

# Welcome!!!!

The 2008 Football Season has officially arrived and we would like to welcome all! This booklet comes to you from the Bedford Football Moms Club. BFMC is a spirit organization that works to support the ENTIRE football program. ***This includes ALL players, trainers, and cheer teams.*** We are a non-profit organization that raises monies to support this great program. With the help of our wonderful volunteers we provide 2-a day snacks, team dinners, Tuesday treats, away games, and running the concession stand at all 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, and JV games. We also ask for **\$25** to help support our athletes. This fee is not affiliated with the Bedford Athletic Department fees. These fees can be paid to any officer or place in an envelope with students name and turn in at the spirit table.

Please join us at our meetings, the dates are listed below. MEETINGS:  
Wednesday at 7pm @ BHS Media Center. (unless otherwise noted)

August 5<sup>th</sup> Bedford Public Library  
August 13<sup>th</sup> Bedford Public Library  
August 20<sup>th</sup> Bedford Public Library  
August 27<sup>th</sup> Bedford Public Library  
September 3<sup>rd</sup>  
September 10<sup>th</sup>  
September 17<sup>th</sup>  
September 24<sup>th</sup>

October 1<sup>st</sup>  
October 6<sup>th</sup> (Monday)  
October 15<sup>th</sup>  
October 22<sup>nd</sup>  
October 29<sup>th</sup>  
November 5<sup>th</sup>  
November 19<sup>th</sup>

Other important dates:

October 8 <sup>th</sup>	Big Ball
October 10 <sup>th</sup>	Homecoming
October 17 <sup>th</sup>	Senior/Parent Night
October 29 <sup>th</sup>	Placemats
November 12 <sup>th</sup>	Varsity/JV Banquet

Any questions please contact a Football Moms Club officer.

President: Honie Sulier	734-847-9756
V-President: Heather Walters	734-856-4338
Treasurer: Debbie Ostas	734-847-6236
Secretary: Dagmar Martin	734-847-6594

# **Bylaws of BEDFORD FOOTBALL MOMS CLUB**

## **This club was founded August 1975 by Mr. Lynn Parachek and Mrs. Kate Kenshaw**

### **ARTICLE I: NAME**

This name of this club shall be BEDFORD FOOTBALL MOMS CLUB

### **ARTICLE II: PURPOSE**

The purpose of the BEDFORD FOOTBALL MOMS is to provide spirit and encouragement for the football players and associated members of the football program; to become informed about the game of football; to become acquainted with the staff involved with the football program; to encourage community involvement and to support our football team.

### **ARTICLE III: MEMBERSHIP**

SECTION A: General members are those persons interested in supporting the Bedford Football program.

SECTION B: All members shall follow the Bylaws of the BEDFORD FOOTBALL MOMS CLUB.

SECTION C: No students of children shall be allowed at nor involved with any BEDFORD FOOTBALL MOMS CLUB meetings.

### **ARTICLE IV: DUES**

SECTION A: There will be NO dues as this an all VOLUNTEER organization; however, there will be a weekly attendance roster of all participants for Alumna purposes.

### **ARTICLE V: PUBLICATIONS**

SECTION A: At the beginning of each new football season starting with the MEET THE TEAM all members will have the opportunity to receive a copy of "Meet the Team Book: that includes some of the following items:

1. The Bylaws
2. List of all Standing Committees
3. List of all games and directions scheduled for the year
4. Schedule of most preplanned events
5. List of all/if any speakers for the year
6. List of all BEDFORD FOOTBALL MOMS CLUB officers and their phone numbers
7. List of all BEDFORD FOOTBALL MOMS meetings
8. List of all football program participants

### **ARTICLE VI: OFFICERS AND THEIR ELECTIONS**

SECTION A: Officers

1. The elected officers shall be: President (preference to a 12<sup>th</sup> grade Football player's Mother), Vice President, Secretary, and Treasurer. These officers shall perform the duties as prescribed within these bylaws and adopted by the BEDFORD FOOTBALL MOMS CLUB.

2. The office of the Bedford Football Moms Club President, unless otherwise determined during the voting process, shall have preference to a 12<sup>th</sup> grade football player's mother.

3. The executive board will consist of all elected officers, committee chairpersons, and possibly the wife of the head coach, if she chooses to be involved

SECTION B: Nominations

1. Nominations and elections will be held during the final Wednesday meeting prior to the High School Football Banquet. There will be no absentee ballots allowed.
2. All nominees shall have been present during at least four (4) meetings in the current year.
3. Prior to nominations only will be acceptance of absentee nominations may be presented to body according to these guidelines
  - a. In a sealed envelope
  - b. A statement of which offices you would accept nominations for
  - c. Signed and dated by the nominee
  - d. These nominations only will be accepted according to these guidelines prior to nominations:
    - (A) In a sealed envelope
    - (B) A statement of which office (s) you would accept nominations for
    - (C) Signed and dated by nominee
    - (D) These nominations will only be accepted due to unforeseen circumstances.

**SECTION C: Elections**

1. All the elected officers shall be elected by ballot

**SECTION D: Voting**

1. The order of voting will be President, Vice President, Secretary and Treasurer. Any nominee who is not elected may be nominated for another office, but does not automatically receive an office.
2. A majority of votes cast shall elect. A tie vote shall be decided by lot.
3. There will be three current senior mothers appointed by the President to count all ballots in view of the members.
4. No current Senior Mothers shall be allowed to vote unless they have underclassmen returning to the football program next season.

