River Hawks Football Boosters

Articles of Association & By-Laws

ARTICLE I. NAME

The formal name of this organization is the River Hawks Football Boosters and is hereinafter referred to as RHFB.

ARTICLE II. PURPOSE

The purpose of the RHFB is to provide positive and active moral support and financial assistance for the benefit of the Armstrong Jr./Sr. High School Football Program, and to provide financial assistance through fundraising activities and the acceptance of donations to achieve the goals of the organization, and to do all things incidental or desirable in connection with River Hawks Football.

ARTICLE III. GOALS

The goal of the RHFB shall be to assist the Armstrong Jr./Sr. High School Football Program by:

A. Providing a football training table during double sessions.
B. Organizing a football banquet each year to recognize players, coaches and the field assistants.
C. Providing opportunities and financial assistance for players to attend training camp(s) when available (appendix B).
D. Purchasing any needed items for the players and team that is not provided by the Armstrong School District- as approved by the Booster membership each year.

ARTICLE IV. NON-PROFIT

The RHFB is a charitable organization and is non-profit. There are no employees for the organization, only volunteers.

ARTICLE V. MEMBERSHIP

The membership of the RHFB shall include:

A. All parents/guardians of Armstrong River Hawks Football players (Varsity, Junior Varsity and Junior High).
B. Other adults interested in the progress and development of the RHFB program who wish to assist the organization in achieving the goals of the organization as stated in Article III.

The membership shall be expected to head committees (Committee Chairperson) . Committee Chairpersons shall provide a verbal report at monthly meetings on all committee activities.

ARTICLE VI. VOTING RIGHTS

A. Only parents/guardians (each parent) of an Armstrong River Hawks Football player shall have the right to vote at a RHFB meeting. Other adults who assist with the organization's goals shall not be given the right to vote, unless they have attended at least half of the booster meetings of the current year and have the same goals as listed in Article III.
B. The Armstrong River Hawks Football Varsity Head Coach has the right to have vote on all team and/or organization matters.
C. The RHFB Board of Officers has the right to vote and approve or disapprove the purchase of any item requested and/or needed for the purpose of the team.
D. Any action of the organization requiring a vote of the membership can be voted and passed by the majority of the membership present at a meeting.

ARTICLE VII. ELECTION OF Board of OFFICERS

A. The Board of Officers shall include 5 members - 1 President, 1 Vice-President, 2 Secretaries, and 1 Treasurer and shall be elected by the membership.
B. Nominations are to take place at the next to the last meeting before the annual banquet (usually October). All nominations must be for parents/guardians who have attended at least **one (1)** of the current year's meetings.
C. The makeup of the board of officers should be structured to represent all teams (Varsity, Junior Varsity, and Junior High).
D. Election of officers shall be conducted at the last meeting of the membership prior to the football banquet and shall be by majority vote of the members present who have attended at **least One (1)** of the current years meetings; and if deemed necessary by the President, the vote may be conducted by secret ballot. In the event that no banquet is held, the election of officers shall be conducted at the last meeting prior to December 1st of each year. A majority vote of members present will nominate and elect the Officers.
E. Officers shall be elected for a one-year term commencing at the close of the annual football banquet in November of each year and shall end at the close of the annual football banquet in November of the following year. In the event that no banquet is held, the one-year term shall commence on December 1st and shall end on December 1st of the following year, in the event no football banquet is held in the following year.
F. Officers may be eligible for re-election of additional one-year terms as re-elected by the membership during the election of officers at the last meeting of the membership prior to the football banquet.
G. In the event a vacancy occurs during the normal term of office, the board of officers shall appoint a replacement to fulfill the remaining term of the vacant position.

H. In the event the office of President shall become vacant, the Vice-President shall serve the remainder of the term as Acting President.
I. In the event of a vacancy of the Treasurer, the President or Acting President shall assume the duties of the treasurer until the Board of Officers approves a new appointment.
J. To hold an officer position a parent/guardian must have a rostered player No two persons living in the same household can be on the Board of Officers at the same time.
K. Any officer that misses three (3) unexcused meetings will be removed from the Board of Officers. Excused meetings are at the discretion of the Board of Officers.

