

LOWER LOUDOUN BOYS' FOOTBALL LEAGUE, INC. AUXILIARY

CONSTITUTION

(Revised March 2007)

Article 1: **NAME**

The organization shall be known as Lower Loudoun Boys Football League, Inc., Auxiliary (LLBFLA)

Article 2: **OBJECTIVE**

The purpose of the LLBFLA shall be to work closely with Lower Loudoun Boys Football, Inc. (LLBFL) as follows:

- a. To coordinate with and provide support to LLBFL by conducting fundraising activities, overseeing and managing the operations of the snack bar and any other activities as may be mutually agreed to by LLBFL and LLBFLA.
- b. The LLBFLA will provide support to all Team Mothers, Team Fathers and Cheerleading Mothers (through communication to the Cheerleading Coordinator).
- c. The LLBFLA shall provide financial support to LLBFL. By the end of the year (January 31) the LLBFLA shall distribute all funds raised during the year to LLBFL with the exception of sufficient funds to cover outstanding debts of the current year. A reasonable amount of funds may be kept in reserve and held in the LLBFLA Treasury to cover any start-up expenses for the following year. LLBFL may request the LLBFLA President to provide a periodic written report of the financial records of the Auxiliary. The requested financial report shall be recorded in the minutes of the LLBFL meeting at which it is presented.
- d. LLBFLA shall play an integral part in LLBFL. LLBFLA shall have voting power as associated with LLBFL positions assigned to the Auxiliary (as described in Article 5 of this Constitution). The Auxiliary does not have the authority, other than through the voting power described above, to determine how LLBFL funds are spent.
- e. Any Auxiliary problems which affect LLBFL will be brought to the attention of the President of LLBFL for appropriate action. Any problem that cannot be resolved by the Auxiliary and the President of LLBFL shall be brought before the Board of LLBFL.
- f. At the year-end LLBFL meeting (generally to be held prior to January 31) the Auxiliary President will provide the LLBFL Board with a financial report covering the income and expenses of all activities during the year. The financial report will include a financial statement that includes the following:

1. Cash receipts, expenses paid and any other disbursements made during the year,
2. Checking account bank balances,
3. A list of any accounts receivable or payable outstanding.

The Auxiliary President will also provide a statement that outlines the funds needed to pay outstanding expenses, amounts needed for start-up and the final amount of cash to be transferred to the LLBFL Treasury.

Article 3: **MEMBERSHIP**

The membership of LLBFLA shall consist of any person interested in active participation in the Auxiliary. Membership shall not be limited to parents of children participating in the football or cheerleading program.

Article 4: **OFFICERS**

The Officers will consist of the following individuals:

- a. Any person interested in active participation in LLBFLA may be nominated for an office (see Exceptions noted in the By-Laws attached hereto).
- b. The elected officers of LLBFLA shall be the President, Vice President, Secretary and Treasurer.
- c. All officers shall be elected by ballot annually by January 31.
- d. The Executive Board of the Auxiliary shall consist of the officers of LLBFLA, the chairpeople of fundraising committees and the previous year's President.

Article 5: **MEETINGS**

The meetings shall be conducted in the following manner:

- a. The meeting for the purpose of electing officers for the following year will be held by January 31.
- b. Regular meetings will be held monthly on a date that is agreeable to the officers of LLBFLA.
- c. The August meeting will be held as soon as possible after the draft to allow sufficient time for planning for opening day.

LOWER LOUDOUN BOYS' FOOTBALL LEAGUE, INC. AUXILIARY

BY-LAWS

(Revised February 2006)

Article 1: **QUORUM**

In order to conduct business, the LLBFLA Board must have at least two-thirds of it's members present at all meetings where a vote will be taken and recorded into the minutes.

Article 2: **DUTIES OF OFFICERS AND APPOINTEES**

OFFICERS:

President:

To preside at all organization and Executive Board meetings; to be ex-officio member of all committees and delegations with exception to the nominating committee; to appoint and oversee all committee chairpersons, whether temporary or permanent in nature, with the membership's approval; to sign the Auxiliary checks if the Treasurer is unable; to concurrently hold the office of 2nd Vice President of LLBFL, Inc. The President may not serve as a Team Mother, Team Father, Cheerleading Mother, Cheerleading Assistant or fundraising chairperson.