**SECTION E:** No member shall hold more than one elected office or two (2) standing committee chairperson at the same time. No Member shall serve more than two (2) consecutive terms in the same office.

**SECTION F: Vacancy in office**

1. If a Presidential vacancy occurs, Vice President shall fill the vacancy for the remainder of the year. Any vacancies created in any office shall be filled by the Executive Board and brought to the membership for approval provided that they have attended at least (6) meetings during the prior years season.

**ARTICLE VII: COMMITTEES**

**SECTION A:** The committees are as follows:

Banquet	Meet the team Booklet
Banquet Booklet & Senior Plaques	Meeting Refreshments
Cheerleading Team Representative	Parents' Night
Community Involvement & publicity	Pre-Season Two-a-Day
Concessions	Program Inserts
Freshman Football Representatives	Spirit Signs (Banners/Locker/Hallways, Locker Rooms)
Game Day Spirit pep Calls	Spirit Items Sales
JV football Team Representative	Thursday Night Meals
Homecoming Game Gifts/Big Ball/Etc	Varsity Team Representative

**SECTION B:** All committees have the power within themselves to choose and carry out a course of action with the approval of the President. The committee shall then report back to the general membership for their comments and to seek their help in carrying out a plan.

**SECTION C:** The President is ex-officio member of all committees.

**ARTICLE VIII: MEETINGS**

**SECTION A:** The regular meetings of the club shall be held on every Wednesday starting with the first Wednesday decided upon by the board and continuing until the last Wednesday before the banquet.

**SECTION B:** One half (1/2) of the members in attendance shall constitute a quorum on all voting matters.

**SECTION C:** The President may call meetings, providing the Executive Board is notified prior to the meeting.

**SECTION D:** If there are Guest Speakers, they will be asked to be limited to fifteen (15) minutes at the start of the meeting unless a conflict of arrival time.

**SECTION E:** Meetings are to be limited to two (2) hours. Meetings conducted will be spirit centered and all discussions will be limited to football/cheer concerns.

**SECTION F:** No students or children shall be allowed at nor involved with any BEDFORDFOOTBALL MOMS CLUB Meetings.

**ARTICLE IX: FUNDRAISING**

**SECTION A:** Fundraising projects are limited to raising enough money to cover expenses incurred by the BEDFORD FOOTBALL MOMS CLUB in fulfilling their purpose. Any money left at the end of the season will be put back into the BEDFORD FOOTBALL MOMS CLUB. There must be a gift given in the name of that year's team. No more than 300.00 shall be carried over in treasury at the end of the football season to the beginning of the next school year's football season.

**SECTION B:** All bills for the current year should be paid in full prior to the closing of the books and/or beginning of the next year's football season. If some reason a bill has not arrived to be paid, then the outgoing officers must state in writing all known bills for the incoming officers.

**SECTION C:** The outgoing/incoming officers shall meet in May to turn over all books, keys, records and necessary items to run the organization. The outgoing Treasurer will have at this meeting the necessary cards to turn over the bank account to the newly elected officers.

**SECTION D:** Spirit Item stock shall be the responsibility of the committee chairperson. The items in stock may be carried over to the next season. All to be subjected to officers vote.

## **ARTICLE X: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS**

SECTION A: The present shall:

1. Preside over general and executive board meetings
2. Have veto power over all committees unless overridden by general membership
3. Appoint all chairpersons who volunteer for each committee.
4. Hold pre-season meeting with head coach
5. Obtain all necessary meeting permits (through Community Ed) and verify all necessary permits were obtained for concessions, Big Ball Bonfire etc.
6. Be official representative at all special functions
7. Establish calendar of events
8. Present Bylaws at first official business meeting
9. Organize and chair Plaques presented to all Senior players, cheerleaders and trainers at the banquet.
10. Keep consistent communication with the Head Football Coach.

SECTION B: The Vice President shall:

1. Preside over business meeting in absence of President
2. Preside over business meeting at request of the President
3. Chair and organize fundraising events (i.e. Trade Fair, Bake Sale, Community Days, etc.)
4. Organize and chair Parents' Night
5. Organize and chair Alumnae Social, along with Past President

SECTION C: The Secretary shall:

1. Take minutes at the general and executive board meetings.
2. Provide copies of previous meeting minutes at the request of the President
3. Send out correspondence and maintain record
4. Keep track of illness/injuries during the regular football season and follows up with a card or note.

SECTION D: The Treasurer shall:

1. Keep detailed record of money spent and received
2. Provide copies of previous meeting reports for any member to review.
3. Shall have the power to distribute money to individual committees. Any cash disbursements must have the approval of the executive committee and the general membership.
4. Receive all invoices, receipts, and moneys immediately after every event.
5. Pay all bills upon receipt or within thirty (30) days with the approval of the membership.
6. Provide a written report for each official meeting
7. Four (4) persons shall be authorized to sign checks: The President, Vice-President, Secretary, and the Treasurer. The President and the Treasurer shall be the usual signer and the Vice President or the Secretary in the absence of either.
8. Provide a projected budget at the first general meeting for approval

SECTION E: Each office shall keep general information books, adding details that should be passed along as helpful facts to next year's membership.

SECTION F: Each committee chairperson shall keep general information books, adding details that should be passed along as helpful facts to next year's membership.

## **ARTICLE XI: AMENDMENTS**

The Bylaws may be amended by the Executive Board along with Committee Chairpersons before the Alumni Meeting or prior to the following seasons Meet the Team Presentation.

Amended 2004