BYLAWS OF THE

CATALINA FOOTHILLS HIGH SCHOOL

TOUCHDOWN CLUB

Updated April 2022

Article I: Purpose

The purpose of the CFHS TOUCHDOWN CLUB, organized as a not-for-profit 501(c)(3) organization, is to promote and develop the football program at Catalina Foothills High School, providing fiscal and volunteer support to the coaches and players. Specific goals include, but are not limited to:

1. Fundraising for expenses not covered by the school district.
2. Providing educational and training opportunities for coaches and players.
3. Enhancing and developing the football program through voluntary and financial activities.

Article II: Membership

CFHS TOUCHDOWN CLUB membership is open to anyone with an interest in promoting the football program at Catalina Foothills High School. Particular invitation is made to the family members of Freshman, Junior Varsity and Varsity team players.

Article III: Meetings

Meetings shall be held as needed to accomplish the goals of the CFHS TOUCHDOWN CLUB, but no less than once per quarter. The location will usually be at the high school, although other locations can be utilized if it is more convenient. Notice of meetings will be provided to the members by e-mail, telephone contacts, or announced at previous meetings. Every effort to use existing email listings and/or team phone trees to insure maximum participation by players’ families will be made when announcing meeting times and locations. The Board of Directors will meet at least monthly during the academic school year to conduct the business of the CFHS TOUCHDOWN CLUB.

Article IV: Dues

The CFHS TOUCHDOWN CLUB will not collect membership dues unless operational costs exceed donations, contributions, and fundraising efforts. If the membership, through open discussion, determines that dues are necessary, a proposal will be submitted to the membership by the officers. Assessment of dues can be approved by a vote in favor by two thirds (2/3) of the CFHS TOUCHDOWN CLUB’S registered members.

Article V: Officers

1. Officers shall be elected in January of each year by popular vote of the membership to serve a one-year term. Elective officers shall be elected by oral vote at the election.
2. Any office may have co-officers that share the responsibility of the office. Co-nominees for the office are voted in as a team and will have one collective vote for all decisions voted upon by the Board of Directors.
3. If a vacancy occurs in the office of President, the Vice President (Fundraising) shall assume the office of the President. If a vacancy occurs in any other office, a person elected by a majority vote of the Board of Directors shall fill in for the unexpired term, provided notice of such election is given.

The positions to be elected compose the ten (10) member CFHS TOUCHDOWN CLUB Board of Directors shall be:

1. President
2. Vice President, Fund Raising
3. Vice President, Logistics
4. Secretary
5. Treasurer
6. Immediate Past Officer
7. Varsity Team Representative
8. Junior Varsity Team Representative
9. Freshman Team Representative
10. Snack Bar Director

In addition, the operations assistant to the CFHS Head Varsity Football Coach shall serve as a nonvoting member of the CFHS TOUCHDOWN CLUB Board of Directors to serve as a liaison between the governance provided by the Board and the operations provided by the three levels of the football program.

Article VI: Committees

The CFHS TOUCHDOWN CLUB shall maintain standing committees to conduct the operation of the organization. The types of committees may vary according to the needs of the club and the number of volunteers available within the membership. Standing committees may be formed or dissolved by the Board of Directors to meet the current needs of the club. The current standing committees and their function are as follows:

