



CONSTITUTION AND BY-LAWS **THOMPSON HIGH SCHOOL** **QUARTERBACK CLUB**

ARTICLE I. **NAME**

The name of this organization shall be Thompson High School Quarterback Club (also known as THS Quarterback Club).

ARTICLE II. **PURPOSES**

A. The organization has been formed and shall exist for the primary purpose of promoting voluntary community, parental participation, support, sponsorship and interest in the Thompson High School Football Organization. The key objectives of this organization are as follows:

1. Encourage total community participation in the organization.
2. To give all possible support, both moral and financial to the football organization.
3. The THS Quarterback Club shall comply with Thompson High School and Shelby County Board of Education policies and regulations.

ARTICLE III. **MEMEBERSHIP**

- A. Membership of this organization shall be open to any person desiring to support the above purpose of the organization. Upon payment of dues become in good standing.
- B. Voting privileges are only permitted by those that are currently paid members. Those who participate in voting **MUST** be present. The Secretary will have a list of all paid members.
- C. All meetings are open to the general public, however, only current members in good standing (not trouble makers) will be entitled to vote and participate in the organization's decisions.
- D. The term of membership shall be for one (1) year, beginning on January 1st and shall conclude on the following December 31st

ARTICLE IV.

FINANCES

- A. The fiscal year of this organization shall be January 1st to December 31st.
- B. All dues, donation, grants, or gifts made to THS Quarterback Club shall be accepted or collected as authorized by the Executive Board.
- C. THS Quarterback Club must receipt all money received.
- D. All money must be turned in within 48 hours to Thompson High School's Bookkeeper.
- E. All purchases must have approval by a THS Quarterback Club Executive Board Member to obtain a purchase order number.
- F. A Purchase order form must be completed and given to THS Bookkeeper. Authorization from the principal must be obtained prior to making any purchases.
- G. THS Quarterback Club shall comply with Thompson High School and Shelby County Board of Education Bookkeeping procedures.
- H. The Budget for the new financial year will be reviewed at the January meeting.
- I. All money needed to cover the supplement / summer pay is to remain in the THS Quarterback Public account and the Non-Public account should maintain a start up balance for the up coming financial year.
- J. All money collected from the gate will be receipted by the Treasurer, Secretary and a chosen member of the Quarterback Club. The Treasurer will retain money until counted the next day (Saturday) after the football games on Friday and locked in a lock box with the key retained by the chosen member.

ARTICLE V.

OFFICERS

- A. There shall be the following Executives:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
- B. The Executive board shall be elected at the November meeting.
- C. The Members will elect the Executive Board each year.
- D. Executives may serve more than one term.
- E. All Executives must be members of THS Quarterback Club.
- F. Should an Executive not fulfill their term, for any reason, the Executive Board shall seek a qualified person, from the membership, to fill the position.
- G. The outgoing Executive board will meet in January with the new elected Executives and turn over all THS Quarterback Club records, information, and keys.
- II. The new elected Executive board will take office as of January 1 of each year.

ARTICLE VI.

DUTIES OF THE EXECUTIVES

- A. PRESIDENT** — shall preside over all general meetings and at all the meetings of the Executive Committee. The President shall appoint committees and serve as ex-officio member of all committees. The President shall call an Executive Committee meeting at his/her discretion. The President is authorized to make decisions without approval from the members or Executive Committee in an emergency or when deemed necessary for day-to-day operations. The President has authorization to sign Purchase Orders.
- B. VICE-PRESIDENT** — shall assist the President in the operation of the organization. The Vice-President shall assume the duties of the President at anytime the President is absent. The Vice-President has authorization to sign Purchase Orders.
- C. TREASURE** — shall receive all funds of THS Quarterback Club and disburse those funds as needed by the organization with an accounting of receipts. The Treasure is to give financial updates at each meeting. Treasure must keep accurate records and make sure that THS Quarterback Club is in policy with Thompson High School and the Shelby County Board of Education policies and procedures. The Treasure has authorization to sign Purchase Orders.
- D. SECRETARY** — shall record and report minutes of general membership meetings. Secretary shall maintain a membership roster with both physical and email addresses and telephone numbers. Secretary shall notify members of all meetings and upcoming events. Secretary is to assist the Treasure with collecting funds and receipts.

ARTICLE VII.

MEETINGS

- A. THS Quarterback Club** shall meet the second Tuesday of each month with the exception that the organization will meet every Tuesday while the football team is dressed out.
- B. THS Quarterback Club** shall meet at Thompson High School Library at 6:30 p.m.

**ARTICLE VIII.
ORDERS TO PAY**

- A. Purchase Orders must be filled out and approved by the President, Vice-President, or Treasure then presented to Thompson High School Bookkeeper for approval from the Principle prior to making purchase.
- B. Thompson High School will comply with THS Quarterback Club By-Laws for the sole purpose of the organization.

**ARTICLE IX.
ACTIVITIES**

- A. All THS Quarterback Club activities must have approval from the Principal of Thompson High School or Shelby County Board of Education. Such activities include (but are not limited to):
 - I. Use of the school facilities for meetings. All meeting must be coordinated with the activities of other entities desiring facility use.
 2. All Fund Raising Activities.
 3. Any and All functions that may represent Thompson High School's name.

ARTICLE X.

- A. The Constitution and by-laws may be changed or amended by a majority vote of the members present at a regularly scheduled THS Quarterback Club meeting, provided there has been public notification and the proposed changes or amendments were read at the previous scheduled THS Quarterback Club meeting.