

# **Lake Zurich Quarterback Club**

## **BYLAWS**

January, 2019

## ARTICLE I - ORGANIZATION

### Section 1 - LZQBC

#### A. Name and Purpose

The Lake Zurich Quarterback Club (LZQBC) is a non-profit parent volunteer organization that supports the needs of the Lake Zurich High School (LZHS) Football Program.

#### B. Mission Statement

The LZHS Football program has been successful, in not only winning football games but, more importantly, teaching our young men life lessons that will benefit them and their local communities now and into the future. The mission of the Lake Zurich Quarterback Club is to generate resources and support to assist the Lake Zurich High School Football Program.

#### C. Conflict of Interest Avoidance

No Executive Officer, Non-Executive Officer, Committee Head, or Parent Participant will enter into any contract with the LZQBC for monetary benefit or profit. All such persons will avoid situations where a conflict of interest might arise or exist.

### Section 2 – LZQBC Membership

#### A. Membership Qualification

LZQBC Membership is comprised of Parent Participants. Parent Participants are parent volunteers that have a child that will be /is/was a future, current, or past Lake Zurich Football player. To be considered a parent participant, a volunteer should participate in a majority of the Quarterback Club Meetings, lead a committee, or volunteer to work on LZQBC committees. This membership qualification will give the member a right to vote in the annual Board of Director Elections.

#### B. Parent Volunteer Duties

Each Parent Volunteer will contribute to the overall success and needs of the Lake Zurich High School Football Program by donating time and efforts to support the football program through a range of activities as determined by the Executive Board of Directors.

### C. Voting

All decisions on which voting is required will require a majority vote from the LZQBC board of directors. The Board of Directors must consist of the executive branch (a President and 1 or 2 Vice Presidents), 1 Secretary, 1 Treasurer, 1 Concessions Lead, 1 Mama Bear.

All items that require a vote should be brought forth by the President to the other members of the Board of Directors and will require a majority vote to pass. The President should only vote if needed to break a tie.

## Section 3 – LZQBC Meetings

### A. Regular Meetings

The LZQBC will hold regular meetings on the third (3rd) Thursday of each Month, unless changed by the Executive Officers. The LZQBC will conduct its meetings in accordance with Roberts Rules of Order.

### B. Special Meetings

The President or by any three (3) voting members may call a Special Meeting. The Annual Meeting will be held in November at which time the quorum will elect Officers for the following year.

## Section 4 – LZQBC Officers and Committees

### A. Executive Officer Voting Rights

Executive Officers may vote, however, the highest-ranking LZQBC Executive Officer may not cast a vote unless it is a tie-breaking vote.

### B. Board of Director Powers

The Board of Directors is comprised of the Elected Executive Officers, an elected Treasurer, an appointed Secretary, an appointed Concession Lead, and an appointed Mama Bear. The Board will have the authority to conduct all LZQBC business, including but not limited to entering into contracts, and receiving and disbursing money on behalf of the LZQBC.

### C. President

The President will act as the LZQBC's chief executive officer, preside at meetings, appoint committees, and assure compliance with all elements of the LZQBC Constitution and implement actions and decisions of the LZQBC Executives.

### D. Vice President(s)

In the President's absence, the vice president presiding is responsible for coordinating all activities being conducted by the club. The Vice President position should be comprised of two executive officers, one from the upcoming Junior Class and one from the upcoming Sophomore Class, if possible. If both Vice Presidents are present, the VP with the non-graduated player in the graduating class closest to present day will be the primary coordinator. The VP with the longest LZQBC presence would be the next tie breaker if both VPs have players from the same graduating class.

### E. Treasurer, Secretary, Concessions Lead, and Mama Bear

The Treasurer is an executive board member. The Secretary, Concessions Lead, and Mama Bear are non-executive board members. All will perform duties and hold responsibilities as specified in the By Laws.

### F. Committees

An Executive Officer will oversee the chair /co-chair of each LZQBC Committee. Committees will be formed, dissolved, or maintained at the discretion of the President.

