
EDMOND MEMORIAL FOOTBALL FOUNDATION (DBA EDMOND MEMORIAL HIGH SCHOOL FOOTBALL BOOSTER CLUB) BYLAWS

Article I – Name

The name of this organization shall be Edmond Memorial Football Foundation (EMFF) DBA Edmond Memorial High School Football Booster Club (EMHS Football Booster Club). The mailing address shall be P.O. Box 205, Edmond, OK, 73083. All official correspondence will be directed through this address or through the official web site, edmondmemorialfootball.com.

Article II - Purpose

The EMHS Football Booster Club is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, to support the Edmond Memorial High School football program. Accordingly, the EMHS Football Booster Club will strive:

1. To stimulate and sustain an enthusiastic interest among parents, football players, the EMHS student body, alumni, and members of the community in the EMHS football program.
2. To lend all possible support, financial and nonfinancial, to the activities of the EMHS football program within guidelines specified by the Edmond Public Schools, Board of Education, the EMHS administration, the EMHS Athletic Director, the EMHS football coaching staff, and the Oklahoma Secondary School Activities Association (OSSAA) guidelines and regulations.
3. To participate (in cooperation with the EMHS Athletic Director, EMHS Head Football Coach or his designated coaching staff member(s)) in activities designed or conducted to promote the EMHS football program.

Article III - Membership

Membership in the EMHS Football Booster Club is open to any person or organization interested in the EMHS football program. The Board of Directors will determine annual membership levels and related dues annually. In addition to the general membership, the EMHS Football Booster Club may offer business sponsorships at levels to be determined annually by the Board of Directors.

Article IV - Administration

Note: See Exhibit I for organizational diagram of the Board of Directors

This organization shall be governed by a Board of Directors composed of elected officers (Executive Board) and Coordinators. To serve on the Board of Directors, a candidate must be a member of the EMHS Football Booster Club and have a student that is currently active in the EPS football program (middle school or high school football). However, if for any reason an elected officer or Coordinator does not have a student active in the EPS football program but would like to serve or remain on the Board, approval by a majority vote of the Board of Directors will be required. Individuals or two persons may hold Board positions. Each board position holds one vote. The election and general responsibilities of the officers are described further in later sections of these bylaws.

The elected officers of the Executive Board of the EMHS Football Booster Club shall be as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer

The following Coordinator positions will be elected by the Executive Board and Board of Directors and will have voting rights as a member of the EMHS Football Booster Club:

1. Communication, Marketing, & Media Coordinator
2. Concession Coordinator
3. Fundraising & Sponsorship Coordinator
4. Hospitality Coordinator
5. Membership & Alumni Outreach Coordinator
6. Merchandise Coordinator
7. Program & Spirit Square Coordinator
8. Spirit & Special Events Coordinator
9. Team & Program Support Coordinator
10. Game Day Experience Coordinator
11. One At-Large Grade Representative for each grade- Freshman, Sophomore, Junior and Senior

New Coordinator positions may be formed, modified, or deleted at the Board of Director's discretion to facilitate the execution of EMHS Football Booster Club activities.

The Vice President will fill any vacancies in an Executive Board position until the Board of Directors elects a successor to fill the unexpired term of that office.

A serving elected officer and/or a Coordinator may be removed from office for cause, including willful neglect of duty, by a majority vote of the Board of Directors.

Article V – Elections

At the conclusion of each regular football season, a nominating committee consisting of the President, Vice President, and three EMHS Football Booster Club members shall form a Nominating Committee. The Nominating Committee will select a committee chairperson. Once the committee has been formed and a chairperson selected the Nominating Committee will:

1. Prepare a slate of candidates for the elected positions for the upcoming year (March 1- February 28). The

nominating committee will prepare the slate of candidates by soliciting, via the EMHS Football Booster Club's website individuals interested in serving as an elected officer or Coordinator of the EMHS Football Booster Club as well as proactively pursuing individuals who would consider serving in such capacities.

