

Jim Thorpe High School Olympian Touchdown Club
Bylaws

Section One: Name

Jim Thorpe High School Olympian Touchdown Club is the name of our booster club for the football program, grades seven through twelve.

Section Two: Mission Statement

The mission of this organization is to financially support and promote the Jim Thorpe High School Football program.

Section Three: Objectives

- A. The Club's primary objective is to raise funds to support the high school football program.
- B. Secondary objectives include creating a positive environment for the players and related personnel.
- C. To support the coaching staff in creating a positive learning experience for the players and associated personnel and;
- D. to be role models for the program always showing respect and demonstrating responsible leadership in the community and the school district.

Section Four: Fees

There are no membership fees but members are expected to participate in all fundraising activities and support activities as scheduled for the program such as Thursday night dinners, 50/50 ticket sales and program sales at home games.

Section Five: Meetings

- A. Regular meetings are held in the Jim Thorpe High School Commons at 6 p.m. on the first Monday of each month unless another location is designated by the officers. In the latter case, general members shall be notified in advance of such change.
- B. Special meetings may be called by either the President or the majority of the officers at such time and place as deemed necessary.
- C. Any issues or expenditures may be presented to the membership at any meeting and the floor shall be opened for discussion. Decisions shall be made by majority vote of those in attendance.
- D. All meetings are for the sole purpose of carrying out the objectives of the Jim Thorpe High School Football program and this club.

Section Six: Membership

- A. Membership shall be open to all parents of Jim Thorpe High School Football program players and to all individuals interested in the promotion and support of the football program. Individuals are considered members of the Touchdown Club after attending at least two consecutive meetings. All official club members are eligible to vote at meetings. Official club members may hold office only after attending 75% of the meetings in one year.
- B. Membership is ongoing.
- C. Only members who have attended at least seventy-five percent of the meetings in one year are eligible to be officers.

Section Seven: Organizational Structure

- A. Officers shall be president, vice president, secretary and treasurer.
- B. Officer responsibilities are as follows:

President: The president shall be the principal officer of the organization and shall in general supervise and control all of the business affairs of the organization. Minimum requirement is one year prior membership attending at least 75% of all meetings and current membership in the Touchdown Club.

Specifically:

1. The president shall preside at all meetings.
2. He/she shall represent the organization in any correspondence directed to the membership.
3. The president, subject to the approval of the Officers, shall appoint all committee chairmen and shall be an ex-officio member of all committees.
4. In conjunction with the Secretary, facilitate annual audit of the financial records.
5. Appoint committee chairs for Concessions, Membership, Banquet, Program, and Publicity.
6. Appoint Parent Representatives for Junior High and Junior Varsity teams.
7. Communicate Players of the Week to Publicity Chair.
8. Support the Membership Committee and Program Committee by networking with area businesses and community leaders.
9. Partner with Corporate Sponsors to develop activities that will promote the Jim Thorpe Football program in the community.
10. Meet with Jim Thorpe Area High School Principal or designee, cheerleading manager and band director as needed to facilitate football program activities.
11. The President shall perform all other duties pertaining to the office of the president and such other duties as may be prescribed by the general membership of the organization.

Vice President: The Vice President, in the absence of the President, shall assume all the duties of the President. In the event of a vacancy in the office of the President, he/she shall assume the duties of that office. He/she oversees all fundraising events. Minimum requirement is one year prior membership attending at least 75% of all meetings and current membership in the Touchdown Club.

Specifically:

1. Board liaison to the Homecoming Committee
2. Board Liaison to the end of season football banquet committee.
3. In conjunction with the Senior Class representatives, responsible for Senior Night activities for the football program.
4. Responsible for identifying, scheduling, promoting and conducting fundraising events required to support the Touchdown Club budget.
5. Responsible for advertising sales in the football program and coordinating the production and printing of the program.
6. With the officers, responsible for the design, production and sale of all Spirit Wear.

Secretary: The secretary shall maintain a written account of all regular meetings of the membership. The secretary shall take a written roll call at each regular meeting of the membership and shall append it to the applicable set of minutes. He/she shall provide the minutes to the membership in a timely manner and also publish them on the Touchdown Club Web site.

Specifically:

1. Maintain the Touchdown Club membership roster, mail and email list.
2. Send email reminders to members including minutes from the most recent meeting, prior to each general meeting.
3. Board liaison to the membership committee, developing strategies and tactics that will increase the number of family memberships, corporate memberships and attendance at Touchdown Club meetings.
4. Take minutes at all booster club meetings.
5. Maintain accurate records and the Google Site for the Touchdown Club to ensure all documents are available to officers and/or other authorized personnel.

Treasurer: The treasurer shall maintain accurate financial records, disburse funds and pay bills as approved by officers, deposit funds, collect monies from organization projects and reconcile monthly bank statements. He/she shall maintain accurate records of all accounts. He/she shall submit a monthly report at each regular meeting as well as an annual report at the last regular meeting of the year. The Treasurer's records shall be open to inspection by the officers at any time.

Specifically:

1. Collect cash from concession stand sales, count and prepare deposits. Deliver or arrange for pick-up of cash boxes at all home games.
2. Manage photo and/or video sales.
3. Work closely with the Head Coach or designee on processing invoices.
4. Work closely with the Program Committee and Membership Committee to process Corporate Sponsor payments and, with the VP Fundraising, Program Advertisement payments – including invoicing and monitoring delinquent payments.
5. Develop the proposed Touchdown Club Operating Budget for Club approval.
6. Prepare and make copies of financial reports for review at Touchdown Club meetings.
- C. Nomination and election of officers, elected by majority vote, will be held at the January meeting and officers will serve a term of one year beginning in January and ending in January of the following year.

Section Eight: Fundraising

- A. Information about fundraising projects will be presented to the membership during regular meetings. Implementation of any fundraising project either in the capacity of sponsor or participant, on behalf of this organization, shall be decided by majority vote of those present.
- B. All members and parents who participate in fundraising do so as representatives of the Olympian Touchdown Club and are expected at all times to maintain honesty and integrity. The Officers may, at anytime, request a member or parent be removed from projects if they in any way negatively represent the club or the program.

Section Nine: Finances

- A. All funds shall be deposited to the credit of the Jim Thorpe Touchdown Club into a checking account handled by such banks or other depositories as the majority of the officers may select. The President and the Treasurer shall be the only persons with access to this account.
- B. Any funds to be withdrawn from the bank account shall be made with approval of two officers. All major expenditures or unusual issues shall be presented to the membership at any meeting and shall require a majority vote of those present.
- C. No loans shall be contracted, either as borrower or lender.
- D. As a non-profit organization, all funds shall be accounted for by Dec. 31 of each year with the goal of zero balance in the accounts.

Section Ten: Organization Changes

- A. These bylaws may be altered, amended or repealed by majority vote of members in good standing at a regular meeting of the organization.
- B. The Touchdown Club is an official non-profit organization created solely for the objectives state above. No officer or member (past or present) shall at any time have any claim against the organization nor interest in any funds, equipment, or property that has been or may be acquired by the organization.
- C. Any funds, equipment, or property acquired by this organization for the football program shall become the property of the JTHS Athletic Department. In the event that the JTHS Touchdown Club should be dissolved or cease to function for any extended time, all accumulated funds, equipment, and property shall be turned over to the Jim Thorpe High School Athletic Department subject to the express condition that they be used for the purpose for which they were acquired.

Approved and adopted November, 2011.