

BURRELL BUCCANEER GRIDIRON CLUB
BY-LAWS
Last revised (11/2007)

ARTICLE 1 - NAME AND LOCATION

SECTION 1. The name of the organization shall be "The Burrell Buccaneer Gridiron Club."

SECTION 2. The mailing address of the club is:

Burrell Buccaneer Gridiron Club
P.O. Box 2235
Lower Burrell, PA 15068

ARTICLE II – MISSION STATEMENT

The Burrell Buccaneer Gridiron Club is a nonpolitical, non-profit, non-sectarian organization, supporting and promoting football and cheerleading for the students of the Burrell School District, by lending physical, moral, material and financial support at the discretion of its membership.

We are motivated in these endeavors because supporting a rewarding football/cheerleading experience will help toward maximizing the educational opportunities of our youth and will impart discipline, sportsmanship, teamwork, responsibility and a strong work ethic. These attributes will enable our young athletes to go on and become productive members of the work force, assets to the community, and the leaders of tomorrow.

ARTICLE III - MEMBERSHIP AND DUES

SECTION 1. Any person who has an interest in the Burrell School's football teams, cheerleading squads and their coaching staff may become a member upon payment of annual dues. Lifetime memberships are available, for a one-time fee, the amount of which will be determined during the annual budgeting process.

SECTION 2. Annual dues shall be five dollars (\$5.00) per person and no one shall be considered a member until such annual dues are paid to the Chairperson of the Membership Committee. Only current members are permitted to vote on issues during Gridiron Meetings.

SECTION 3. Annual dues shall become payable each July 1st and each membership shall expire on the following June 30th. Membership benefits, other than voting, will be determined annually by recommendation of the Chairperson and subsequent vote of the membership.

SECTION 4. The chairperson of the Membership Committee shall complete a record of members, which shall remain in his/hers custody and have available at meetings. These records are to be used only for the function of the Club and may be posted on the web site.

SECTION 5. Each member shall be issued a membership card duly signed by the President, Secretary or Membership Chairperson of the Club.

SECTION 6: The Board of Directors shall have the power, by a majority vote of the whole number of members thereof, to expel a member of the Club for sufficient cause or for conduct that may be prejudicial to the welfare of the Club; provided that before expulsion, such member be given an opportunity to be heard before the Board of Directors, after not less than ten (10) days notice of the time and place of the hearing. Notice sent by certified mail (return receipt requested) to the last known address of such member of the Club, shall be deemed "as proper notice."

ARTICLE IV - BOARD OF DIRECTORS AND OFFICERS

SECTION 1. The general management of the affairs of the Club shall be entrusted to four (4) Officers and thirteen (13) Representatives: two (2) Senior Football Representatives, two (2) Junior Football Representatives, two (2) Sophomore Football Representatives, two (2) Freshmen Football Representatives, two (2) Middle School Football Representatives, and three (3) Cheerleader Representatives, one for each squad: Varsity, Junior Varsity, and 9th Grade. These seventeen (17) members shall constitute the Board of Directors, who shall be duly elected by the members of the Club as hereinafter provided, with nine (9) members of a seventeen (17) board constituting a quorum. If positions are not completely filled, then a quorum will consist of one more than half of the total number serving as officers or representatives. All board members must be current members by payment of yearly dues.

SECTION 2. The Board of Directors shall direct the investment and care of the funds and property of the Club; take under consideration any non-budgeted items brought before the body and report its recommendation of such item at the next regular meeting to be voted upon by the membership; adopt and carry out such measures as will in its judgment, accomplish the aims and objectives of the Club as set forth in the By-Laws, and generally direct its business.

SECTION 3. In addition to the powers expressly granted, all affairs of the Club not otherwise provided for in these By-Laws, shall be subject to the recommendation of the Board of Directors.

ARTICLE V - ELECTION OF OFFICERS AND BOARD OF DIRECTORS

SECTION 1. A panel of nominees, who have given their consent to serve if elected, shall be presented by the nominating committee at the meeting held on the second (2nd) Wednesday in October. Further nominations may be made from the floor at the meeting and these nominees must also consent to such nomination. The names presented by the Nominating Committee shall be of sufficient number to fill all vacancies at the time of the election.