Vice President:

To discharge the duties of the President when the latter is unable to do so; to act as chairperson of the nominating committee in October; shall conduct the elections to be held at the January meeting; and concurrently hold the office of Communications Manager of LLBFL, Inc. The Vice President may not serve as a Team Mother, Team Father, Cheerleading Mother, Cheerleading Assistant or fundraising chairperson.

Secretary:

To keep complete and accurate minutes and keep attendance records of all organizational and Executive Board meetings; to act as custodian of official records, prepare Auxiliary correspondence as directed by the President. Provide a list of Board members and committee chairpersons addresses and phone numbers. To be responsible for contacting Team Mothers to advise them of the Auxiliary meetings, or any change in the scheduled meeting. To secure the meeting location for the monthly Auxiliary meetings. The Secretary may not serve as a Team Mother, Team Father, Cheerleading Mother, Cheerleading Assistant or fundraising chairperson.

Assistant Secretary:

To discharge the duties of the Secretary when the latter is unable to do so. Will hold a dual position as Public Relations/Player Agent on the LLBFL Executive Board.

Treasurer:

To keep complete and accurate records of all monies received and disbursed by the Auxiliary. Provide Membership with monthly financial reports. The Treasurer's accounts shall be audited by a professional auditor annually in January to be completed within sixty (60) days of the year end. The Treasurer may not serve as a Team Mother, Team Father, Cheerleading Mother, Cheerleading Assistant or fundraising chairperson.

APPOINTEES:**Dance Chairperson:**

Coordinate the annual dance by securing the location, making sure all deposits are paid, reserving a DJ to provide music, printing and selling the dance tickets. The chairperson will also be responsible for accounting for all expenses by turning in all receipts and funds to the Treasurer.

Snack Bar Chairperson:

To oversee and operate the snack bar. Assist in the scheduling of team parents and squad parents. Provide the Treasurer with the weekly orders and receipts.

Team Parent Coordinator:

Will be responsible for communicating with the Team Mothers and Team Fathers for scheduling of the snack bar, gates and chains.

Picture Chairperson:

Will be responsible for distributing picture information to the team parents, scheduling team picture times, and coordinating picture day.

Article 3: ELECTION OF OFFICERS

Elections shall be conducted in the following manner:

- a. The nominating committee shall consist of a team mother or representative from each team with the Vice President acting as Chairperson.
- b. The nominating committee shall present the slate at the November's meeting. Nominations from the floor will be accepted at the meeting prior to the election.

- c. The nominating committee shall present no more than four (4) candidates for each office.
- d. The new officers shall assume their duties February 1. The term of office shall be for a period of one (1) year.
- e. If an office becomes vacant, it shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, except in the case of a vacancy in the Office of the President; then the Vice President shall assume the Office of the President for the unexpired term, and Vice President shall be elected.
- f. Team Mothers will have a vote at the elections, however, they must be present at a minimum of two (2) meetings and be considered an active member.
- g. Qualified voters may submit a sealed identifiable absentee ballot to the President prior to the meeting the elections are to be held.

Article 4: **FINANCES**

Finances for the Auxiliary shall be handled in the following manner:

- a. All income shall be placed in the organization treasury and all bills paid by check signed by the Treasurer or the President.
- b. Expenditures must be approved at membership meetings. Voting on a fund raising activity constitutes members' approval of resulting expenditures. No checks may be issued without itemized statements.
- c. The budget shall be formulated by the President with the members' approval by March 15 and it shall reflect Lower Loudoun Boys Football League, Inc. funding request.
- d. The Treasurer shall keep sufficient funds in the bank account to pay anticipated Auxiliary bills and operating expenses as directed by the Executive Board. All other monies shall be turned over to the Lower Loudoun Boys Football League, Inc.

Article 5: **PARLIAMENTARY AUTHORITY**

This constitution and By-Laws shall govern proceedings of the Auxiliary. Points of order not determined in this document shall be deferred to Robert's Rules of Order.