

**South Fayette Touchdown Club  
South Fayette School District  
2250 Old Oakdale Road  
McDonald, Pa 15057**

## **Bylaws**

### **Article 1-Name**

The name of the booster club for the South Fayette School District Football Program shall be "The South Fayette Touchdown Club", (SFTC). The domain name used for Internet purposes shall be sftouchdownclub.org.

### **Article II-Purpose**

The purpose of the SFTC shall be as follows:

To promote the athletic excellence both individually and as a team in the areas of sport performance and sportsmanship by means of:

- Financial and volunteer support:
  - Financial described as any financial needs not funded and/or the responsibility of the school board or athletic department.
- Increasing involvement in participation and support within the student body, parents and the community of South Fayette.
- To provide this purpose to the South Fayette Middle School and High School Football program.
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Additionally the SFTC will recognize specific and warranted needs for the Middle and High School football program. It is not the intent of this organization to consistently promote a single class or grade (outside of the senior gift outlined in Article XVI), nor to spend money without cause and warranted needs as outlined in our purpose.

### **Article III-Membership**

Membership to the SFTC is open to everyone wishing to join in support of the SF Football Team. The SFTC will not limit the number of members. Members of the SFTC are encouraged to attend monthly meetings, join specific committees and provide input via recommendation to the elected and current Board of the SFTC.

Membership term is defined as one-year period beginning January 1<sup>st</sup> concluding December 31<sup>st</sup>.

To be considered a member in good standing or active member a person must attend at least 2 meetings and participate in at least one fundraiser or other activity during the year benefiting the SFTC from the first of March thru December. Previous and new members may participate and vote without the minimum 2 meeting requirements for the months of January and February as a result of a new year.

“Active members” receive the following benefits:

- The right to vote for Board Members
- The right to run for Board positions.
- The right to be considered for a Board position in the event a board position vacancy of any reason.
- The right to carry motions and vote
- The right for discounted Touchdown Club merchandise (when available)
- The right to vote for Board positions via Validated Email voting or by proxy if unable to attend election meetings.

Persons who attend meetings who wish not to be a member, or for those who have attended less than 2 are considered visitors or guests. Visitors or guests are not given the benefits of a member as described above. However they can address the Board with no minimum meeting requirements.

#### **Article IV-Officers**

The officers of the SFTC shall be a parent or legal guardian of a child actively participating in the Middle School or High School football program and shall serve for a one-year term for the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Activities Director
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In addition to the aforesaid officers, the current Varsity Head Football Coach shall be named as an Advisor to the Board and be given voting rights as a member in good standing of the SFTC.

The term of each elected officer shall be (1) year beginning on January 1<sup>st</sup> following their election and shall conclude on December 31<sup>st</sup>.

Should an elected or appointed officer resign, the remaining officers have the authority to appoint an eligible replacement to complete his/her term.

Any officer can be removed from office with a majority vote of the current board whenever in its judgment the best's interests of the SFTC would be better served thereby; but such removal shall be without prejudice to the rights, if any, of the person so removed.

The responsibilities of each officer shall be as follows:

**President:** The president shall preside over all meetings, approve special committees, and oversee leadership to these special committees, coordinate the work of the other officers. The outgoing president must perform due diligence in the transfer of office while upholding the purpose of the SFTC.

Additionally the President:

- Works with South Fayette Middle School and High School, the Administration and respective Athletic Department.
- Assume overall responsibility of the administration of the SFTC and policies.
- Review with overall approval all outgoing public correspondence to include website content.
- Coordinate SFTC Officer Responsibility.
- Assists other SFTC board members and committees ensuring positive results in all functions.

**Vice President:** The Vice President will assume the responsibilities of the President in his absence and assumes any responsibilities designated by the President. Additionally the Vice President:

- Assists the President or any board member or committee as needed.
- Promotes the SFTC to new and existing members of activities and benefits.
- Conducts new member orientation and information for transitioning middle school players/parents to High School.
- Acts as the liaison between the SFTC and any outside participation the SFTC may engage in.

**Secretary:** The Secretary will keep records of the organization including printed minutes of the Officer and General Memberships meetings. Distribution of minutes, correspondence and compiling attendance records at all meetings. Additionally the Secretary:

- Oversees the administrative needs of the SFTC.
- Keeps minutes of all chapter meetings, including "Annual Chapter Business Meeting."
- The transition from outgoing to incoming Board members.
- Develop and maintain member log and participation record of each visitor and member.
- Be responsible for all SFTC documentation, to include by-laws.
- If SFTC is incorporated, the Secretary is responsible for filing all required annual reports to all required governing bodies of Pennsylvania.
- Assists any board member or committee as needed.
- Applying for or renewing any required permits pursuant to the State Small Games of Chance Act and filing a copy of the appropriate permit at the school Business office in accordance with School District Policy governing the operation of booster clubs.

**Treasurer:** The Treasurer shall oversee all financial responsibilities of the SFTC. This includes keeping all financial records of the club, collection and documentation of all monies including:

- Manages all funds and financial transactions for the SFTC.
- Oversees the preparation of the SFTC federal, state and local tax returns if applicable.
- Reports financial transactions to board and participants of each monthly meeting.
- Ensures that any funds or contributions provided are in accordance of by-laws and mission statement.