2. The nominating committee will contact nominees for their acceptance of the nomination for office.
3. The slate of candidates will be presented at the February Board of Directors meeting for approval. A special meeting may be called by the President, if necessary, to approve the slate of nominees.

Nominees for Board of Director positions can be elected for consecutive one-year terms, each such term being separately voted on. Exceptions may be made by the Executive Board in case of need with the approval of the Head Football Coach and the Athletic Director.

If necessary, there will be a joint Executive Board meeting between all new and outgoing officers and Coordinators within 10 days of the election. New officers and Coordinators will begin their one-year term on March 1st.

Article VI - Elected Offices and Duties

The duties of each elected office will be as follows:

1. President

- a. Ensure operations of the EMHS Football Booster Club are in accordance with the Bylaws.
- b. Call, prepare agenda, and preside over all meetings of the general membership and the Board of Directors.
- c. Oversee election of Officers and Coordinators to the Board of Directors.
- d. Annually review the structure and organization of the Executive Board and Coordinator Positions and recommend changes, as necessary, to the Board of Directors for approval.
- e. Ensures OSSAA and Edmond Public Schools (EPS) sanctioning compliance for all EMHS Football Booster Club activities.
- f. Attend yearly EPS sanctioning meeting in the fall.
- g. Establish and maintain good working relationships with other parent, student, or administrative groups such as: school administration, band, pom, cheer, STUCO, etc.
- h. Provide oversight & collaborate with Coordinators as detailed in attached organizational diagram (Exhibit I).
- i. Prepare yearly budget with Treasurer as outlined in Article IX.
- j. Serve as the primary point of contact for the Head Football Coach when EMHS Football Booster Club support is needed.

2. Vice President

- a. In the absence of the President, preside at any meeting at which the President would normally preside.
- b. Assemble the Nominating Committee.
- c. If he or she will have a child in the football program in the following year, serve as the Nominating Committees' candidate for President in the following year.
- d. Provide oversight & collaborate with Coordinators as detailed in attached organizational diagram (Exhibit I).
- e. Carry out duties assigned by the President.
- f. Serve as secondary/back up point of contact for the Head Football Coach in the event that the President is unavailable.

3. Secretary

- a. Take minutes of the Board of Directors' meetings and distribute the minutes to the Board for approval. Once approved, work with the Communication, Marketing & Media Coordinator (CM&M) to post on EMHS Football Booster Club website.
 - b. Take minutes of the general membership meetings and work with CM&M Coordinator to post on EMHS Football Booster club website.
 - c. Have minutes of Board of Directors' Meetings and general membership meetings available at the general membership meetings for review, if requested by a member.
 - d. Maintain EMHS Football Booster Club records and related documents.
 - e. Maintain a current copy of the Bylaws.
 - f. Provide oversight & collaborate with Coordinators as detailed in attached organizational diagram (Exhibit I).
 - g. Carry out duties assigned by the President.
 - h. Coordinate and oversee player outreach and support from the EMHS Football Booster Club and the coaching staff. This can include appointing a person to oversee and creating a committee of volunteers to help implement plans. Player support may include, but is not limited to: supporting injured players, welcoming new players to the team, contacting players with ill or deceased family members, birthday recognition, special events, and providing allowable player support for extenuating circumstances as identified by the Head Coach.
 - i. Coordinate the Spirit Support from the EMHS Football Booster Club and football program in
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partnership with the Head Coach. Spirit Support may include, but is not limited to: band, cheer and pom state competition support.

- j. Maintain EMHS Football Booster Club calendar and reserve meeting locations with appropriate EMHS scheduling coordinator.
- k. Responsible for internal EMHS Football Booster Club communication. This includes, but is not limited to: Stack Team App, Email, and when applicable, working with CM&M Coordinator.