SECTION 2. At the second (2nd) Wednesday in November, there shall be elected four (4) Officers to serve for a one (1) year term, and thirteen (13) Directors to serve for a one (1) year term. Officers and Directors elected shall take office for respective terms at the regular January meeting following.

SECTION 3. Only members paid by the Third meeting in September will be eligible to vote in the current election.

SECTION 4. Vacancies of the Board of Directors shall be filled by a majority vote of the membership present and such Director to serve for the unexposed term of the vacancy.

SECTION 5. All former Presidents will be considered honorary members of the Board of Directors with no vote unless they are current members.

ARTICLE VI - OFFICERS AND DUTIES

SECTION 1. The officers of the Club shall be: President, Vice-President, Secretary, and Treasurer.

SECTION 2. The duties of all officers of the Club shall be as ordinarily pertaining to; and as are indicated by the titles of their offices.

SECTION 3: The President shall direct and supervise the affairs of the Club and shall make an annual report thereon to the members at the last meeting of the year.

SECTION 4. The Vice President shall perform the duties of the President in his/her absence and such other duties as directed by the President.

- SECTION 5. In the absence of both the President and Vice President, the Secretary, then the Treasurer may conduct the meeting. If none above are present, then the senior team representative may conduct the meeting.
- SECTION 6. Secretary shall give notice of all meetings, solicit written record of attendance and keep the minutes of the meetings. He or she shall receive and acknowledge all correspondence of the Club and shall be custodian of all official records. Financial records should be held for seven (7) years, all other records three (3) years.
- SECTION 7. The Treasurer shall report in detail at each meeting all sums of money received and expended, all outstanding obligations and such other matters as may be deemed necessary and proper.
- SECTION 8. All books and property shall be turned over to the new officers, after having been audited in accordance with Article VIII, and prior to the January meeting.
- SECTION 9. It is required that each committee chairperson maintain and submit to the President a committee report including a record of project and financial transactions at the completion thereof.

ARTICLE VII - MEETINGS

- SECTION 1. Regular meetings shall be held on such dates as designated by the officers. No voting shall occur outside of regular meetings except as specified below. Meetings and voting by phone is prohibited.
- SECTION 2. Special meetings of the Club may be called at any time by the President, and shall be called by him or her upon the request of not less than three (3) members of the Board of Directors, or on the written request of not less than twenty (20) of the voting members of the Club; provided that any such request shall specify the purpose for which such meeting is desired. At least seven (7) days notice shall be given of the time, date and purpose of all special meetings of the Club, by mailing notice thereof to the last known address, or email address, of all persons entitled to such notice; and at any special meeting, no business shall be transacted other than that specifically mentioned at the meeting.
- SECTION 3. Any officer or Board Member of the Club, who has been absent for three (3) successive meetings, and who has not explained his or her absence, will be notified, by mail, that he or she is no longer a member of the Board or an Officer. In this case, a new member will be elected by the members to replace him or her at the next following meeting.
- SECTION 4. All Officers, Board Members, and chairpersons shall serve without remuneration. However, expenses incurred by an Officer in the interest of the Club, may be repaid to him or her by the order of the Board of Directors, upon presentation of the proper receipt or documentation.
- SECTION 5. Meeting Agenda:
The time for opening this meeting having arrived, I declare this meeting duly convened and qualified to consider measures tending to conserve the best interests of the Burrell Buccaneer Gridiron Club.

ORDER OF BUSINESS

- | | |
|--------------------------|-------------------------------|
| 1. Roll call of Officers | 6. Reports of Representatives |
| 2. Reading of minutes | 7. Unfinished Business |
| 3. Correspondence | 8. New Business |
| 4. Treasurers report | 9. General discussion |
| 5. Reports of committees | |

The business of this meeting having been duly transacted, I declare it adjourned until our next regular session, unless you are specially called together, when I hope to see all members present.

ARTICLE VIII – AUDIT

SECTION 1. An audit committee of three (3) persons with none being a Board member, shall be appointed annually in November by the President and approved by the Board to audit all financial statements and make an annual report at the regular March meeting. A financial audit should be conducted upon any change in the office of Treasurer.

