



BYLAWS *Of THE AMHERST* QUARTERBACK CLUB, INC.

Article I. PREAMBLE

The name of this organization shall be the Amherst Quarterback Club, Inc., hereinafter referred to as the AQBC. This organization is classified as a non-profit group as specified in section 501(c)(3) of the Internal Revenue Code of 1954 and is exempt from taxation under Section 501(a) of the Internal Revenue Code. This club shall comply with the Federal and Ohio State laws for booster clubs.

Article II. PURPOSE

The purpose of this organization shall be to provide encouragement and support to the Amherst Football Program. Our club will help maintain and improve the football facilities, promote school spirit, and sponsor fundraising activities to provide additional funding for the needs of the football program.

Article III. OBJECTIVES

Section III.01 – To encourage growth and development of the football program of the Amherst Exempted Village School District

Section III.02 – To increase the attendance and support of all football programs

Section III.03 – To maintain communication and cooperation with the school administration, coaches, players, athletic director and any other booster organizations in the Amherst Exempted Village School District

Section III.04 – To help provide each player in the football program with any necessary equipment

Section III.05 – To provide financial support for the projects of the football programs

Article IV. MEMBERSHIP

Section IV.01 – Membership in the AQBC is open to any individual who is interested in the purpose and objectives of the AQBC that is a minimum of 18 years old and who holds a high school diploma or GED. Membership shall be made without regard to race, color, creed or national origin.

Section IV.02 – The membership year shall be from January 1st – December 31th.

Section IV.03 – Meetings shall be held 2 times a month, unless otherwise scheduled.

Section IV.04 – Any member of the AQBC may be removed by majority vote of the board from membership for conduct which is damaging to the stated purposes of the AQBC or the football program, and this would remain in effect until the end of the membership year.

Article V. OFFICERS AND THEIR ELECTION

Section V.01 – Each officer must be a member in good standing of the AQBC and shall serve as a member of the board of directors.

Section V.02 – The officers of the AQBC shall be President, Vice President, Secretary and Treasurer. The term of office shall be one year and duties are assumed on January 1st.

Section V.03 – Nomination Committee

- (a) The nominating committee, consisting of two members, shall be appointed by the President no later than November 1st.
- (b) The committee shall present a slate of officers to the membership at the first meeting in November. Election shall be by ballot or voice. If there are no nominations from the floor, the secretary will declare a unanimous ballot.
- (c) To be eligible for nomination to a board position, a member must have attended 50% or more of the AQBC meetings in the ending membership year (January 1st – October 31st)

Section V.04 – In case of a vacancy in the office of the President, the Vice President shall ascend to the President. A vacancy occurring in any other elected office shall be filled for the remainder of the term by the discretion of the President and majority vote of the remaining board officers.

Section V.05 – Any officer may be removed by majority vote of the board from membership for failure to perform duties or conduct which is damaging to the stated purposes of the AQBC or the football program.

Article VI. DUTIES OF THE OFFICERS

Section VI.01 – President

- (a) Preside at all general and board meeting of the AQBC
- (b) Appoint and/or dissolve all committee members and chairs with council from board members
- (c) Serve as ex-officio member on all committees
- (d) Represent or appoint a representative from the AQBC to meetings and discussions with school and city officials
- (e) Prepare an agenda for each meeting
- (f) Confirm that a quorum of six is present at any meetings for voting purposes
- (g) Call for an executive board meeting when needed
- (h) Be authorized to sign on all bank accounts
- (i) Appoint an auditing committee of two general members by November 1st
- (j) Be authorized to approve non-budgeted expenditures under \$200, or up to \$500 with board approval
- (k) Cast the final vote in the case of a tie by members

Section VI.02 – Vice President

- (a) Perform the duties of the President in their absence
- (b) Act as liaison to all committee chairs**

- (c) Run the reports of committees and after action review
- (d) Assist the President with their duties

Section VI.03 – Secretary

- (a) Keep an accurate record of all proceedings of all meetings
- (b) Publish copies of the minutes on www.amherstfootball.com after they are approved
- (c) Have a current copy of the bylaws and a current list of all members at all meetings
- (d) Act as liaison to the social media coordinator
- (e) Conduct and maintain a file of the official correspondence of the AQBC

Section VI.04 – Treasurer

- (a) Have custody of all funds of the AQBC
- (b) Collect all income and deposit in the appropriate accounts
- (c) Obtain membership approval for unbudgeted expenditures over \$500
- (d) Pay all expenditures under \$200 if approved by the President and expenditures \$201-\$500 with executive board approval.
- (e) Obtain two bank debit cards for each the President and the Treasurer
- (f) Present a financial report at each meeting
- (g) Prepare, with the board, an annual budget to be presented and approved by the board in December and members in January
- (h) Prepare an annual financial report, including an itemized list of income and expenditures
- (i) File federal, state and local forms, as required by law
- (j) Maintain, with the state of Ohio, the non-profit 501(c)(3) status

Article VII. DISSOLUTION OF THE ORGANIZATION

Section VII.01 – The organization may dissolve by majority vote of the general membership

Section VII.02 – Any funds on hand, after payment of all obligations, shall be distributed to the football fund of the Amherst Comet Athletic Boosters.

Article VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the Roberts Rules of Order Newly Revised, shall govern the Amherst Quarterback Club, Inc. in all cases to which they are applicable. In the event of inconsistencies between those rules and these bylaws adopted by this organization, the bylaws and rules shall supersede the Robert Rules of Order.

Article IX. AMENDMENTS

Amendments to these bylaws may be made by a majority vote of the membership. Majority vote consists of 51% the membership. Amendments must be presented to the general membership at least two weeks before a scheduled general meeting. The amendments must be read, discussed and voted on at the same meeting. The amendments shall become effective immediately.

These bylaws have been updated and submitted by the appointed 2022/23 Amherst Quarterback Club executive board members and will begin to take effect on 01/8/2023.

President Board Member-Jeremy Leibolt

Signature *Jeremy Leibolt* Date 1/8/23

Vice President Board Member- Jennifer Norris

Signature *Jennifer Norris* Date 1/8/23

Secretary Board Member- Stacy Cislo

Signature *Stacy Cislo* Date 1/8/23

Treasurer Board Member- Jennifer Denn

Signature *Jennifer Denn* Date 1/8/23