

12th Man Club Bylaws

Mission Statement:

The 12th Man Club is committed to providing support for the Woodbridge High School football team. The officers and directors of 12th Man Club will work diligently with the coaches, school administration, and the community to develop cohesive relationships in achieving our goals.

Goals:

The primary focus of 12th Man Club is to assist the Woodbridge coaching staff and athletic director in developing a winning program that helps build character, pride, and esprit de corps for our student athletes. We plan on accomplishing this by providing the necessary equipment, goods, professional development, and technical instruction to become a model program others will desire to emulate.

The following Articles and descriptions are contained and make up the 12th MC foundation of the Charter's By-Laws:

<u>ARTICLE</u>	<u>DESCRIPTION</u>
Article I	Name
Article II	Purpose
Article III	Membership
Article IV	Officers/Board Members
Article V	Team Representatives
Article VI	Budget
Article VII	Financial Contributions to Support Individual Athletes
Article VIII	General Meetings
Article IX	Voting
Article X	Committees
Article XI	Contracts, Checks, and Deposits
Article XII	Fiscal Year and Budget
Article XIII	Net Earnings

Article I - Name

The name of this organization shall be the 12th Man Club (12th MC)

Article II – Purpose

Section 1 (Purpose): The purpose of this organization shall be to provide financial, operational and physical support to the Woodbridge Football program.

Section 2 (Non-Profit Status): Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3 (Tax Exempt Status): No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying of the propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on the behalf of any candidate for public office. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions, to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or the corresponding section of any future tax code.

Section 4 (Organization Dissolution): Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a State or Local Government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is then located. Exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article III - Membership

Section 1 (Membership): Membership of this organization shall be open to any person who has an interest in the athletic activities of Woodbridge football.

- \$25 (Individual)—12th Man T-Shirt and entrance into the 12th Man Tent at home games
- \$50 (Family)—Two 12th Man T-Shirts , entrance into the 12th Man Tent at home games and other Spirit items such as (Green and Gold Clackers, Terrible Towels)

- \$100 (Donor)—Two 12th Man T-Shirts, two tickets to any home game (excludes playoffs), and your name in the football program (excludes playoffs)
- \$250 (Sponsor)—Two 12th Man T-Shirts, two season tickets to all home games (excludes playoffs), name in the football program, and mentioned by PA Announcer at stoppages of all home games.
- \$500 (Super Sponsor) 12th Man Club Plaque for office, five season tickets to all home games (excludes playoffs), name in the football program, mentioned by PA Announcer at stoppages of all home games, and a 5 x 3 vinyl banner along the fence of the stadium.

Article IV – Officers/Board Members

Section 1 (Officers): The voting members of the 12th Man Club shall consist of one of the Club Officers (President or the Vice-President in the absence of the President) and four Board Members.

Section 2 (Voting): The business, assets and affairs of the Club shall be managed by the Officers and shall have the power to initiate and approve programs, projects and plans of the Club subject to the approval of the voting Board Members of the organization and School Administration.

Section 3 (Term of Office and Election): The Officers/Board Members shall serve a term of 1 year and at the end of the term they may be elected to other positions. The Officers shall be elected from nominations. The election of Officers/Board Members will be elected no later than May 31st and transition into office at the June meeting. The Board may, at the direction of the President, approve persons to oversee working committees that may carry out the mission of the Club.

Section 4 (Majority): A three voting members shall constitute a quorum.

Section 5 (Duties of the Officers/Board Members):

President – The President shall be the Principal Executive Officer of the Club and subject to the control of the By-Laws shall in general supervise and control all of the business and affairs of the Club. He/She shall, when present, preside at all regular meetings and meetings of the Officers. He will sign with the Treasurer, contracts or other instruments that the members have authorized to be executed or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as prescribed by the membership by majority vote of the voting members present.

Vice President – In the absence of the President or in the event of death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions

upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him by the President. The Vice President will be coordinator of the team representatives.

