The Board of Directors shall be comprised of the Executive Board, Standing Committee Chairpersons, and the Ephrata High School Varsity Head Coach.
3. **Resignation and Removal.**
  - 3.1 Any officer of the Board of Directors may resign at any time by giving written notice to the President.
  - 3.2 A Board member who does not maintain attendance of a combined 75% of the regular meetings, special meetings, and activities will be subject to removal from office by vote.

- 3.3 Any officer may be removed by a two-thirds vote of the Members whenever in their judgment the best interests of EPHRATA FOOTBALL BOOSTER CLUB would be served by such a removal.

4. **Vacancies.** If a position becomes vacant outside of the regular election period, a special election process shall be held. Nominations for the vacant position will be provided at the next Board meeting and can be voted on immediately with passage by a simple majority. Special meetings can be called for nomination and/or election meetings if needed.

5. **Action by Written Consent.** In incidents that require immediate action, any action requiring a vote of the Board may be taken without a meeting if consent in writing/email, setting forth the action taken, is given by all the Board members. Report will be provided at the next regular schedule Board Meeting detailing the decision and action.

## **ARTICLE VI – EXECUTIVE BOARD**

1. **Officers.** The Executive Board of EPHRATA FOOTBALL BOOSTER CLUB shall consist of a President, Vice-President, Secretary, Treasurer, Junior High Liaison and Ephrata High School Varsity Head Coach (non-voting member).

### **2. Composition, Election and Tenure.**

- 2.1 The Executive Board of EPHRATA FOOTBALL BOOSTER CLUB shall be Members of EPHRATA FOOTBALL BOOSTER CLUB elected by a majority vote for one (1) year term and shall serve until their successors have been duly elected and qualified.
- 2.2 No individual/household may hold more than one (1) office on the Executive Board simultaneously.
- 2.3 Nominations will be held during the regular December Board Meeting each year and must be made in-person.
- 2.4 Elections will be held during the Annual January Board Meeting each year. Voters and nominated person must be present for vote.
- 2.5 The term of office for each Board Member shall begin after elections are held during the Annual Meeting in January.

### **3. President.**

- 3.1 The president shall preside at all meetings, enforce the provisions of the bylaws, call meetings, supervise the general affairs of the organization, and perform all duties which are normally incumbent upon the president of a non-profit organization.
- 3.2 S/he shall whenever necessary, appoint appropriate committees to carry out the necessary functions of the organization.

3.3 S/he shall be the ex-officio member of all committees. As the ex-officio member, the President will have the right to participate in committee discussions but will not have motion or voting privileges.

3.4 S/he shall be authorized to sign checks for the organization.

#### **4. Vice-President.**

4.1 In the absence of the president, the vice-president shall assume the duties of the president.

4.2 S/he shall be the ex-officio member of all committees. As the ex-officio member, the Vice-President will have the right to participate in committee discussions but will not have motion or voting privileges.

4.3 The Vice-President will organize the nomination and election process, including ballots and if necessary, recruiting positions.

4.4 Shall in general perform all duties incident to the office of the Vice-President and such other duties as from time to time may be assigned by the President or by the Board of Directors.

4.5 Serve as secondary/back up point of contact for the Head Football Coach if the President is unavailable.

#### **5. Secretary.**

5.1 The secretary shall keep the minutes of the meetings of the Board of Directors and distribute such minutes prior to each regular meeting.

5.2 Shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

5.3 Shall be custodian of the bylaws.

5.4 Shall keep an accurate census of the membership.

5.5 S/he shall be the ex-officio member of all committees. As the ex-officio member, the Secretary will have the right to participate in committee discussions but will not have motion or voting privileges.

5.6 Shall in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

#### **6. Treasurer.**

6.1 The Treasurer shall have charge and custody of and be responsible for all funds of EPHRATA FOOTBALL BOOSTER CLUB.

6.2 Shall receive and give receipts for monies due and payable to EPHRATA FOOTBALL BOOSTER CLUB from any sources whatsoever.

- 6.3 Shall deposit all monies in the name of EPHRATA FOOTBALL BOOSTER CLUB in such banks or other depositories as shall be selected in accordance with the provisions of these bylaws.
- 6.4 Shall submit financial reports to the Board of Directors and membership at its regular monthly meetings.
- 6.5 Shall provide an annual report that will be presented to the Board of Directors and membership at the Annual January Board meeting.
- 6.6 The Treasurer may authorize an appropriate officer to perform any of the duties of the Treasurer during his/her absence.
- 6.7 S/he shall be the ex-officio member of all committees. As the ex-officio member, the Treasurer will have the right to participate in committee discussions but will not have motion or voting privileges.
- 6.8 Shall in general perform all duties incident to the office of the Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.
- 6.9 Shall be authorized to sign checks for the organization.

