

MENCHVILL HIGH SCHOOL
FOOTBALL Parent Support Group
BYLAWS

Article I: NAME

1.1 NAME: The name of the organization is the Menchville High School Football Parent Support Group and shall be known as Menchville Football Parent Support Group. Henceforth referred to in this document as MFPSG or the organization.

Article II: PURPOSE

2.1 PURPOSE: In accordance with and subject to the By-laws, the primary purpose of the MFPSG is to provide support for the players and coaches who participate in the extracurricular football program at Menchville High School.

Article III: MEMBERS

3.1 NON-VOTING MEMBERS: All residents of the Menchville High School community who are not members are considered to be non- voting members.

3.1.1 Any person residing in the Menchville High School community interested in active participation to affect the objectives of this organization may become a non-voting member upon attendance at any meeting.

3.2 VOTING MEMBERS: Shall consist of the 5 elected board members and listed paid members of the MFPSG. Voting members must be 18 years of age or older. Dues shall be assessed at \$12 per year for voting members.

Article IV: GOVERNMENT

4.1 BOARD OF DIRECTORS: The Board of Directors shall be composed of the elected officers being a President, two (2) Vice presidents, Secretary and Treasurer. Their appointment shall be automatic when elected to one of the offices and shall be for the term of the office, which is set at one calendar year from date of elections. The supervision of the material and affairs of the MFPSG shall be the responsibility of the Board of Directors. The directors shall upon election immediately enter in the fulfillment of their duties and shall continue in office until their successors have been duly elected and qualified.

4.1.1 The Directors shall be authorized to name any standing committee or special committee, as it shall judge necessary, and which it may properly assign.

4.1.2 the board may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper.

4.1.3 The board shall have the power by a majority vote of those present at any regular or duly noted special meeting to act on issues presented by or to the board.

4.2 OFFICERS: The officers of the organization shall be elected to a one-year term of office by the voting members and shall consist of the elected members of the Board of Directors.

4.2.1 DUTIES OF OFFICERS: The Board shall have such authority and perform such duties in the management of the organization's activities as usually pertain to the offices that they hold.

4.2.1.1 President: The President shall be the active head of the organization and subject to the decisions of the Board, shall have general control and management of all its activities and affairs. The President shall preside at all meetings.

4.2.1.2 Vice Presidents: Is to assist the President at all times with respect to special assignments or committees.

4.2.1.2.1 First Vice President: In the absence, inability or resignation of the President, the 1st Vice President shall assume the duties of the President. With approval from the president, the first V.P. shall fill by appointment all Officer vacancies.

4.2.1.2.2 Second Vice President: With approval from the president make all other appointments that are required, and assign chairmanships for standing or special function committees.

4.2.1.3 Secretary: The Secretary shall keep a record of all proceedings of the meetings and shall keep all non financial records of the organization, issue notices of meetings and submit minutes of the previous meeting to the Board for approval.

4.2.1.4 Treasurer: The Treasurer shall assume direction of all financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all moneys received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the Board at its regular Board meetings. The Treasurer shall be responsible to file tax returns (if applicable), reports, and other information that is deemed necessary.

4.3 ELECTION OF OFFICERS: At the opening meeting at the end of the football season, on a date chosen by the president, or other designated date by the Board, a slate of nominees for Directors shall be presented.

4.3.1 the election shall be by majority vote of the members present.

4.3.2 The candidates may also include open nominations from the floor.

4.4 REMOVAL OF OFFICERS AND OTHERS: Any Board member appointed may be removed with notice by a majority vote of the Board at any meeting of the Board.

4.4.1 Notice shall be served by the President or First Vice President in the event of the board member's removal, with one additional Board member present to act as witness.

4.4.2 Such person shall have the right to appeal the board's vote. The appeal will be presented at a special meeting called of all voting members of the organization.

Article V: DISTRIBUTION OF FUNDS

5.1 DISTRIBUTION OF FUNDS: An operating budget will be prepared by the board prior to the beginning of the season. Voting members shall vote to approve the budget. The meeting date for budget approval must be communicated to insure all voting members are present. The budget will be approved by a majority of voting members present at the meeting. Disbursement of funds will be made according to the budget.

The board can vote to amend the budget as needed provided the amendment to the budget is determined as necessary to the Menchville High School Football team. A majority of voting members will determine the necessity of the amended budget.

5.2 OWNERSHIP OF EQUIPMENT: The title to any property, equipment or apparatus hereafter acquired shall be owned by MFPSG. If it is deemed advisable and prudent and voted on by MFPSG membership, certain items may be donated to Menchville High School.

5.3 EARNINGS: No part of the earnings of the organization shall be used to benefit any Board member or other persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services and costs.

5.4 The MFPSG is a NOT FOR PROFIT ORGANIZATION. All money collected by membership fees, fundraisers or donation will be used to offset expenses of the Menchville High School Football program not covered by the Newport News Public Schools. Any proceeds not used for this express purpose will be donated to the Menchville High School football organization.

ARTICLE VI: MISCELLANEOUS PROVISIONS

6.1 EXECUTION OF CONTRACTS: The President shall be authorized to sign all legal and financial agreements, contracts or statements as authorized by a vote of the voting members at a meeting. Except as authorized by these By-laws no officer or member shall have power to bind the organization by any contract or engagement or to pledge its credit or to render it liable pecuniary for any purposes or in any amount.

6.2 DISSOLUTION OF THE ORGANIZATION: Upon the dissolution of the organization, the Directors shall, after paying all of the liabilities of the organization,