### G. Ultimate Authority

As specified in the Bylaws, the Board of Directors is empowered to promulgate final resolution on any business matter, critical decision, conflict resolution, or disciplinary matters brought. Any one of the Officers directly involved in any such matter is excused from the final vote and/or resolution of the matter. The Board of Directors may invite non-Board member representatives to assist in resolving any such matters.

### H. Executive Officer Candidate Eligibility

To run for office all Executive Officer and non-executive officer candidates must have served a minimum of one year as a LZQBC member in good standing and

must have attended a majority of the of LZQBC functions throughout the prior year.

## ARTICLE II – CLUB OPERATIONS

### Section 1 – Roles and Responsibilities – Board of Directors

#### A. President

The President is the executive and chief operating officer for the LZQBC. The president is responsible at minimum for all of the following:

- Organizing Meeting Agendas
- Facilitating regularly scheduled monthly meetings
- Introducing New Articles of Business to the Club
- Initiate Calls to Vote.
- Submit annual budget to LZQBC Board of Directors for approval.
- Ensure LZQBC Bylaws are enforced.
- Participate in Executive Board and Board of Director Voting Calls per requirements of Article I, section 2c of this document.
- Serve as a signer of the LZQBC bank account

#### B. Vice President(s)

The Vice President(s) is/are members of the executive officer group for the LZQBC. The Vice President(s) is/are responsible at a minimum for all of the following:

- Serve as Acting President in the absence of the President.
- Serve as a Chair within various LZQBC Committees.
- Participate in Executive Board and Board of Director Voting Calls per requirements of Article I, section 2c of this document.

#### C. Treasurer

The Treasurer is an executive member of the Board of Directors. The Treasurer is responsible at a minimum for all of the following:

- Assist President with annual budget proposal.
- Maintaining accurate records for all monetary activity for the club
- Reporting statuses of funds at monthly LZQBC meetings
- Oversee completion of annual tax returns
- Oversee the disbursement and receipt of LZQBC funds.
- Participate in Board of Director Voting Calls per requirements of Article I, section 2c of this document.
- Main signer on the LZQBC checking account.

#### D. Secretary

The Secretary is a non-executive member of the Board of Directors. The Secretary is responsible at a minimum for all of the following:

- Take and maintain attendance and minutes from LZQBC meetings.
- Distribute previous meeting minutes to LZQBC Board of directors prior to LZQBC monthly meetings.
- Maintaining any master volunteer/ member lists required by this document.
- Tabulating and Documenting LZQBC Voting.
- Participate in Board of Director Voting Calls per requirements of Article I, section 2c of this document.
- Other activities as requested by the executive members of the Board of Directors.

#### E. Concessions Lead

The Concessions Lead is a non-executive member of the Board of Directors. The Concessions Lead is responsible at a minimum for all of the following:

- Assist President with annual budget proposal related to Concession activities.
- Maintaining accurate records for all monetary activities related to Concessions activities.
- Oversee planning and execution of all Concessions related activities.
- Participate in Board of Director Voting Calls per requirements of Article I, section 2c of this document.
- Other activities as requested by the executive members of the Board of Directors.

#### F. Mama Bear

The Mama Bear is a non-executive member of the Board of Directors. The Mama Bear is responsible at a minimum for all of the following:

- Assist President with annual budget proposal related to Mama Bear activities.
- Maintaining accurate records for all monetary activities related to Mama Bear activities.
- Oversee planning and execution of all Mama Bear related activities.
- Participate in Board of Director Voting Calls per requirements of Article I, section 2c of this document.
- Other activities as requested by the executive members of the Board of Directors.

## Section 2 – Roles and Responsibilities – Administrative

### A. Communications Liaison

The Communications Liaison is an essential member of the LZQBC. This member is responsible at a minimum for all of the following:

- Maintaining a list of all Player's Parent contact information.
- Communicating Club activities and information to Player's Parents on behalf of the LZQBC Board of Directors or the designated Lake Zurich High School Football coaching staff member.

### B. Website / Social Media Coordinator

The Website / Social Media Coordinator is a key member of the LZQBC. This member is responsible at a minimum for all of the following:

- Maintain the Club website ([www.lzqbclub.com](http://www.lzqbclub.com))
- Maintain the Club's Facebook, Twitter, or other social media site with Chief Executive Board of Director approved material.