4. *Treasurer*

- a. Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds (expenses and income, outstanding payments, and upcoming expenses and income).
- b. Present a financial report at each Board meeting and make that report available at each general membership meeting.
- c. All P.O.'s need two signatures for approval. The managing Coordinator will review and verify and sign prior to sending to an Executive Board officer for their signature.
- d. Arrange for an annual independent review of the prior year's financial records.
- e. File tax returns and other legal documents as necessary. The Executive Board may utilize services of an outside firm that specializes and is qualified in preparing tax returns and/or audits with approval. This expense must be budgeted or pre-approved by Executive Board.
- f. Maintain records pertaining to the tax-exempt status of the organization.
- g. Supervise the financial operations of the EMHS Football Booster Club.
- h. Prepare annual sanctioning report as required by Edmond Public Schools.
- i. Attend annual sanctioning meeting with President.
- j. Oversee petty cash for game day & special event needs.
- k. Prepare yearly budget with President as outlined in Article IX.
- l. Carry out duties assigned by the President.
- m. Responsible for creating, updating and communicating Treasury Policies and Procedures to Booster Coordinators and volunteers.

Article VII – Meetings

- a. The Board of Directors will meet at least monthly throughout the year. Additional meetings may be called as needed during the summer months. The President can call additional meetings with 7 days' notice. Board meetings will be scheduled with at least seven (7) days advance notice. Board of Directors meetings are closed to the general membership.
- b. Items to be placed on the Board of Directors meeting agenda must be communicated to the President no later than noon on the day preceding the Board meeting.
- c. General EMHS Football Booster Club membership meetings shall occur at least monthly during the season & periodically throughout the remainder of the year. Meeting frequency for the upcoming season can be determined by the Board of Directors after elections take place in the spring. General membership meeting information (date, time and location) will be posted on the EMHS Football Booster Club website as the official notification. All EMHS Football Booster Club members will be encouraged to attend and participate at the general meetings.
- d. Items to be placed on the general membership meeting agenda must be communicated to the President no later than noon on the day preceding the general membership meeting.

Article VIII - Voting

- a. A majority of the entire Board of Directors present either in person, by phone, or video conference shall constitute a quorum of the transaction of business or of any specified item of business. Proxies of absent Board members are not counted for establishing a quorum.
- b. Each Board of Directors position, including At Large Class Representatives, will have one vote, whether held by an individual, individuals or a couple.
- c. The President shall vote only in the case of a tie vote or in other specific cases set out within these Bylaws.
- d. A member of the Board may assign his/her vote via a signed proxy (letter, email, or text message) to another Board member.
- e. In the event that an action item should need consideration before a scheduled meeting time, board action can be taken by obtaining unanimous written consent & can occur via email. Electronic signatures and/or email approvals must be recorded & filed by the Secretary.

Article IX - Finances

- a. The President and Treasurer will prepare a preliminary budget based on results from the prior year, input from the various Coordinators, and in consideration of adjustments for known events or economic conditions. In addition, the President will meet with the Head Football Coach to solicit input on key needs of the program for the upcoming year.
- b. After consultation with the Head Football Coach, the President (with support from the Treasurer) will submit a final budget to the Board of Directors for approval at the April Board meeting. A majority vote of the Board of Directors is required to approve the final budget.

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- c. The budget will include an allocation of funds to execute the EMHS Football Booster Club activities and fund specific requests presented by the Head Football Coach to the extent possible. Any funds provided to support or enhance the EMHS football program will be provided exclusively in accordance with rules and guidelines set forth by Edmond Public Schools, EMHS administration and the OSSAA .
 - d. The final budget will be presented to the general membership at the May general meeting.
 - e. Due to the possibility of changing needs and conditions, and in accordance with OSSAA regulations, the Athletic Director and/or Head Football Coach may request the use of funds provided by the EMHS Football Booster Club to the EMHS Athletic Department for equipment, goods and services other than those originally outlined in the specific requests. A majority vote of the Board of Directors shall be required in order to allocate funds for this purpose.
 - f. The budget (and the related funds to be provided to the EMHS Athletic Department) may be modified by the Board of Directors, upon majority vote, during the year as more or less money becomes available.
 - g. Any changes in budgeted funds allocated to committees or the total amount of money allocated to the EMHS Athletic Department and Head Football Coach for the purchase of equipment, goods and services to support and enhance the EMHS Football Program must be approved by the Board of Directors at the next regularly scheduled meeting.