#### **7. Junior High Liaison.**

- 7.1 The junior high liaison shall have a student enrolled in the Junior High Football program and not hold any other offices with the EPHRATA FOOTBALL BOOSTER CLUB.
- 7.2 Shall report on Junior High Football program activities at each regular meeting.
- 7.3 Shall maintain communication between the junior high parents and the EPHRATA FOOTBALL BOOSTER CLUB.
- 7.4 Shall assist with fundraising.

#### **8. Ephrata High School Varsity Head Coach.**

- 8.1 The Ephrata High School Varsity Head Coach will be a permanent member of the EPHRATA FOOTBALL BOOSTER CLUB Executive Board as a non-voting member.
- 8.2 Shall maintain regular communication with the EPHRATA FOOTBALL BOOSTER CLUB.
- 8.3 Submit any requests to the Board in a timely manner as to allow for any needed research and voting by the Board.
- 8.4 Annually take inventory of football related equipment and supplies and determine if anything needs to be purchased, upgraded or replaced. If Ephrata Area School District does not have sufficient funds for such expenditures, assistance may be requested from the EPHRATA FOOTBALL BOOSTER CLUB. Assistance is dependent on availability of finances.

## ARTICLE VII –COMMITTEES

1. **Committees.** The committees of EPHRATA FOOTBALL BOOSTER CLUB shall be: Social Media/Communications, Hospitality, Fundraising, and any other formed committee that the Board determines as necessary. Each committee will have a chairperson that will report any information to the Executive Board and/or general membership.

### 1.1 **Composition, Election and Tenure.**

- 1.1.1 The Chairpersons of EPHRATA FOOTBALL BOOSTER CLUB committees shall be Members of EPHRATA FOOTBALL BOOSTER CLUB elected by a majority vote for one (1) year term and shall serve until their successors have been duly elected and qualified.
- 1.1.2 Nominations for committee chairpersons will be held during the regular December Board Meeting each year and must be made in-person.
- 1.1.3 Elections for committee chairpersons will be held during the Annual January Board Meeting each year. Voters and nominated person must be present for vote.
- 1.1.4 No individual may hold more than one (1) Committee Chair position simultaneously.
- 1.1.5 Each committee chairperson is responsible for keeping records/ files of their activity for the year. These shall be kept by the chairperson for reference and to hand down to the newly elected chair.
- 1.1.6 Board can remove a committee chairperson by a three-fourths vote of the Board Officers whenever in their judgment the best interests of EPHRATA FOOTBALL BOOSTER CLUB would be served by such a removal.

### 1.2 **Social Media/Communications.**

- 1.2.1 The Social Media/Communications Chairperson/committee will be responsible for communicating and promoting the various events being organized by the EPHRATA FOOTBALL BOOSTER CLUB. Communication may happen through various means including local newspapers, the EPHRATA FOOTBALL BOOSTER CLUB website, Fundraisers, etc.
- 1.2.2 Responsible for updating and maintaining content information on the EPHRATA FOOTBALL BOOSTER CLUB website [www.ephratafootball.com](http://www.ephratafootball.com), Facebook and Twitter accounts.
- 1.2.3 Stays current on new technology and recommends changes to the Board of Directors.

**1.3 Hospitality.**

- 1.3.1 The Hospitality Chairperson/committee will be responsible for all food/nutrition related events and activities for the Ephrata High School Football team during the football season. These events/activities include but are not limited to:
  - 1.3.1.1 Coordinating team meals.
  - 1.3.1.2 Coordinating game day meals.
  - 1.3.1.3 Organizing annual football banquet.
  - 1.3.1.4 Coordinating refreshments at summer practice as needed.
  - 1.3.1.5 Coordinating food for annual scrimmage.
  - 1.3.1.6 Shall serve as a representative of EPHRATA FOOTBALL BOOSTER CLUB to the Ephrata War Memorial Association. Shall attend (2) meetings annually, one prior to the football season and one after the season for the purpose of access to the concession stand at the War Memorial Field.