ARTICLE IX - ORDER OF BUSINESS

SECTION 1. Robert's "Rules of Order" shall govern all questions of procedure not otherwise provided for herein and the President shall decide all questions in conformity therewith.

ARTICLE X - DISSOLUTION

SECTION 1. Upon the dissolution of the Burrell Buccaneer Gridiron Club, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the club, dispose of all the assets of the club exclusively for the purposes of the club in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes and shall at the time qualify as an exempt organization or organizations under section 501c (3) of the Internal revenue Code of the 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Westmoreland County, 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 XI - AMENDMENTS

SECTION 1. These By-Laws may be altered, amended or repealed by a majority vote of members present, after two (2) readings of said alterations to the members at separate, regular meetings of the Club. Voting may occur during the same meeting as the second reading. These By-Laws should be reviewed every three (3) years.

ARTICLE XII – BUDGET

SECTION 1. The officers of the Gridiron Club will be responsible for establishing the annual income and expense budget. The budget will be developed before March 1st and presented to the membership for approval at the first meeting in March. The budget will cover the period from January through December of each year. The budget meetings/process will be open to all interested members of the club.

SECTION 2. The budget will provide a guideline to be used in operating the club. An amount budgeted for a particular expense line item does not necessarily mean that the funds are automatically available. The income portion of the budget must be met for the funds to be available. The treasurer of the club will update the income and expense budget throughout the year so that a record of available funds can be used to determine if an expenditure can occur.

SECTION 3. If A non-budgeted item is brought before the Club, The Board of Directors will discuss the item and bring a recommendation to the membership at the next regularly scheduled meeting. The membership will then vote on the board's recommendation.

SECTION 4. After all expenses are paid at the end of December, the carry over funds for the next year should include \$2,000 for the concession start up, all monies in personal accounts, and 4% of the recently ended expense budget for the general fund.

SECTION 5. Included in the budget shall be a sunshine fund to provide flowers or a like compensation to any hospitalized player, cheerleader or member of the coaching staff (in-patient) or the death of any player, cheerleader or member of the coaching staff, or a member of the immediate family thereof. The immediate family consists of parents, guardian, sons or daughters, stepparents, brother or sister, or stepbrother and sister. If a Club member should pass away, bereavement fund shall be on a volunteer basis only and not dispersed from the yearly budget.

ARTICLE XIII - AWARDS

SECTION 1. The Club will present to each football player, manager, cheerleader, water boy/girl, ball boy/girl and mascot, providing they fulfill all fundraising and participation requirements, the gifts described below, the selection of which shall be approved by the Board of Directors prior to purchase.

SECTION 2. Senior football players, managers and cheerleaders who fulfill the fundraising and participation requirements will receive the following gifts:

- A. One year - Plaque
- B. Two years of high school participation – Plaque and Jacket*
- C. Three years of high school participation - Plaque, Luggage, with football players receiving a game shirt and cheerleaders receiving a gift of equal monetary value**.

*If a player or cheerleader completes their Freshman or Sophomore year and through no fault of their own gets cut from the team/squad in the Sophomore or Junior year, and then makes the team/squad in their Senior year, their Freshman or Sophomore year will be considered as year one. This player or cheerleader must have participated in all mandatory fundraising during that year. If a football player or cheerleader chooses to sit out a season, chooses not to participate in a full football season, or chooses not to try out for cheerleading, that season will not count as a completed season

**At the Senior level, players/cheerleaders must have completed a combination of three (3) years of participation, which must include the Senior Year and two other completed high school years, which could be Freshman, Sophomore, or Junior, provided they were not cut from the team/squad due to their own fault, or voluntarily quit the team any of those years. This player or cheerleader must have participated in all mandatory fundraising for all three of the years that they participated.

SECTION. 3. Junior football players, managers and cheerleaders who fulfill the fundraising and participation requirements will receive the following gifts:

- A. One year - Sweatshirt
- B. Two years of high school participation* – Jacket

*If a player or cheerleader completes their Freshman year and through no fault of their own, gets cut from the team/squad for their Sophomore year and then makes the team/squad in their Junior year, their Freshman year will be considered as year one. This player/cheerleader must have participated in fundraising as a freshman.

