

Oxford High School Quarterback Club

Bylaws

The Quarterback Club is a parents group governed by the Oxford High School Booster Club. The primary purpose of the group is to support, encourage, promote and raise funds for the football program.

Members-

Current members are parents/guardians of all football players currently enrolled at Oxford High School and the current Varsity Head Coach.

Alumni members are parents/guardians of football players that have graduated from Oxford High School.

Voting Rights-

Each current member shall be entitled to one vote on such matters brought before the body as a whole at any given monthly meeting. Members must be present to vote. Voting shall be either by voice or by ballot, this being at the discretion of the President.

Members must have attended six meetings in the current fiscal year to be eligible to vote for officers. First year incoming members must have attended three meetings in the current fiscal year.

Alumni members have no voting rights.

Meetings-

The monthly meeting will be held at 7pm on the third Tuesday of every month. Location of these meetings will be at the Oxford High School unless otherwise notified of a change.

Special Meetings of the Quarterback Club may be called by the President, or by a majority vote of the Officers upon notice to the Members not less than (2) days prior to the date designated for the Special Meeting. The notice shall state the purpose for which such meeting has been called. Meetings are to take place at a location designated by the Officers.

At all meetings of the Members, the President of the Quarterback Club, or if not present, the Vice President or other officer of the Quarterback Club, shall preside.

Each meeting is to start with the acceptance of the previous meeting's minutes.

Treasurer's report will follow. Old business, new business, committee reports and an open forum will follow. Meeting will be adjourned by the president.

Officers-

Officers of the Quarterback Club shall be the President, Vice-President, Secretary, and Treasurer. The President, Vice-President, Secretary, and Treasurer shall be elected at the regular meeting of the membership in the month of December, to assume office January 1. The length of the term will be equal to one (1) year. Officers may be elected for more than one term. Officers must be a current member.

Attendance-

Any Officer who misses four (4) Quarterback Club meetings in a current calendar year (January-December), may be considered as resigning his/her office unless the absence is excused by a majority of the officers (i.e. family death, illness etc). Upon accepting an elected position it will be understood that work is not an excused absence unless an emergency arises.

Duties of Officers

Presidential Duties

- 1) The President shall preside at all Quarterback Meetings keeping meeting on track and to the topics of the agenda.
- 2) Act as liaison between parents, coaches and the Booster club, keeping each group updated on progress and events
- 3) Create agenda for monthly meeting and email to group prior to meeting.
- 4) Oversees committee chairs as needed.
- 5) Works with Varsity Head Coach to get his wish list.
- 6) Attends monthly OHS booster club meetings.
- 7) Submits the following forms/applications
 - a) Advisory Committee Membership Information sheet to Booster Club by October 1st.
 - b) The Advisory Committee Organizational Data Form to Booster Club by January 1st.
 - c) Application to Conduct a Fundraiser Event after approval at monthly QB meeting and present if necessary at Booster Club monthly meeting
 - d) The necessary Rental Application and Contract with Board of Education Secretary.
 - e) Sign request to expend organizational funds along with the treasurer for payment of monies from the Oxford High School Booster club Quarterback Club account.
- 8) Coordinates the Welcome letter and varsity program in conjunction with the varsity football coach and officers respectfully

Vice President Duties

- 1) Shall assume duties of the President in the absence of the President.
- 2) Attends Oxford Day meetings, works with the varsity football coach and Team Parent Chair to coordinate the schedule for that day.
- 3) Help organize and coordinate fundraisers and committees.

Secretarial Duties

- 1) Shall keep the minutes of the meeting of the Quarterback Club with attachments in a book, which shall be available at all reasonable times for the reading of any member. Minutes will be submitted to the historian of the OHS booster club.
- 2) Shall provide the previous month's meeting at each regular meeting of the QBC, Minutes shall be emailed to board members before the beginning of the next meeting.

- 3) Provide a Membership sign-in sheet at every meeting and keep on file.
- 4) The above-mentioned records of the Secretary of the Quarterback Club shall be kept safely for a period of not less than two (2) years.
- 5) Maintains a current email listing of all parents in the QB Club.
- 6) Secure the meeting location with the OHS secretary.