**1.4 Fundraising.**

- 1.4.1 The Fundraising Chairperson/committee will be responsible for coordinating all fundraising as it pertains to EPHRATA FOOTBALL BOOSTER CLUB. This will include but not be limited to membership, concessions, apparel/spirit wear, and other fundraising activities as voted on by the Board of Directors.
- 1.4.2 Will coordinate volunteers to participate in said fundraisers.
- 1.4.2 All Members will be active participants in fundraising events.
- 1.4.4 All Members will encourage and support the Ephrata High School Football program fundraising events.

**ARTICLE VIII – ACTIVITIES**

1. **Activities.** All activities shall be approved by the Board and general membership.

- 1.1 EPHRATA FOOTBALL BOOSTER CLUB activities will not interfere with the administration of Ephrata High School.
- 1.2 Materials purchased for the Ephrata High School football program by EPHRATA FOOTBALL BOOSTER CLUB shall become the property of Ephrata Area School District.

**ARTICLE IX – FINANCES**



1. **Budget.** Each year, the Executive Board will prepare a preliminary budget based on results from the prior year, input from the various Committee Chairpersons, and in consideration of adjustments for known events or economic conditions. The preliminary budget will be presented at the February meeting for review and approval. The fiscal year shall be the calendar year.
2. **Fundraising.** All fundraising instituted and completed by EPHRATA FOOTBALL BOOSTER CLUB shall be the property of EPHRATA FOOTBALL BOOSTER CLUB and the distribution of funds shall be at the discretion of the Board.
3. **Reimbursements.** Reimbursement requests for appropriate money spent for EPHRATA FOOTBALL BOOSTER CLUB activities shall be made in written form with supporting documentation.
4. **Expenditures.** The President and Treasurer may approve non-budgeted expenditures up to \$500.00. Members of the EPHRATA FOOTBALL BOOSTER CLUB must approve expenditures exceeding \$500.00 by an in-person vote held at a meeting. For any expenditures without membership vote, a report will be provided to the members at the next regular meeting detailing the expenses.

#### **ARTICLE X – CONTRACTS, CHECKS, DEPOSITS**

1. **Contracts.** The Board of Directors may authorize any officer(s) of EPHRATA FOOTBALL BOOSTER CLUB to enter into any contract or execute and deliver any instrument in the name of and on behalf of EPHRATA FOOTBALL BOOSTER CLUB and such authority may be general or confined to specific instances.
2. **Cash and Check Handling.** Cash and Check handling procedures provide detail on how to handle cash and checks received from events, players, or any other type of fundraising activities. See Appendix 1 for handling procedures.
3. **Deposits.** All funds of EPHRATA FOOTBALL BOOSTER CLUB shall be deposited from time to time to the credit of EPHRATA FOOTBALL BOOSTER CLUB in such banks, or other depositories as the Board of Directors may select. The treasurer or person designated by the Treasurer shall be the only ones to make deposits.
4. **Expenditures.** The coaching staff are not permitted to purchase any items or enter into any agreements that require EPHRATA FOOTBALL BOOSTER CLUB funds without prior approval by The Board. Purchases made without Board approval will be non-reimbursable.
5. **Restricted Funds.** All funds donated or granted for a specific purpose shall be used for the designated purpose only. In that event there shall be an entry made into the minutes of these funds and its purpose. Such funds shall be deposited in the EPHRATA FOOTBALL BOOSTER CLUB checking account.

#### **ARTICLE XI – BOOKS AND RECORDS**

1. EPHRATA FOOTBALL BOOSTER CLUB shall keep a correct and complete book and record of accounts and shall also keep minutes of the proceedings of its members, the Board of Directors, and any committees.

2. EPHRATA FOOTBALL BOOSTER CLUB will perform an audit on all bank and any other depositories, every June and December. The audit will be performed by a board approved designee who is not a member of the Board of Directors.

#### **ARTICLE XII – AMENDMENTS TO BYLAWS**

1. Amendments to the bylaws shall be passed by a two-thirds majority vote by those duly authorized and in attendance. Amendments may be presented to the Board by any member in good standing at any time. Proposals must be submitted in writing (paper or email) to the Secretary who will present them to the Board in writing with at least a 30-day advance notice of any vote. Amendments shall become part of the bylaws immediately as voted on by the Board unless otherwise stipulated in the amendment. The Secretary is to maintain a copy of the initial ratified bylaws, plus all subsequent amendments.

Rev 1/23

Reviewed and Approved – 2/8/2023