ARTICLE VIII. DUTIES OF OFFICERS

Board of Officers shall include 5 members - 1 President, 1 Vice-President, 2 Secretaries, 1 Treasurer and shall be elected by the membership

A. The board of officers shall attend to all matters referred to it by the membership.
B. The board of officers shall keep minutes of all meetings: regular and special.
C. The board of officers may establish rules and regulations for the conduct of meetings and for the supervision of achieving the purpose and goals of the organization.
D. The board of officers may conduct business between meeting dates in order to keep the organization in good standing.
E. The board of officers shall be responsible for the completion of an annual audit of the organization's financial records. The audit shall be performed by a certified public accountant) other than the current Treasurer and must be performed within sixty (60) days from end of financial year end. A written report of the annual audit shall be presented to the membership at the regular meeting in March or April. Additional audits throughout the year, may be requested by the membership and completed at the discretion of the board of officers.
F. All Officers are required to attend all events sponsored by the RHFB (with discretion).
G. Specific duties of each office of the board of officers shall include:

President: the 1-President shall share:

- Oversee the RHFB organization in accordance with the purpose and goals of the RHFB as established herein and in accordance with Robert's Rules of Order.
- Preside at all regular and special meetings of the RHFB.
- Appoint all Committee Chairs.
- Sign documents in the name of the RHFB.
- Be a co-signer (with the Treasurer) of bank/credit union checks.
- Shall be an ex-officio member of all RHFB Committees.
- Transfer to a successor upon expiration of the term of office, all records belonging to the RHFB.

Vice-Presidents: the 1-Vice-President shall share:

- Assist in preserving order.

- Guide, monitor and assist appointed Committee Chairs.
- If appointed by the President, be a co-signer of bank/credit union checks (with the Treasurer).
- In the absence of the President, preside over meetings of the RHFB.
- Transfer to a successor upon expiration of the term of office, all records belonging to the RHFB.
- Must act as Chair Committees.
- Perform and assist with other duties as appointed by the President or as may pertain to his/her office.

Secretary: the 2-secretaries shall share:

- Keep a correct, full and impartial account of proceedings of all meetings.
- Keep Bylaws current and updated.
- Perform all correspondence including publicity.
- Be responsible for notifying membership of upcoming meetings.
- Keep a complete and updated roster of players to include contact information.
- Track the necessary and required accumulated volunteer work hours (as established by the board of officers annually) for each player for the purposes of receiving football camp tuition reimbursements, season-end gifts, and Varsity Letterman Jackets.
- Transfer to a successor upon expiration of the term of office, all records belonging to the RHFB.
- Must Chair at least one Committee
- And, shall perform and assist with the other duties as appointed by the president or as may pertain to his/her office.

Treasurer; the 2-Treasurers shall share:

- Contact the bank, obtain signature change cards and complete the task of changing all bank/credit union account responsible parties.
- Be responsible for all monies received by the organization and shall deposit the said in such bank or credit union accounts as established and directed by the membership.
- Be a co-signer of bank/credit union checks with the President or Vice-President.
- Shall pay all bills sanctioned by the organization and its members according to legitimate invoices and receipts for purchases.
- Keep an accurate accounting of all earnings, savings, reserves, holdings, receipts and disbursements.
- Reconcile monthly, all accounts of the organization.
- Prepare and present at every monthly meeting, a financial report that clearly shows all assets and liabilities.
- Provide start-up cash to all Committee and Sub-Committee Chairman for each event. (personally, or via another officer).
- Arrange for 2 persons at the end of each event to count all monies received (from officers, Committee or Sub-Committee Chairs only).
- Transfers to a successor upon expiration of the term of office, all records belonging to the RHFB.

- And, shall perform and assist with other duties as appointed by the President or as may pertain to his/her office.

