

**BYLAWS
BIRDVILLE HAWKS FIRST DOWN CLUB**

ARTICLE I: Name

The name shall be known as the Hawks First Down Club, located in North Richland Hills, Texas and hereafter will be referred to in this document as the H.F.D.C.

ARTICLE II: Purpose

The purpose of the H.F.D.C. is to:

- A. Demonstrate support for the football athletic program of Birdville High School and the Birdville School District.
- B. Provide the necessary fund raising activities for the funding of the Club's current year's budget.
- C. Provide assistance to the coaching staff when requested.
- D. Foster spirit for all activities of the Birdville High School football program.

ARTICLE III: Basic Policies

The following are basic policies of the H.F.D.C.

- A. The club shall be noncommercial, nonsectarian, and nonpartisan.
- B. The club shall work with the school and coaching staff to provide a quality athletic program.
- C. All projects and activities shall be in accordance with U.I.L. rules.
- D. Parliamentary procedure shall be governed by Roberts Rules of Order.
- E. The executive board shall be comprised of the H.F.D.C. elected officers and Birdville High Schools Athletic Director.
- F. Decisions requiring a vote must have a quorum present. A quorum shall be defined as two thirds of the executive board; votes by proxy will not be counted. Matters presented for vote before the executive board shall require approval by two thirds of the quorum present.
- G. A bank account shall be maintained for the deposit and dispersal of all H.F.D.C. funds; the signature of two executive committee members shall be required on all checks. At least three signatures will be on the signature card held at the bank, those being the President, Treasurer and the Secretary.
- H. No part of the net earnings shall inure to the benefit of, or be distributed to its members, officers or other private persons except that the club shall be authorized and empowered to pay reasonable compensation for services rendered.

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ARTICLE III: Basic Policies, continued

- I. An auditing team of not less than three members shall be appointed no later than December 31 of each year, and shall report their findings regarding the financial status of H.F.D.C. at the first meeting of the new fiscal year.
- J. Any expenditures exceeding \$50.00 not specified as a line item in the budget shall require an approval vote by the executive board.
- K. A special meeting of the executive board may be called by either the President or a majority of the members of the executive board.
- L. The outgoing board president shall be a member of the executive board for the year following his/her last term and be used in an advisory capacity.

ARTICLE IV: Members and Dues

Section 1. Membership shall be open to all persons willing to support and foster spirit for the Birdville High School football program.

Section 2. Only members in good standing (dues having been paid for the current fiscal year) shall have the right to vote in any H.F.D.C. election. Voting by proxy or written notice will not be permitted.

Section 3. Annual membership dues will be determined by the executive board and will cover the twelve months of the fiscal year.

ARTICLE V: Officers and their Election

Section 1. Each officer must be member in good standing and shall have been a member in the previous fiscal year.

Section 2. The officers shall consist of a President, three Vice Presidents, a Secretary, a Treasurer, and a Membership director.

Section 3. Officers shall be elected prior to the end of the fiscal year. Only members during the previous fiscal year shall be allowed to hold a position on the executive board.

Section 4. By two-thirds vote of the executive board an officer may be removed from office for failure to perform duties. An officer who misses three consecutive meetings may be removed from office.

Section 5. Officers may hold their positions for one fiscal year and no more than two consecutive years.

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ARTICLE VI: Duties of Officers

Section 1. The President shall:

- A. Preside at all H.F.D.C. general and executive board meetings.
- B. Coordinate the work of the officers and team leaders of the club.
- C. Be authorized to sign on H.F.D.C. bank accounts.
- D. Have the authority to create and dissolve special committees from time to time as needed and appoint chairpersons to such committees subject to approval of the executive board.

Section 2. The First Vice-President shall:

- A. Assume duties of the President in his/her absence or in the event he/she should be unable to complete his/her term.

Section 3. The Second Vice-President/Programs shall:

- A. Be responsible for the assembly and printing of the annual football program-when applicable.
- B. Serve as Ad Sales Coordinator, which includes organizing sales as well as follow-up of all sales.

Section 4. The Committee Coordinator shall:

- A. Be responsible for coordinating and overseeing committees (fund raising, banquet, cookie sales, merchandising, etc) needed for the H.F.D.C

Section 5. The Secretary shall:

- A. Record minutes of the general and executive board meetings.
- B. Conduct all correspondence necessary for H.F.D.C. (submit newsletter articles, notify WebMaster of changes needed to the website, etc.)
- C. Sign on bank account
- D. Carry out the duties of the Membership Director (in their absence) with the treasurer.

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ARTICLE VI: Duties of Officers, continued

Section 6. The treasurer shall:

- A. Have custody of all funds belonging to H.F.D.C
- B. Present a budget for vote at the first general meeting of the fiscal year, having been previously approved by the executive board.
- C. Keep books of account and records including bank statements, receipts, invoices, and canceled checks for not less than five years.
- D. Sign on bank account (one of two required signatures).
- E. Make disbursements as authorized by the club in accordance with the budget adopted by the club.
- F. Carry out the duties of the Membership Director in their absence with the secretary.

Section 7. The Membership Director shall:

- A. Maintain a current membership list with names and addresses. Conduct the membership drive.
- B. In the absence of a Membership Director, these duties will be performed by the secretary/treasurer.
- C. Provide an updated list of the general members to the secretary/treasurer

ARTICLE VII: Special Committees

Section 1. Only members of the club shall be eligible to serve in any elective or appointive position.

Section 2. The executive board may create such special committees as it may deem necessary to carry on the work of the club.

Section 3. The president shall have the power to appoint special committee chairpersons subject to the approval of the executive board.

ARTICLE VIII: Meetings

Section 1. Regular meetings of the general membership of the club shall be held as required.

ARTICLE IX: Fiscal Year

Section 1. The fiscal year shall begin on March 1 and end the following February 28 each year.

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ARTICLE X: Amendments

Amendments to the Bylaws shall be submitted to the executive board and upon recommendation of a majority of that board, the bylaws may be amended by a vote of two-thirds majority of the members present at a regular or special meeting.