Treasurer Duties

- 1) Shall keep accurate records of receipts and disbursements.
- 2) Submit mandatory bills promptly to the OHS Booster Club treasurer.
- 3) Submit a financial report at each regular meeting, a copy of which will be entered into the minutes by the secretary.
- 4) Solicit donations for annual golf tournament
- 5) Verify all monies from any fundraising with another Officer. Prior to any event, arrangements must be made with the OHSBC treasurer for pick up of proceeds from fundraising event.

Compensation/Combination of duties

No elected or appointed Officer shall receive compensation for services. No offices shall be combined into one.

Vacancy

If a vacancy occurs during the term of an Officer, the members at any regular or special meeting may nominate and elect a successor who shall hold the office for the remainder of the unexpired term.

Resignation

Any officer may resign by submission of such resignation in writing to the members. Upon such resignation, the Officer shall immediately return any and all property of the QBC in his/her possession.

If another officer chooses to run for vacancy, he/she must resign current position if elected. The unexpired term shall be filled by a majority vote of the members.

COMMITTEES

The Officers to meet the needs of the Quarterback Club shall establish committees. There shall be two (2) types of committees: Standing and Temporary.

Standing Committees shall be structured to meet the requirements of the Quarterback Club. Committee chairperson will attend Monthly Quarterback Meetings and oversee their committee. If appropriate, the Committees may have co-chairs sharing the responsibilities.

Committee chairperson will:

- 1) Attends Monthly Quarterback Meeting
- 2) Oversees their committee
- 3) Works with his/her committee to ensure a successful fundraiser

Temporary Committees- the Board may establish temporary committees as needed to meet the special needs of the Quarterback Club that are not met by Standing Committees

Standing Committees are:

- a) Annual Golf Tournament:
Golf Tournament Chairperson would research places to hold the event, solicit volunteers and players for the event and oversee the registration.
- b) Merchandise Committee:
 - (1) Merchandise Chairperson
 - (2) Research new ideas to be sold. Present at monthly meeting for approval.
 - (3) Submits inventory order to the Officers for approval prior to ordering via e-mail. Once all have approved, places the order with vendor
 - (4) Works with Team Parent Chair to schedule people to sell merchandise at functions/games
 - (5) Work with the officers to establish pricing
 - (6) Responsible for the inventory including pickup and delivery
 - (7) Provide a monthly inventory and sales report at the monthly meeting

Team Parents

There will be one group of team parents for each team, Freshman, Junior Varsity, and Varsity. Team parent groups are responsible for the team they are associated with.

All team parents will report directly to the team parent chairperson. The chairperson will report directly to the QBC Officers.

The team parent chairperson will be a parent of an upperclassman.

Minimally 2 parents for the freshman team, 2 parents for the JV team, and 4 parents for the Varsity team including the team parent chairperson.

Team parent chairperson is responsible for:

- 1) Attend Monthly Quarterback Meetings
- 2) Coordinates:
 - Baking for Senior Citizens
 - Festival of Trees
 - Tailgating events
 - Stand duty at Varsity Home Games
 - Pasta Dinners
 - Sandwiches/ drinks for away games
- 3) Communicates with the Team parents regarding Town Budget Votes, monthly QBC meetings, etc.
- 4) Coordinates member volunteer activities
- 5) End of year coaches' gift.

FISCAL YEAR & FINANCES

The fiscal year of the Quarterback Club shall begin on the first day of March and shall end the last day of February.

All funds of the Quarterback Club shall be given to the Treasurer of the OHS Booster Club to be deposited for the Quarterback Club. All requests to expend funds shall be signed by the Treasurer and the President.

All requests for allocation of funds from the Head Varsity Football Coach to the Quarterback Club must be presented in writing. Request must include the following:

- A. Item or items description
- B. Quantity
- C. Total price (including any tax and shipping cost)

RESOLUTIONS AND SUBSCRIPTIONS

No resolution or motion to commit the Quarterback Club to any school service project, fund raising project or new club project shall be considered by the club until the officers have considered it and is recommended by a majority vote. Resolutions or motions regarding such projects if offered at a Quarterback Club meeting shall be referred, without discussion, to the officers.