- A running comparison of current year finances with prior year finances.
- Responsible for the safekeeping and all financial documentation and transactions.
- Paying with SFTC funds all approved debts and invoices by bank draft requiring two Officer Signatures.
- Organization of the annual audit committee and ensuring that the annual audit is conducted in accordance with School District Policy governing the operation of booster clubs.
- Annual filing of the Treasurer's Report with the school Business Office within 90 days of the conclusion of the season in accordance with School District Policy governing the operation of booster clubs.

**Activities Director:** The Activities Director shall coordinate, manage and ensure all fundraising activities and committees supporting fundraising for the SFTC. Additionally, the Activities Director's duties include:

- Oversees and manages the administration of all SFTC approved events.
- Assists any board member or committee as needed.
- Oversees the collection of appropriate release forms of SFTC approved events requiring a release.
- Oversees and manages all fundraising and assists the Treasurer in the collection of monies from each fundraising event organized and voted on by the current board and membership.
- Submission of the proposed fundraising activities with the Athletics Office in accordance with School District Policy governing the operation of booster clubs.

**Advisor to the Board:** The current years Varsity Head Football Coach shall be named as an Advisor to the Board; thus becoming a liaison between the District Administration, the Varsity Football program and the SFTC. The Varsity Head Coach will convey the needs of the football organization to the officers and members of the SFTC and actively participate in the coordination of such needs. In addition, the Varsity Head Coach will be given voting rights as a member in good standing of the SFTC.

The Advisor's role in the functioning of the SFTC is solely in an advisory capacity and for final approval of the purchases of the booster club. The Advisor will not handle money or make purchases in the name of the SFTC.

## **Article V-Committees**

The SFTC will establish annually Specialty Committees to further enhance the effectiveness of the SFTC mission. Each Specialty Committee shall consist of a Chairperson, a Co-Chairperson and any other volunteers needed to fulfill the obligation of such committee. Each member of the Specialty Committees shall serve for the term of one year. The designated Chairperson shall be responsible for reporting on the activities of their committee to the Activities Director and at the SFTC monthly general membership meetings. In the event that the Chairperson is unavailable at this time, the Co-Chairperson shall be responsible for this report. In addition, each specialty committee may also have subcommittees formed if deemed necessary to fulfill the purpose of the SFTC.

## **Article VI-Meetings**

SFTC meetings shall be held monthly starting in February of each New Year. Monthly meetings will be scheduled on Sundays or Wednesdays, depending on the discretion of the new board. The location and time of the monthly meetings are to be announced by each incoming board. The meeting schedule can be changed and membership notified with board approval due to unforeseen scheduling conflicts. December meetings are optional due to the annual football banquet and are to be decided upon by the current year's board members.

## **Article VII –Amendments**

Proposed amendments to the By-laws may be made at the monthly meeting from a member or Board member in good standing.

1. During the first meeting, the proposal shall be read and recorded in the minutes.
2. During the second meeting, the proposal shall be read and a vote from the members present shall be taken.
3. Passage shall require a majority vote of the members present.
4. Upon passage, amendment shall be recorded in the By-laws and the minutes from the meeting will be attached.

## **Article VIII-Financial income and expenditures relating to fund-raising:**

The purpose of the SFTC is to provide, in part, financial support to the Middle and High School football programs. The SFTC board shall, with due diligence, prepare a budget for the forthcoming year that supports the SFTC financial cause.

The budget prepared by the board will be presented to the membership at the February meeting. Passage of the budget will require a majority vote of the members present. The budget approved by the membership will require final approval by the Advisor to the Board.

The SFTC will fund-raise to support the budget in question. Any monies collected, but not used as specified by the annual budget will be held in reserve in the SFTC bank account for the following year.

## **Article VIX-Maximum gift amount:**

The maximum gift amount to any player will be set at no more than \$300.00 with this amount being evaluated on an annual basis in regards to that years item costs. Individual gifts will be reserved for graduating seniors who complete the football program for that year. An additional gift for exceptional high-achievement to any player (s), with head coach written concurrence can be approved by majority board vote.

Gifts for underclassmen, team managers, coaches and trainers completing the football program for a complete season can be awarded gifts with the approval of the board.

The intention of gifts is to promote the player to continue his career at the South Fayette High School football program. Gifts can be used as an incentive to promote this position at both the Middle and High School level.

### **Article X-Expenses:**

All individual expenses on behalf of the SFTC must be approved prior by a minimum of two board members for an amount of \$100.00 or less. For amounts above \$100.00 a minimum of two board members, including the President must be approved prior to the expenditure.

Reimbursement will be made within a maximum of 30 days after the submission of a receipt of purchase to the Treasurer.

Any expenses not pre-approved or receipts submitted to reimbursement over 60 days from date of receipt will not be reimbursed unless approved by the board and by reasons of extenuating circumstances.

### **Article XI-Purpose and Dissolution:**

The South Fayette Touchdown Club is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) 3 of the Internal Revenue Code.

Upon dissolution of the South Fayette Touchdown club, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) 3 of the Internal Revenue Code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose.

We agree that no part of the net earnings of the South Fayette Touchdown Club shall inure to the benefit of, or be distributable to it's members, trustees, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the South Fayette Touchdown Club shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the South Fayette Touchdown Club shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the South Fayette Touchdown Club shall not carry on (a) by an organization exempt from federal income tax under section 501 (c) 3 of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under 170 (c) (2) of the Internal Revenue Code.

*Membership and Board approved bylaws: November 1, 2009*