Article X - Amendments

These bylaws may be amended by a majority vote of the Board of Directors. All proposed amendments must be distributed and discussed at the Board meeting prior to the meeting at which an approval vote is conducted.

Article XI - Dissolution

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Created and Approved by the Board of Directors - Date February 25, 2021

Exhibit I

Organizational Structure of the Board of Directors

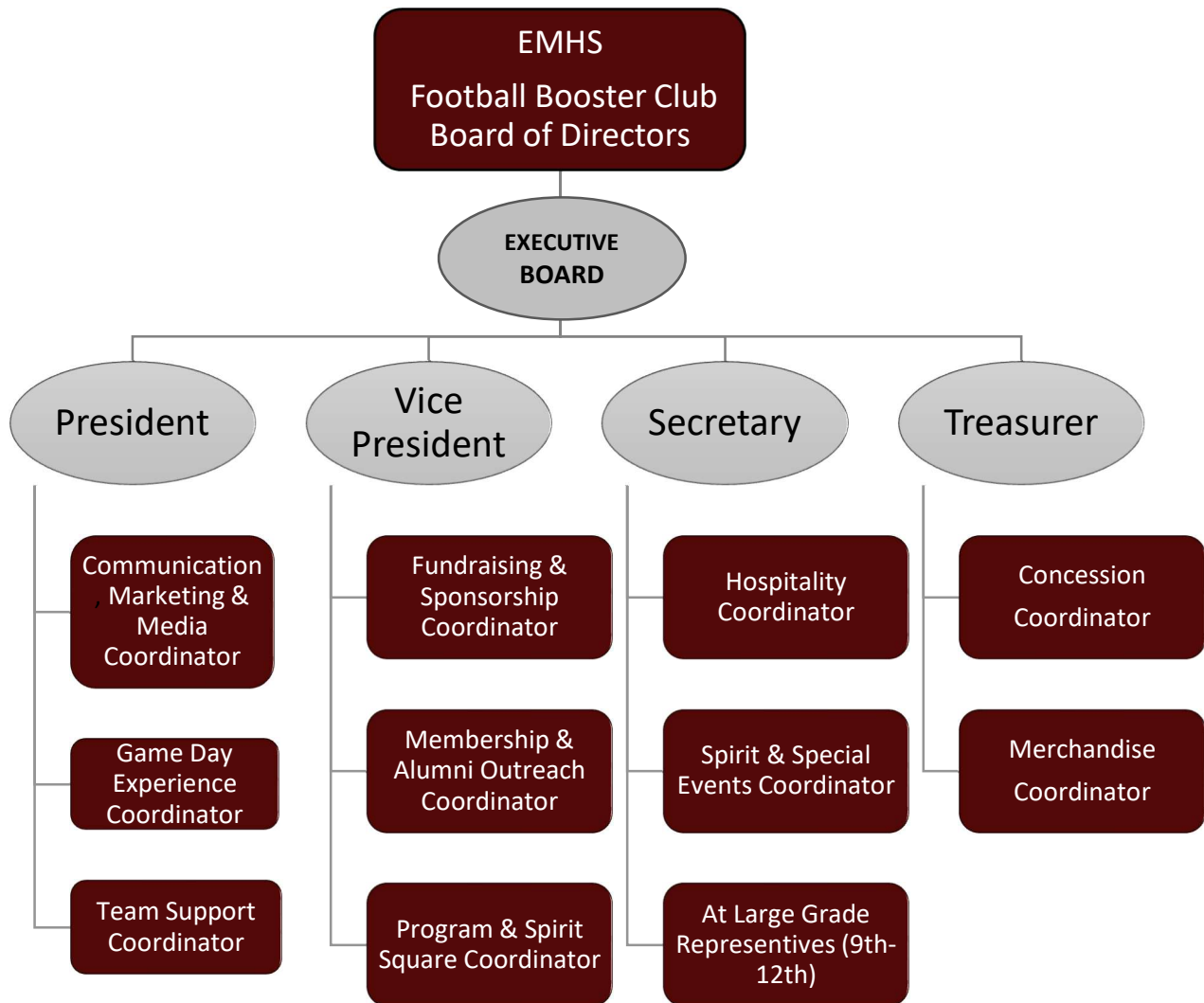


Exhibit II

Appointed Coordinators and Duties

Coordinators will have voting rights in the EMHS Football Booster Club. The duties of each appointed Coordinator will be as follows:

