

CONSTITUTION AND BY-LAWS OF THE LINDBERGH FOOTBALL ASSOCIATION
(AMISSOURI NOT-FOR-PROFIT ORGANIZATION)

SEPTEMBER 15, 2016

Constitution

ARTICLE I: NAME

SECTION 1

The name of the organization shall be the “Lindbergh Football Association”. The organization is hereinafter referred to in this Constitution as the “LFA”

ARTICLE II: PURPOSES AND OBJECTIVES

The purpose of the LFA shall be:

1. To support, encourage, promote and raise funds for the football programs within the Lindbergh School district for sole and direct benefit of the football programs.
2. To promote, support and provide assistance to the Lindbergh Football Programs.
3. To provide financial assistance to the Lindbergh School District Football programs by purchasing items not provided for in the school district budget yet deemed necessary and/or beneficial to the programs as determined by the Lindbergh School district coaching staffs and approved by the LFA.
4. The LFA is organized exclusively for charitable, educational or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Under no circumstances should any member use the LFA to further their own personal gain in any way or form.
5. Disbursement of income: No part of the net earnings of the LFA shall be used for or to the benefit of, or distributed to, any members, directors, officers or other private persons except that the LFA shall be authorized and empowered to pay reasonable compensation for services and/or products rendered or provided as are deemed necessary or beneficial to the betterment of the Lindbergh Football Program.
6. Operational Limitations: Notwithstanding any other provisions of the articles, the LFA shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from Federal Income Tax of the Internal Revenue Code 1954 (or the corresponding provisions of any future United State Internal Revenue Law) or (b) by any organization, contributions which are deductible under Section 170 (c)(2) of the Internal revenue Code 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
7. Dissolution Clause: Upon the dissolution of the LFA, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the LFA, dispose of all assets of the LFA exclusively for the purpose of the LFA in such manner. If the LFA should ever disband, all assets remaining, shall become the property of the Lindbergh School District. The office of the Athletic Director shall dispose of all assets.
8. Ensuring that all activities conducted by the organization have the approval of the officers of the LFA Board (hereinafter referred to as the “Board”, refer to Article V, Section 1.

ARTICLE III – MEMBERS

SECTION 1: Definition of Members

1. Any person eighteen (18) year of age or older may become a member of the LFA.
2. Every parent of a Lindbergh player, any staff member, football alumnus, community resident and/or interested individual support the Purposes and Objectives (Article II) of the organization may become a member of the LFA.
3. Membership can be initiated by attending and signing a membership roster at a regularly scheduled Board meeting.
4. Membership shall be for a term of one-year starting with the annual meeting prior to the football season. This is to preserve the continuity of the membership list for the purpose of voting on matters brought before the LFA.

SECTION 2: VOTING RIGHTS

1. Each Member shall be entitled to one vote on such matters brought before the body as a whole at any given monthly meeting. Voting shall be either by voice or by ballot, at the discretion of the President.

ARTICLE IV – MEETINGS

SECTION 1

1. The monthly meetings of the LFA will be held at 7 p.m. on the third Thursday of every months. The meetings will be held in the Anne Morrow Room of the Lindbergh High School unless otherwise notified of a change.
2. Special meetings of the LFA may be called by the President or by a majority vote of the board upon notice to the members not less than two (2) days prior to the date designated for the special meeting. The notice of any special meeting shall state the purpose for which such meeting has been called and shall be posted on the LFA website and by email to LFA members. Meeting of the Board may also be called. See Article V, Section 3.
3. Fifty-one percent (51%) of the Board members shall constitute a quorum at any regular or special meeting of the members. If at any regular or special meeting of the members there is no quorum present, the presiding officer shall adjourn the meeting to a later date and time and declare for which meeting has be called.
4. At all meetings of the members, the President of the LFA, or if not present, the vice President or other officer of the LFA, shall preside.

ARTICLE V – EXECUTIVE BOARD

SECTION 1

1. The Board shall consist of the officers of the LFA. See Article VI, Section 1.

SECTION 2

The board shall have charge of the general affairs and business of the LFA and the LFA website, subject to the membership approval of all major, formal and/or policy matters.

SECTION 3: SPECIAL MEETINGS

The President or if absent, the Vice-President or other officers of the LFA may call a special meeting of the Board. Upon notice to each member of the Board of not less than two (2) days notice prior to the date and time designated for such special meeting. The notice of any special meeting shall state the purpose for which such meeting has been called. Fifty-one per cent (51%) of the Board members shall constitute a quorum at any meeting of the Board.

ARTICLES VI – OFFICERS

SECTION 1

Officer of the LFA Board shall be the President, Vice-President, Secretary, Treasurer, High School representative, Freshman representative and a Middle School representative.

SECTION 2

The President, vice-President, Secretary, Treasurer, High School representative, Freshman representative and Middle School representative shall be elected at the annual meeting of the membership in the month of November to assume the office immediately to serve a term of one (1) year.

SECTION 3

The president shall be the Chief Executive Officer of the LFA. In the absence or in the case of a vacancy in the office of the president, the Vice-President shall assume the position of chief executive officer. The President, or in the case of absence, the Vice – President or other officer, shall preside at the meeting of the Board. The officers of the LFA have duties and responsibilities as may be established from time to time by the Board.

ARTICLE VII -DUTIES OF THE OFFICERS

SECTION 1- PRESIDENT DUTIES

1. The president shall preside at all general and board meetings.
2. Shall approve signing of all contracts and all documents in a timely manner when ordered by the membership.
3. Appoint chairpersons of standing committees with Board approval, and as necessary, any temporary committees with Board approval.
4. Sign all financial transactions (banking, purchasing and payment of bills etc.) along with the Treasurer or one other signatory officer for payment of monies from the LFA financial accounts.
5. Secure a meeting location acceptable to the membership.
6. Conduct business on behalf of the membership including negotiation of all contracts and agreements with Board approval. Make decisions on behalf of the membership when consultation with membership cannot be obtained.
7. Shall cast the deciding vote at the Board meetings in the event of a tie. Roberts Rules of Order, as they are presently stated, shall govern this association at all meetings.