## Section 3 – Club Activities

The LZQBC coordinates and executes various efforts in support of the Lake Zurich High School Football Program. Some examples are listed as follows:

- Fundraising Events
- Golf Outing
- Concessions Activities
- Sponsorships / Donations

Club activities are used to provide resources that exceed the LZCUSD 95 budget. All resources from club activities will be used for (a) items, goods, or services that directly benefit the players, coaches, and facilities of the Lake Zurich High School football team; (b) items, goods, or services used directly or indirectly to fund club activities designed to generate additional funds; (c) specific discretionary expenses that have been approved by formal vote of the Board of Directors.

## Section 4 – Budgets, Operating Funds, and Expenses

### A. Budget Proposals

The chief executive officer of the Board of Directors (the President) of the LZQBC, must derive and submit such budget for approval on an annual basis. The budget must be approved by the executive members of the LZQBC Board of Directors and the Treasurer for the given term.

## B. Operating Funds and Expenses

All Operating Funds and Expenses included in the annual approved budget are assumed to be “pre-approved” expenses as long as they do not exceed the budget line.

All Operating Funds and Expenses MUST be solely used for “Club Activities” as defined in Article II, section 3.

All modifications to the Operating Funds and Expenses are to be approved at a minimum by the President of the LZQBC.

- Any non-budgeted expense exceeding \$500 must be approved by the President and a majority vote of the Board of Directors prior to a purchase of any goods or services.
- Any non-budgeted expense less than \$500 may be approved by the President and one other member of the Board of Directors prior to the purchase of any goods or services.

## Section 5 – Election of Board of Directors

### A. Composition of Board of Directors

The Board of Directors of the LZQBC consists of the President, 1 or 2 Vice Presidents (preferably 1 incoming Junior and 1 incoming Sophomore), the Treasurer, and the Secretary

### B. Terms and Term Limits

- President – Term is 1 year, Limited to 2 terms, elected annually
- Vice President – Term is 1 year, Limited to 3 consecutive terms, elected annually, appointed upon vacancy
- Treasurer – Term is open, Limited to 3 consecutive annual terms, elected annually, appointed upon vacancy
  - May appoint a co-treasurer to shadow for a year prior to taking over duties
- Secretary – Term is open, Not Limited to consecutive annual terms if they have a child in the program, appointed upon vacancy
  - May appoint a co-secretary to shadow for a year prior to taking over duties
- Concessions Lead – Term is open, Not Limited to consecutive annual terms if they have a child in the program, appointed upon vacancy
- Mamma Bear – Term is open, Not Limited to consecutive annual terms if they have a child in the program, appointed upon vacancy



### C. Annual Election

All candidates must submit their intent to run to the President by the end of the October meeting. Between the October meeting and the election, the President may request a candidate profile to be shared with the membership to demonstrate the individual's qualifications.

The annual election shall take place in November on the third Thursday of the month or as a vacancy opens that necessitates replacing a position.

The executive members of the Board of Directors (President, Vice President(s) are to be elected annually by majority vote of those members present at the November meeting. The non-executive members of the Board of Directors (Treasurer, Secretary, Concessions Lead, Mama Bear) are to be appointed as a vacancy occurs in the position(s).

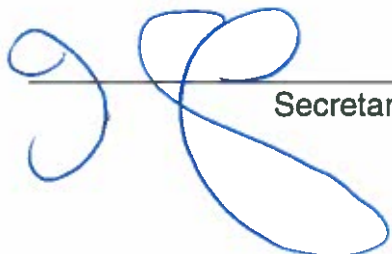
Voting via proxy may occur, but should be submitted to the outgoing President no later than 3PM the day prior to the election.

In the event that a vote is needed prior to a meeting, an email vote may take place and should be coordinated in combination with the President and the Communications Liaison.

## ARTICLE III – CERTIFICATION

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Lake Zurich Quarterback Club and that such Bylaws were duly adopted by the Board of Directors of the Lake Zurich Quarterback Club on the date set forth below.

Date: 4/24/19

  
Secretary