If the player/cheerleader voluntarily did not participate in the Sophomore year, the Freshman year does not count as year one

SECTION 4. Sophomore football players, managers, and cheerleaders who fulfill the fundraising and participation requirements will receive the following gifts:

- A. One year - Sweatshirt

SECTION 5. Freshmen football players, managers, and cheerleaders will receive a T Shirt.

SECTION 6. Water boy/girl, ball boy/girl, and mascots are encouraged to participate in all fundraising on a voluntary basis and will receive a T-shirt, providing they complete the season.

SECTION 7: Middle School players and managers will receive the following gifts:

- A. A dollar amount will be budgeted and approved each year by the Board of Directors. The awards committee must stay within the dollar guidelines unless a variance is voted on and approved by the general membership.

SECTION 8. All of the above gifts are to be presented at the annual respective banquets at the end of the season.

SECTION 9. The Board reserves the right to provide an alternative gift if the student already possesses a varsity jacket.

SECTION 10. Unusual circumstances pertaining to awards will be handled as follows:

- A. If a player or cheerleader is injured during the season and cannot participate in the remaining season, but does not quit the team or squad, and remains involved in some capacity, this will count as a full season or year.
- B. If a player or cheerleader is transferred into the school district during the year, he/she must present a letter to the Gridiron Club from his previous high school coach stating that he has completed a year of football/cheerleading.
- C. If a football player or cheerleader chooses not to complete football season, or is removed from the team/squad, this does not count as a full season.

ARTICLE XIV – FUNDRAISING

SECTION 1. Mandatory Fund Raising

- A. This will include all actual mandatory fundraisers and mandatory activities that generate revenues for the Gridiron Club.
- B. Mandatory fundraisers and activities are to be outlined no later than May 1st by the officers of the Gridiron Club. They may include, but are not limited to, such things as selling lottery tickets, foodstuffs, or working the concession/team wear stand. It is understood that “mandatory participation” is defined as: 1) the completion of sales, of the minimum amount of items in each fundraiser, as deemed necessary by the officers of the Gridiron Club; and 2) the completion of the minimum amount of man-power hours in activities such as the team wear tent or concession stand.
- C. If a child/parent chooses not to participate in all the mandatory fund raisers/activities, the Gridiron Club will offer a “buy out” of the fundraisers, which will be the GRIDIRON EXPENSE BUDGET, divided by the total NUMBER OF CHILDREN SUPPORTED BY THE ORGANIZATION. This will be based on figures available from the preceding year and will pertain to one child, not an entire family. Buy out money must be turned in on or before picture day. Fundraising to offset the cost of camp is not included in the buyout option.
- D. It will be up to the officers to state this “buy out” amount prior to May 1st.
- E. Procedure for child/parents not participating in fund raisers/activities nor paying “buy out”
 - 1. The Secretary of the Gridiron Club will be responsible for sending a non-threatening letter to the parents WHICH:
 - a. Explains the expenses of the Club along with what the Gridiron Club provides the kids.
 - b. Brings to their attention that we need everyone to participate and that they or their child has not fulfilled what every other child/parent has been asked to do

- c. Explains to them who they need to contact to start participating in the fund raisers/activities or diplomatically suggest to contact one of the officers to discuss special circumstances that does not allow them to participate
2. If there is no response or attempt to communicate with the Gridiron Club, the officers will compile a list of parents who have not responded to this letter and publish this to the membership.
3. The officers will then decide if it is necessary to charge the parents for the cost of the banquet and gifts their children receive.

SECTION 2. Personal Account Fund Raising

- A. There will be other fund raising that will be offered to help kids/parents to offset the costs involved in cheerleading and football.
- B. These fundraisers will not be mandatory.
- C. Personal account totals will be kept by the treasurer, or his/her designee, and will be carried over from year to year to be used for camp and other expenses. Specific monetary amounts will be available upon request. Any monies left in the accounts of graduating seniors may be transferred to a younger sibling. If siblings do not exist, the balance of the graduating senior's personal account will be transferred to the general account. Personal account monies cannot be "cashed in" or donated to friends.