1) Communications, Marketing, & Media Coordinator

- a) Responsible for updating and maintaining content information on the EMHS Football Booster Club website edmondmemorialfootball.com.
- b) Responsible for maintaining domain name ownership information and taking appropriate steps to keep registration/ownership current.
- c) With the President's assistance, responsible for coordinating with the website developer all structural and functional modifications to the EMHS Football Booster Club's website.
- d) Responsible for updating rosters, player information, statistics, game schedules, meeting minutes, bylaws etc. on website and social media.
- e) Coordination of live updates of Freshman, JV, and Varsity games through social media and/or streaming.
- f) Checks incoming mail to the designated email address for the organization and responds directly or routes the message to the appropriate officer or coordinator.
- g) Is responsible for the communication of information such as upcoming events, schedules, game results, statistics, etc. to the Board of Directors and the EMHS Football Booster Club membership (and broader constituency, as appropriate) through the EMHS Football Booster Club website (i.e., regular newsletter).
- h) Work with coaching staff to coordinate communication between high school, middle schools, and youth football programs.
- i) Stays current on new technology and recommends changes to Board of Directors.
- j) Coordinates purchase of all photographic services as well as the purchase of marketing video services as determined by the Board of Directors.

2) Concession Coordinator

- a) Coordinates volunteer pool to work in concession stands during all home Varsity games (Freshman parents are scheduled to work during Varsity games, Sophomore parents may be scheduled as needed) and other events as needed.

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- b) Work with Band Booster President to coordinate ordering of supplies & equipment prior to the beginning of the season.
 - c) Be present at each game to ensure placement of assigned volunteers and receive petty cash for concession operations.
 - d) Be present at the conclusion of each game to secure petty cash, remaining supplies, and equipment (ie. Walkie talkies, IPads, etc.), and assist Band Booster President with counting monies received.

3) *Game Day Experience Coordinator*

- a) Responsible for all off-field activities that support the game day experience including Booster parking, Bulldog inflatable, coordination with media and audio team, player entrance, and other before and during game special events (ie: Teacher Appreciation, etc.).
- b) Coordinate with Athletic Director, coaching staff, EMHS administration, and other EMHS activity groups involved in game day to ensure a smooth, enjoyable game day experience for all stakeholders, fans, and visitors.
- c) Work with media and audio team in press box to coordinate hype videos, player videos, special presentation videos, music, etc., while maintaining an amicable, supportive relationship between the media and audio team and the Football Booster Club.
- d) Booster Parking:
 - a. Maintain a list of qualified Booster Club members for designated Booster parking area.
 - b. Set up before the game and remove after the game parking signs, cones, etc.
 - c. Coordinate as needed with EMHS parking attendant(s) to manage designated lot access.
 - d. Recruit and manage team to monitor lot entrance on game day to ensure that only individuals with proper parking credentials are allowed access to the lot.
- e) Bulldog Inflatable:
 - a. Responsible for coordinating the inflation and deflation of the Bulldog head at all home games and the Bulldog head or designated entrance banner at away Varsity games.
 - b. Coordinate the inflation and deflation of the Bulldog head or designated entrance banner at all home games for Freshman and JV teams.
 - c. Assemble and manage a crew of no less than 4 people to assist with set up and take down of the inflatable on game days. This should include at least one crew for Varsity games and at least one crew for Freshman/JV games. This should also be a consistent group of individuals who are familiar with the operation of the equipment & securing the inflatable. Emphasis is to be placed on Varsity games & presence of the inflatable at other games will depend on volunteer participation.
 - d. Maintain other equipment related to player introductions in good working condition (ie: fog machine, etc.).
 - e. Coordinate the transport of the inflatable or entrance banner to away Varsity games.
 - f. Assist other school groups who may request to utilize inflatable at special events as approved by EMHS Football Booster Club President.