Secretary – The Secretary shall: (a) keep the minutes of the regular meetings of the Officers in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by Federal or State Law; (c) be custodian of Club records; (d) keep a register of the post office address and telephone number of each member; and (e) in general perform all secretarial duties and from time to time other duties as assigned by the President;

Treasurer – The Treasurer shall: (a) have oversight of and be responsible for all funds and securities of the Club; (b) receive and give receipts for funds due and payable to the Club from any source whatsoever, and deposit all such funds in the name of the Club; (c) sign purchase orders and other legal documentation approved by the Club with the President and Vice President; (d) provide quarterly financial reports at the regularly scheduled club meetings; and (e) in general perform all treasurer duties and from time to time other duties as assigned by the President;

Board Members - The Board Members have voting privileges and oversee the duties of the President.

Section 6 (Officer Attendance at Meetings): All Officers are expected to maintain regular attendance at Board and membership meetings. Conspicuous absences by a Board member may result in a decision by the President to replace the Board member.

Article V – Team Representatives:

Section 1 (Coach): A football team representative assigned by the head coach will be designated as the team representative as part of the 12th Man Club before the beginning of the current school year football season.

Section 2 (Duties): The Woodbridge High football representative appointed shall do the following: (a) represent the football team (b) bring information to the attention of the 12th Man Club members at the regular meetings.

Article VI – Budget:

Section 1 (Budget): The budget is a projection and is not intended as a legal binding document.

Article VII –Financial Contributions to Support Individual Athletes: N/A

Article VIII – General Meetings:

Meeting Locations-

The 12th Man Club will normally meet monthly to be announced with prior notice given to all members.

Section 1 (Secretary): The Secretary may declare a quorum of members present at any scheduled meeting for the purpose of conducting business. If the President or Vice President is unable to attend the scheduled meeting, the Secretary can declare the meeting to be tabled until one or the other is available. The Secretary has the authority to set the meeting date.

Section 2 (Special Meetings): Special meetings of the Executive Board and/or members for any purpose or purposes unless otherwise prohibited by the By-Laws, may be called by the President and the Executive Board. Special committee meetings and/or general membership meetings shall be called by the President at the request of not less than 50% of all members entitled to vote.

Section 3 (Rules): The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which these are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Club may adopt.

The order of business at all meetings of the membership shall be as follows:

- Call to Order
- Reading of the Minutes of Proceeding Meeting
- Reports of the Officers
- Reports of the Committees
- Unfinished Business
- New Business
- Adjournment

Article IX – Voting:

Section 1 (Voting): At least three current voting members shall be entitled to vote on any issues presented that requires a vote by the 12thMC membership. Absentee voting by Board Members is permissible.

Section 2 (Majority Voting): Majority votes of the members present and by absentee voting carry the vote.

Article X – Committee:

Section 1 (General Committees): General Committees shall be appointed by the President to assist in conducting activities.

Article XI – Contracts, Checks, and Deposits:

Section 1 (Contracts): No contract shall be entered into unless carried by a majority vote of the voting members present. In addition, the 12th Man Club will observe any terms or conditions as set forth in applicable School Board policy or practices.

Section 2 (Checks and Drafts): All purchase orders, expenditure vouchers, checks and drafts for payment of money shall be approved by the voting members first, and then signed by the President and Treasurer committee members.

Section 3 (Deposits): All funds of the Club, not otherwise employed, shall be deposited within three (3) business days of the collection of the Club's checking account.

Article XII – Fiscal Year and Budget:

Section 1 (Fiscal Year): The fiscal year of the Club shall begin the first day of January and end on the last day of December in each year.

Section 2 (Budget): The President, in conjunction with all the committees, shall present a budget to the members for approval no later than the last January for the next school year.

Section 3 (Audit): The Club account can be viewed by any Club members, by submitting a request and a time to view the accounts will be set up within 15 days, or by attending the monthly meeting where all credits and debits will be available for anyone's review.

Article XIII – Net Earnings:

Section 1 (Operating Funds): Funds earned by the organization from fund raising events and advertising shall be kept in a separate account from other clubs and organizations from Woodbridge High School and will be distributed to be used by the organization to purchase necessary goods and merchandise for the football program. Funds will also be approved for any operating expenditure. The funds will be carried forward to the next fiscal year.

Section 2 (Athletic Director and Operating Funds): The Head Football Coach will provide a detailed request of items needed to support the football program to the President during the Club's budget formulation period. The Club's budget shall include funds set aside to accommodate the detailed distribution list once approved by the President.