



By-Laws Page High Quarterback Club

The name of this club shall be the Page High Quarterback Club, (herein known as the QBC (“Quarterback Club”) and its principal place of business shall be Page High School, 6281 Arno Road, Franklin, TN.

Purpose

The primary purpose of the QBC is to raise funds to support the football program at Page High School, and to enlist support of the surrounding community business for the endeavors of the program.

Organization and Membership

Family Membership

The QBC Board includes the QBC President, Vice-President, Secretary, Treasurer and 1 additional representative per grade level, referred to as the “Parent Representative”. Any parent’s/guardians of a student or faculty/staff member may also be a member of this Club and are highly encouraged to participate. Membership is a family membership.

Voting

Voting rights will be limited to those members who are in good standing. Good Standing is defined as members who have paid their annual membership dues, participate in QBC sponsored events and regularly attend monthly meetings. Voting will be done in person during the course of a QBC monthly Membership meeting. One vote per family, per membership.

Amended, QBC meeting: A quorum must be present during a QBC monthly Membership meeting for a vote to take place. The following individuals must be present to constitute a Quorum; 1 School Representative and at least 6 QBC Members of which 2 must be QBC Board Members.

Dues

Annual dues will be assessed at the beginning of the new school year and will be valid throughout that school year. Dues will be established by the QBC Board and presented to the membership for a vote prior to assessment.

Meetings

QBC Membership meetings are held on the first Monday of every month with the exception of January. Additional meetings of the QBC Board maybe called at the discretion of the QBC Board. All QBC meetings shall be open to the general public. Minutes will be recorded by the QBC Secretary. The Minutes will be kept on file and distributed via email by the QBC Secretary to the QBC membership.

- A. Meetings may be re-scheduled for cause at the discretion of the QBC Board.
- B. The QBC membership shall be notified of each meeting at least (7) days in advance of the meeting by e-mail.
- C. All meetings shall be conducted in the spirit of the purpose of this Club and shall follow normal parliamentary procedures as described in Robert’s Rules of Order.

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Government

Quarterback Club Board

The QBC Board shall consist of the President, Vice-President, Secretary, Treasurer and 1 additional representative per grade level, referred to as the “Parent Representative”. One permanent representative of Page High School, usually being the current Athletic Director will also sit as a School representative to the QBC Board.

The Vice-President will be elected and shall serve as Vice-President and then automatically transition to the President position when that seat is vacated. The Treasurer, Secretary and Parent Representatives are appointed by the QBC Board. Nominations will be taken October, election and appointments will be held in the November meeting and New Board Memberships will be announced at the Football Banquet for the upcoming football season.

Vacancies within the QBC

Should a seat on the QBC Board become vacant, an eligible member in good standing may nominate and/or be nominated to fill vacancy. Should the office of President become vacant, the Vice President shall automatically assume the duties and responsibilities. The then Vice-President vacant position will be filled by nomination and voted upon by the QBC membership.

Duties of the Quarterback Club Board

The basic function of the QBC Board shall be to:

1. Assist and support the football program and Coaching Staff at Page High School.
2. Maintain complete financial records.
3. Consider specific requests for expenditures of said funds to maintain the integrity of this Club which will be presented to the membership for a vote.
4. Promote and encourage participation and support of the football program and Quarterback Club at Page High School.

Duties of Officers

- A. The President shall:
- Assume responsibility for the operation of the QBC under the by-laws,
 - Preside over Quarterback Club Membership meetings,
 - Be a liaison between the Head Football Coach and the QBC Board
 - Serve as Ex-Officio member on all committees established by the QBC
 - Set agenda for Membership monthly meeting
 - Promote and encourage membership
 - Oversee sponsorship of the football programs at Page high,

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- Develop and implement marketing
 - Fundraising strategies for the QBC
- B. The Vice President shall:
- Promote and encourage membership
 - Oversee sponsorship of the football program at Page high,
 - Develop and implement marketing
 - Fundraising strategies for the QBC
 - Coordinates volunteers
 - Oversee QBC events such as “Meet the Team” night, Football Banquet, etc.
- C. The Secretary shall:
- Keep accurate minutes of all meetings held and upon request, distribute said minutes to any member in good standing
 - Distribute minutes via email to all membership in a timely manner after each Membership meeting
 - Maintain communication information to all four Parent Representatives
 - Notify the Parent Representative of upcoming meetings, events and schedule changes, etc. via email
 - Perform and accomplish other such duties as recognized by the QBC Board
 - Oversee Memberships and forwarding of all fees to Treasurer
 - Establish and maintain a roster of current QBC membership
 - Maintains QBC records and forwards a copy to President
 - Contact person for Head Coach to distribute important information to the QBC Board
 - Promote and encourage membership
- D. The Treasurer shall:
- Maintain financial records for the QBC
 - Protect and safeguard assets of the QBC through the implementation of internal controls
 - Coordinate financial reporting between the QBC and the Page High School Booster Club Treasurer
 - Collecting Membership Fees from Secretary
 - Promote and encourage membership
- E. The Parent Representatives Shall:
- Send out communication to their perspective parents
 - Maintain a distribution list of their perspective parents
 - Promote and encourage membership
 - Liaison between their perspective parents and the QBC Board

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- F. Upon leaving office, for any reason, all notes, books, maintenance logs, software programs, property, etc will be given immediately to the QBC President and/or Vice-President.

Funds
Operating Funds

The operating fund shall consist of all net receipts of the organization not otherwise designated and shall be used to defray any operating costs or expenses and to promote the program of this club. Any and all expenditure of funds will be authorized in advance by the QBC Board in the approved budget. Funds are raised by QBC Membership, fundraising and/or through donations. Annual QBC Budget will be drafted by the Head Football Coach and QBC Board in January and presented to QBC Membership in the February meeting for discussion and approval by members.

Fund Raising

All Fundraising has to be approved by the school through "School Year Fundraising" form.

Miscellaneous

Any person joining the QBC, either through election, membership payment or sport representation, shall be bound or governed by these By-Laws at the time of their adoption. All members are expected to participate, (for the good of Page Football) whenever needed for special functions, activities or events.

The By-Laws of this club may be amended by a vote of two thirds of the voting membership present at any QBC Membership meeting according to the following procedures: See Voting

Amendments/changes/revisions shall be proposed and/or discussed by the QBC Board prior to the Membership meeting at which these will be put forth for a vote. Copies of all approved drafts shall be presented to the QBC Membership for review and discussion prior to a vote being taken on said amendments/changes/revisions.

_____ Member Signature & Date

_____ Member Signature & Date

_____ Member Signature & Date

Revised. 1/24/10, 2nd revision 7/23/2010