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- f) Special Activities:
 - a. Coordinate and schedule pre-game and during-game activities, recognitions, and any pre-game or half-time activities sponsored by the EMHS Football Booster Club (with the exception of events planned by the Spirit & Special Events Coordinator).
 - b. Communicate with Athletic Director, Head Coach/coaching staff and individual coordinators who are overseeing game day events to ensure that all events occur on time and in the appropriate order.
 - c. Create a schedule of events after consulting with Head Coach, Athletic Director, and Football Booster Club President. Provide schedule to all involved coordinators, press box staff, coaches, etc.
 - d. Communicate with other group representatives who are part of game day (ie: Band, Cheer, Pom, etc.) to ensure all activities/performances/presentations are coordinated.
 - g) Press Box and Game Day Announcers
 - a. Responsible for collecting and providing script for announcements, including sponsor recognition, program highlights, and accurate rosters (Home and Visitor) to press box staff. Will gather items 3 days prior to game day.
 - b. Ensure that team rosters for both Home and Visiting teams are available to announcers on game day.
 - c. Ensure that announcers are scheduled for all home games – Freshman, JV and Varsity.

4) Fundraising & Sponsorship Coordinator

- a) Responsible for solicitation of sponsors from businesses and individuals for the field signs and game day sponsors.
- b) Responsible for invoicing, collecting, and follow up of sponsorship funds from all sponsors in coordination with and supported by the Treasurer.
- c) Maintenance of an ongoing record of sponsors, amounts invoiced, amounts collected, and accounts receivable in coordination with and supported by the Treasurer.
- d) Coordinates all fundraising events for the EMHS Football Booster Club, such as spring or fall events, discount card sales, auctions, raffles, etc.
- e) Solicits potential donors, sponsors, and other supporters through direct contact with community leaders and businesses.
- f) Responsible for identifying and researching various fundraising opportunities and providing recommendations to the Executive Board for discussion and approval.
- g) Ensures that there are no conflicts with existing fundraising programs being held or considered by the Head Football Coach and/or other athletic/school organizations.
- h) Ensures compliance with sanctioning requirements of all donations and fundraising efforts.
- i) Responsible for obtaining digital files for program advertisements and sharing with the Program & Spirit Square Coordinator prior to print deadline (specific deadline to be determined each year).

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- j) Coordinate with Membership & Alumni Outreach Coordinator to ensure all supporters are joining in the appropriate category (ie: EMHS Football Booster Club Membership or EMHS Football Booster Club Sponsor).

5) Hospitality Coordinator

- a) Coordinate pregame meals for all teams (Freshmen, JV and Varsity). Meals should be selected based on nutritional need and in consideration of game circumstances such as start time, location, etc. Appropriate portion sizes should be offered based on the size and position of the athlete. Selection of appropriate meals & portions should be coordinated with any available nutrition support and/or strength and conditioning coach. Meal delivery/serving times and location should be coordinated with the Head Coach.
- b) Work with local vendors on planning & scheduling the preparation and pick up/delivery of pre-game meals for all teams, trainers, and coaches on game days.
- c) Work with local or away vendors to provide a post-game meal/snack for all Varsity games.
- d) Coordinate menu items with Head Coach or approval.
- e) Coordinate weekly coaching staff meals on day chosen by Head Coach.
- f) The Hospitality Coordinator can/should form a committee of volunteers to assist with any of the above items while overseeing and ensuring all tasks are completed.
- g) Responsible for the purchase and procurement of additional items to supplement team meals. Such items could be, but are not limited to: water bottles, Gatorade/Powerade, protein bars, fruit, etc.