1. Lift-a-Thon – fundraiser via a weight lifting competition amongst the players.
2. Falcon Flash/Banner Ad Sales/Poster Chair – these are fund-raising activities. The Falcon Flash is the football program produced by the club and sold at CFHS football games. Banners are sold to be placed along the fencing of the football stadium. Posters are a fundraiser of selling ads and producing the annual beginning of the year poster with team pictures and yearly game schedules. Also responsible for senior player individual posters to be placed at the bottom of the stands (not a fundraiser).
3. Falcon Wear/Player Packs - a fundraiser and spirit promoter for the football program. Clothing and spirit items are sold to supporters of the football program at CFHS TOUCHDOWN CLUB events and football games held at Catalina Foothills High School. In addition, training clothing for the players and coaching attire is coordinated with the coaching staff.
4. Middle School and Feeder Team Engagement – coordinates all Club engagement activities with Catalina Foothills School District middle schools and Tucson Youth Football Federation players and students.
5. Senior Night – arranges for recognition of senior players at the final home football game of each year.
6. Donor Night – arranges all activities to plan and execute recognition of CFHS Football donors, to include donor recognition packets and recognition activities at the game.
7. Silent Auction – fundraiser for the club. May be done as a stand-alone event or in conjunction with any other Club event.
8. Snack Bar – fundraiser that oversees the entire operation of the snack bar at all home football games. Includes ordering and buying food, and arranging staffing.
9. Website – maintains the CFHS TOUCHDOWN CLUB website.
10. Year End Banquet Chair – arranges the end of the year banquet for the football program.
11. Game Support Coordinator – arranges for staffing of chain gang, spotters, stats keepers, and any other volunteers needed for actual football games.
12. Kickoff Dinner – fundraiser and informational dinner done at the start of the football season. This is also when we secure volunteers from the program at large for staffing of committees and committee activities.
13. Team Meals and Snacks – arranges Thursday night meals for varsity team, post-game meals (for away games) for varsity team, and pre-game snacks for all teams. The team representatives comprise this committee.
14. Team Video Management – Coordinates videography at all games (varsity, JV, and freshman), manages required information technology for real-time sideline and booth spotter video analysis, and film exchange operations/administration with other teams in conjunction with the coaching staff.

Article VII: Officer Duties

The duties listed below are for guidance purposes only. Actual requirements may vary to meet the goals of the club as needed.

1. President - conducts meetings, provides coordination as required and appoints committee chair persons. Also acts directly as a liaison with the Catalina Foothills High School Athletic Director.
2. Vice President, Fundraising - performs the duties of the president when the president is absent. Oversees all fundraising activities for the Club. Provides oversight and direction for all standing and ad-hoc committees that execute fundraising activities, with the exception of snack bar activities (Lift-a-Thon, Falcon Flash/Banner Ad Sales/Poster, Falcon Wear/Player Packs, Silent Auction). Coordinates with the CFHS Athletic Director on all fundraisers and follows the District’s established policies and procedures for conducting business and fundraisers on behalf of students.
3. Vice President, Logistics – Oversees all facilities and logistics activities for the Club, to include all committees. Provides oversight and direction for all standing and ad-hoc committees that execute non-fundraising activities (Middle School and Feeder Team Engagement, Senior Night, Sponsor Night, Website, Game Support Coordinator, Kickoff Dinner, Team Video Management).
4. Secretary- maintains the roster of members of the CFHS TOUCHDOWN CLUB, produce and coordinates correspondence between the club, members and coaching staff, records and distributes minutes, responsible for meeting notification/location arrangements, and maintains historical files. Work with coach’s assistant with pre-season/summer camp activities. Works with team representatives to provide team rosters to announcers and various publications (Flash, Max Prep, TD Club Website)
5. Treasurers
6. Maintain the CFHS TOUCHDOWN CLUB bank account and keeps up-to-date lists with the secretary of all names, addresses and telephone numbers of vendors and donors.
7. Responsible for keeping an accurate record of all financial affairs of the CFHS TOUCHDOWN CLUB and insuring that funds expended have been approved in advance by the Board of Directors.
8. Shall provide a written report at each Board of Directors meeting and membership meeting for inclusion in the minutes.
9. Will provide an annual written reconciliation of the books to the membership identifying donations, contributions, expenditures and the balance of funds in the bank account(s).
10. Responsible for making deposits accurately and promptly.
11. Insures that reimbursement to members or vendors for approved expenditures are made in a timely manner once acceptable documentation of the expenditure has been provided.
12. Ensure that two approved signatures are on each disbursement of the organization’s funds. Those approved for signatures are: the President, Treasurer, Secretary, and Assistant Treasurer.