ARTICLE IX. MEETINGS

A. Meetings of the RHFB shall be held once per month as designated by the board of officers or by vote of membership. The meeting schedule for the year will be established at the first meeting following the election of officers.
B. Special meetings of the membership shall be held as necessary at the discretion of the President.
C. Notice of meetings (time, date, and place) shall be published on social media. The membership will be notified of regular meetings in one of the following ways.
    a. The date, time, and place of the next meeting may be announced prior to the adjournment of the regular meeting.
    b. Postings on the Football Boosters website or social media outlets.
D. Meetings shall be open to all interested persons.
E. The election of officers shall take place as herein established by Article VI.
F. The annual audit per Article VII E herein shall be presented to the regular membership at the March or April meeting.
G. The annual budget as prepared by the Board of Officers shall be presented to the regular membership at the February meeting for adoption by the majority of the membership.
H. There will be no screaming, yelling or directional profanity during the meeting. If there is any disruption, the person will be asked to leave the meeting and will not be asked to return.

ARTICLE X. COMMITTEES AND SUBCOMMITTEES

A. All committee and subcommittee chairpersons shall be appointed by the President.
B. All committee and subcommittee chairpersons shall provide a monthly written report to the officers or shall provide a verbal report at the monthly meetings on all committee activities, including a summary of their expenditures that have occurred within the approved budget.
C. Per Article VII herein, the President shall oversee the activities of all Committees and Sub-Committees and shall act as an ex-officio member.
D. Standing Committees per the Goals and approved budget of the RHFB consist of:
    a. Banquet Committee: Chair is responsible for planning the annual banquet to include, but not limited to: selection of location, date and time, banquet menu, invitations and RSVPs, banquet theme/decorations, program, purchase of banquet and all-conference gifts and awards, and collection of monies.
    b. Spirit Wear: Chair is responsible for all activities associated with spirit wear to include, but not limited to: ordering and purchasing of items to be sold, maintaining inventory and collecting money.

c. Concession Stand Committee: Chair is responsible for all activities associated with the operation of the concession stand to include, but not limited to: cleaning, staffing, stocking, opening and closing during all home games (varsity, junior varsity, freshman, and junior high), and pre- and post- season preparation. The chair is responsible to find sub-chairs for each event and/or game.
d. Two-A-Days Committee: Chair is responsible for all activities associated with two-a-day meals to include, but not limited to: meal planning, inventory, staffing, donations, serving, and clean-up.
e. Golf Outing: Chair is responsible for planning and coordination of golf-outing to include, but not limited to: obtaining sponsorships, advertising/publicity, location reservation, staffing, and all event activities.
f. Fundraising Committee: Chair is responsible for all activities associated with fundraising events (as determined by the board of officers and the membership. Chair is responsible for keeping records to coincide with the treasurer's records.

E. Sub-Committees to achieve the purposes and goals of the RHFB may be established by the board of officers annually and may include, but are not limited to:
   a. Kick-Off/Senior Night: Chair is responsible for planning and coordinating kick-off to include, but not limited to: parade, ceremony, booths, and activities. Chair is also responsible for planning and coordinating Senior Night to include, but not limited to: organizing senior parents, flowers for senior football mothers, gifts for senior football players, and other decorations approved by membership (all with meeting approval). Chairs will also work closely with the high school senior night teacher advisor.
   b. Concession Stand and Two-A-Days: If established by the board of officers annually, both standing committees (concession and two-a-days) will be allowed sub-committee chairs. Division of duties will be the responsibility of the standing committee chairperson.
   c. Program Sales: Chair is responsible for the design and construction of the game night programs to include, but not limited to: obtaining program sponsor advertisements, coordination with photographers to obtain photos, program design, coordination with the printing company and the distribution of the programs at home games.
   d. Photo Sales: Chair is responsible for planning and coordination of photo sales to include, but not limited to: contacting the photographer for sponsor purchase, obtaining printed photographs and framing for sales to merchants, delivery of framed photos to merchants, collection and turn in of money, and retrieval of photos from merchants at the end of the regular season for delivery to the banquet.
   e. Game Day 50/50 Ticket Sales: Chair is responsible for planning and coordination of sales of 50/50 tickets to include, but not limited to: obtaining sales personnel to fill the required positions at each entrance and all event activities.

ARTICLE XI. RESPONSIBILITIES OF ALL PARENTS/GUARDIANS (MEMBERSHIP)

All parents/guardians of football players shall participate in the activities of the RHFB. The amount of credits allocated for parent/guardian participation and the volume of workers permitted to be assigned to each activity shall be established by the board of officers annually. Credit will be earned from participation in each fundraising activity and from completion of the established work activities and applied toward purchase of their annual and the Senior Gifts. Parents/guardians may designate a helper in their name. Designated helpers must be at least eighteen (18) years of age.