6) Membership & Alumni Outreach Coordinator

- a) Promote the organization to past, current, and prospective members to drive maximum participation.
- b) Plan and coordinate membership drive activities.
- c) Maintain an ongoing list of current & previous members.
- d) Recommends the various membership levels, related dues, membership benefits, and gift items.
- e) Coordinates the disbursement of gift items & any items related to membership benefits to the members.
- f) Provides a list to both the Treasurer and the Program Coordinator of the members & contribution levels.
- g) Coordinate with Stadium Production Coordinator should alumni group recognition be needed during home games.

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- h) Coordinate with Fundraising & Sponsorship Coordinator to ensure supporters are joining in the appropriate category (ie: EMHS Football Booster Club Membership or EMHS Football Booster Club Sponsor).

7) *Merchandise Coordinator*

- a) Develops an overall merchandise strategy for the upcoming season, including product selection, design, pricing, scheduling, and volunteer support.
- b) Incorporates primarily the Treasurer, Executive Board and Head Coach when developing the season's merchandise strategy.
- c) Secures vendors, costs, and initial pricing for all apparel and non-apparel spirit items and may submit information to the Board for item/design feedback.
- d) Once finalized, orders products from respective vendors and follows up with vendors as necessary to ensure timely delivery and quality assurance of all items received.
- e) Schedules and staffs all events that include merchandise sales such as: home football games, Bulldog Bash, Kickoff meetings, etc.
- f) Must be present (or have a representative present) at the beginning & end of each event to receive petty cash & complete documentation/cash count for submission to Treasurer.
- g) Work with Communication, Marketing & Media Coordinator to create/maintain an online store for merchandise sales.
- h) Forecasts and coordinates volunteer requirements for home games (Freshman, JV and Varsity games) and special event as scheduled/approved through the Executive Board.

8) *Program & Spirit Square Coordinator*

- a) Responsible for the overall gameday program, including ad sales, spirit square sales, and working with printer on layout, design & printing.
- b) Coordinate ad sales & cover pages- to include reaching to previous year's advertisers.
- c) Provide updated rosters or stats as needed to printer and consult with them on special issues such as homecoming & senior night.
- d) Coordinate the delivery of sponsor ads and spirit square ads in an acceptable format to the printer.
- e) Supervision and coordination of Freshmen players to sell game day programs at home games.
- f) Deliver or mail a complimentary copy of the program to each ad sponsor at some point during the season.
- g) Must be present at the beginning & end of each event to receive petty cash & complete documentation/cash count for submission to Treasurer.

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- h) Confirm advertisement payments have been received prior to print date.
 - i) Prepare list of needed photographs and provide to Media Day photographer in advance. Attend Media Day to ensure all photographs needed for Programs are taken.

9) Spirit & Special Events Coordinator

- a) Help set up and coordinate special events/projects throughout the year for players and coaches in consultation with Head Football Coach and Executive Board. These will include but not be limited to: Bulldog Bash, Homecoming, Senior Night and End of Season Banquets.
- b) Coordinate with grade level representative to organize committee teams specific to each grade and as needed for special events.
- c) Coordinate with our youth football organization and middle school teams on Friday night game inclusion.
- d) Coordinate Signing Day for athletes.

11). Team Support

- a) Work closely with the Head Coach to provide support and assistance with areas of player & team development. These areas can include but are not limited to:
 - Attendance at camps or clinics during the summer.
 - Provide any assistance in coordinating camps hosted by EMHS.
 - Providing resources for the development & implementation of nutrition & nutrition education programs.
 - Addressing equipment and/or supply needs.
 - Assist the Head Coach in ordering helmet decals at the beginning of each season.
 - Order locker name plates for JV & Varsity players.
 - Organize Media Day with Head Coach and execute plan on day.
 - Coordinate, with Head Coach, meals outside of the scope of Hospitality team meals.

12) At Large Class Representatives- Freshman, Sophomore, Junior, Senior

- a) Will act as a liaison between the Board of Directors and each class that is represented to relay & inform any updates or needs specific to such class.
- b) Will work to engage parents from the represented class in EMHS Football Booster Club activities.
- c) Will work closely with Hospitality Coordinator & Spirit & Special Events Coordinator to assemble groups of volunteers as needed for EMHS Football Booster Club related events, activities, and needs.