SECTION 1A – AUDITING

1. The President shall appoint a two person committee to conduct an audit of the records of the Treasurer to be completed in the month of November of each year.
2. Auditing the books shall require auditors to completely check and assure the recording of every deposit and check made throughout the current fiscal year.
3. Upon completion and acceptance of the audit, both auditors are to initial and date the register of the checking account and/or savings account.
4. Give written notice to the Treasurer of such acceptance for the Treasurer to read aloud at the December meeting.

SECTION 2-VICE PRESIDENTIAL DUTIES

1. The Vice-President shall act in an advisory capacity to the President.
2. Shall assume duties of the President in the absence of the President.
3. If the President is unable to fulfill his/her term, the Vice President shall assume the position of President for the remainder of the unexpired term subject to a majority vote of the Board.
4. The Vice-President shall abstain from voting in such instance.

SECTION 3-SECRETARIAL DUTIES

1. Shall keep the minutes of the meeting of the LFA in the minutes book which is the property of the LFA and said minutes shall be made available for review by any member upon request.

2. Shall provide the previous month's meeting minutes to each LFA member at the monthly meetings of the LFA to be read aloud and approved by the membership at said meeting.
3. Provide a membership sign-in sheet at every meeting and keep on file for any further need that may be required.
4. Keep accurate records of minutes pertaining to each meeting of the LFA, including all subjects, all approved/disapproved plans, all officer reports, including a report of the Treasurer.
5. The records of the Secretary shall be retained for a period of five (5) years.
6. The Secretary shall turn over all books and other property belonging to the LFA upon completion of his/her term.

SECTION 4 -TREASURER DUTIES

1. Shall keep accurate records of receipts and disbursement.
2. Pay all bills and expenses upon receipt of Board approval and record same.
3. Submit a financial report at each regular meeting, a copy of which will be entered into the minutes by the Secretary.
4. Submit an annual audited report at the November meeting to be approved.
5. Collect and secure all monies.

SECTION 5 -HIGH SCHOOL, FRESHMAN AND MIDDLE SCHOOL REPRESENTATIVE DUTIES

1. Each member shall have a voting right on all issues to be decided by the board.
2. Each member shall be the chair of a committee of the board.
3. Each member will act as the liason between the board and their respective team.

SECTION 6 – COACHES REPRESENTATIVE AND DUTIES

The Board will have one coach from the high school coaching staff who will act in a non-voting capacity. The duties of the coach member are as follows:

1. To act as the liason between the Board and all coaches within the Lindbergh Football Program.

SECTION 7 – COMPENSATION/COMBINATION OF DUTIES

No elected or appointed officer shall receive compensation for services. No offices shall combine into one.

SECTION 8– VACANCY

If a vacancy occurs during the term of an officer, the Board at any regular or special meeting may elect a successor who shall hold the office for the remainder of the unexpired term. Such successor shall be subject to approval of the membership at the next regular meeting.

SECTION 9 RESIGNATION

Any member of the Board may resign by submission of such resignation in writing to the President. Upon which such resignation, the officer shall immediately return and all property of the LFA.

ARTICLE VIII – COMMITTEES

The Board has the authority and power to establish committees to meet the needs of the LFA. There shall be two types of committees, Standing (permanent) and temporary. The Board may establish temporary committees as needed to meet the special needs of the LFA that are not met by the standing committees.

ARTICLE IX – CODE OF CONDUCT

A member may be suspended for cause. Sufficient cause for suspension includes violation of these by-laws and any rule or practice or conduct likely to endanger the welfare, interests or character of the LFA.

1. Investigation of any other cause for loss of membership shall be conducted by the Board. Such investigation may be initiated by a written petition to the board by any three (3) members in good standing or by motion of the Board. A notice of investigation will be forwarded to the last known address of the member prior to initiation. The member shall have the opportunity to produce evidence and defend the claims before the Board after presentation of the findings by the Board.
2. Members may be removed from membership by majority vote of the Board for conduct deemed harmful to the LFA or the Lindbergh School District or its football programs. Such action may be taken after investigation as described in paragraph 2 of this section. Such member shall be notified at least ten (10) days prior to final action taken.
3. Immediately upon resignation, suspension or termination, all rights and privileges of membership shall cease.

ARTICLE X – FISCAL YEAR & FINANCES

SECTION 1

The fiscal year shall begin on the first day of August of each year and shall end the last day of July of the following year.

SECTION 2

All funds of the LFA shall be deposited into a designated bank account to the credit of the LFA.

SECTION 3

The Board shall approve all expenditures and all fundraising projects. Any purchase over fifty dollars (\$50) shall require a receipt. Any purchase over five hundred dollars (\$500) will require Board approval.

ARTICLE XI – AMENDMENTS

The constitution of the LFA may be amended at any time at any regular meetings of the LFA. Amendments must be read at one (1) meeting, prior to a vote. Two-thirds (2/3) majority of the voting members present must approve any amendments.

ARTICLE XII – PARLIMENTARY AUTHORITY

Roberts Rules of Order shall govern the LFA meetings.

ARTICLE XIV- RESOLUTIONS AND SUBSRIPTIONS

No resolution or motion to commit the LFA to any school service project, fund raising project or new club project shall be considred by the club until the Board has considered it and is recommended by a majority vote. Resolution or motion regarding such projects shall be referred, without discussion, to the Board.