* Assistant Treasurer – Assist with tasks outlined under Treasurer
* Past Officer– member of the board who held a position other than Past Officer in previous years. Responsible for historical continuity of the football program and board.
* Varsity Team Representative – Direct advocate for the sustainment and advancement of the varsity team members. Acts as a liaison between the Board and the parents/coaches/players of the varsity team. Also, should lead all communications between Coaches and parents while copying touchdown club secretary. In charge of coordinating Chain gangs for home games, pre-game snacks for all games and coordinate dinner for away games if needed. Work with Snack Bar committee on pregame meals. Should have some connection to the varsity team (parent of a varsity player, etc), but not required. Provides oversight and direction for varsity part of Year End Banquet Committee.
* Junior Varsity Team Representative – Direct advocate for the sustainment and advancement of the junior varsity team members. Acts as a liaison between the Board and the parents/coaches/players of the junior varsity team. Also, should lead all communications between Coaches and parents while copying touchdown club secretary. In charge of coordinating Chain gangs for home games, pre-game snacks for all games and coordinate dinner for away games if needed. Should have some connection to the junior varsity team (parent of a junior varsity player, etc), but not required. Provides oversight and direction for junior varsity part of Year End Banquet Committee.
* Freshman Team Representative – Direct advocate for the sustainment and advancement of the freshman team members. Acts as a liaison between the Board and the parents/coaches/players of the freshman team. Also, should lead all communications between Coaches and parents while copying touchdown club secretary. In charge of coordinating Chain gangs for home games, pre-game snacks for all games and coordinate dinner for away games if needed. Should have some connection to the freshman team (parent of a freshman player, etc), but not required. Provides oversight and direction for freshman part of Year End Banquet Committee.
* Snack Bar Director- Oversees all support and operations of the snack bar and associated facilities and activities. Provides oversight and direction for all standing and ad-hoc committees that execute snack bar, and meal activities (Team Meals).

Article VIII: Amendments

These bylaws may be amended or rescinded by a two thirds (2/3) vote of the membership at any membership meeting when notice has been given either at the previous membership meeting or by email at least two weeks prior to the scheduled meeting.

**Article IX: Quorum Requirements**

Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business. This is not to conflict with Article VIII, which still requires a 2/3 vote of the total membership to amend the bylaws.

**Article X: Fiscal Year/Fund Use**

The TOUCHDOWN CLUB’S fiscal year starts January 1st and ends December 31st . Since the CFSD fiscal year starts July 1st and ends June 31st, the Touchdown Club Treasurer will prepare financial reports to the District to coincide with their fiscal year in addition to regular reports for TD Club financial purposes. Funds generated by the TOUCHDOWN CLUB will be used to promote the safety, health and general welfare of the student athletes attending CFHS, with a primary emphasis on providing program support for the student athletes who participate in the sport known as American Football and those who coach them.

**Article XI: Special Meetings**

In the event of an emergency, the President, or if the President is unavailable, the Vice President or CFHS Athletic Director, may call a special emergency meeting of the registered members. The rules for Article IX quorum requirements apply; however, all votes at a special meeting must be unanimous and regular minutes of the meeting must be kept and turned over to or created by the Secretary within one week of the meeting.

**Article XII: Distribution of Resources**

In the event of school attendance boundaries changes and the membership are divided, a fair and equitable amount of funds and resources may be divided among the schools. “Fair and equitable” distribution will be determined by the athletic directors of the two schools and should be based on the particular circumstances involved. Monies should be allocated by the end of the fiscal year.

**Article XIII: Miscellaneous Provisions**

All meetings of this Organization, Governing Board, and its committees are for the discussion of Organization business. Parent members shall not use any of these meetings as a forum for discussing the problems or progress of their children with members of the coaching staff.