In the event that parents/guardians do not participate fully in the annual RHFB designated fundraising activities and do not accumulate the number of credits that is designated annually by the board of officers, players may not receive the annual credit toward purchase of their annual gifts and/or the Senior Gifts.

ARTICLE XII. FUNDS & FUNDRAISING

A. The RHFB may accept gifts, legacies, donations, and/or contributions in any amount and in any form upon such terms and conditions as may be decided by the current board of officers.
B. The RHFB will raise funds through various fundraising activities and fundraising projects will be suggested and approved by membership. All monies collected during fundraising will be turned over immediately to the Treasurer.
C. Disbursement of all funds will be by check and will require two (2) signatures from the President and Treasurer or the Vice-President and Treasurer.
D. The President shall present a budget to be approved by the membership at the January meeting. When preparing the budget or determining how to disperse funds, the following priorities, as per the goals of the organization, shall be to budget monies for:
    a. Two-A-Days (training table during double sessions) (food for between secessions)
    b. Annual Football Banquet (player meals, gifts, awards, and all-conference gifts)
    c. Concession Stand
    d. Training Camp opportunities
    e. Stipends and gifts for coaches
    f. Needed items for the players and team and requested by the Varsity Head Coach as decided upon by the membership each year such as additional costs for: busing, equipment, improvements to the field, field house, bleachers, scoreboard, and concession stand that are not included in the School District's budget.
    g. Summer training camps & competitions (7 on 7, lineman competitions)
    h. Financial assistance for Volunteer Coach as seen fit by the Head Varsity Coach
    i. Apparel requested by the Varsity Head Coach for the Teams
E. All Committee and Sub-Committee Chairs shall operate within the established and adopted budget.

F. The Treasurer is responsible for keeping a full record of funds (income and expenses) for all Committee and Sub-Committees.
G. In the event of a death of an immediate family member (mother, father, brother, sister) of a player or coach, a floral arrangement or memorial book will be sent to the family. The price of such shall be agreed upon by the board of officers.

ARTICLE XIII. QUORUM

A representation of the general membership and majority of the board of officers shall constitute a quorum at a meeting for the transaction of business.

ARTICLE XIV. DISSOLUTION

Upon permanent dissolution of the RHFB, all funds on hand after payment of all legal obligations, shall be distributed as follows:

The board of officers at the time of the dissolution will be responsible to outline for the membership the unreimbursed credit earned by every player parent/guardian, choose the method of funds distribution and inform the membership of the monies that are going to be transferred to the new charitable entity.

ARTICLE XV. UNCOVERED SITUATIONS

All situations not covered by these By-Laws shall be dealt with by the board of officers.

ARTICLE XVI. AMENDMENTS

These By-Laws shall be reviewed annually by the board of officers. Amendments shall be presented by the board of officers and shall be adopted and ratified by a majority vote of the membership present.

Any member at any regular meeting may introduce an amendment which will be reviewed by the board of officers and brought forward for a vote at the next regular meeting. The vote must be carried by two-thirds majority of the membership present.

APPENDIX A

Senior Gifts

One goal of the RHFB is to provide recognition to the graduating seniors of the Armstrong River Hawks Football Program. The amount of monies spent on memorabilia or post high school preparation is determined by the board of officers and Varsity Head Football Coach and approved by the membership during the budget approval. At no time, will the amount of monies approved be permitted to be above the standard set by the governing bodies of high school football in Western Pennsylvania (WPIAL).

Eligibility to Receive a Gift:

1. Any player currently enrolled in the Armstrong River Hawks Program who during their senior year did successfully complete at least one (1) full season of football. AND
2. Whose parent/guardian earned the credits established by the board of officers for the current year.

Procedures for Gifts:

1. The Banquet Committee Chair will purchase the gifts as established by the approved budget and in accordance with procedure 1 above.

APPENDIX B

Work Credit Chart

All parents/guardians of football players shall participate in the activities of the RHFB. The amount of credits allocated for parent/guardian participation and the volume of workers permitted to be assigned to each activity shall be established by the board of officers annually.

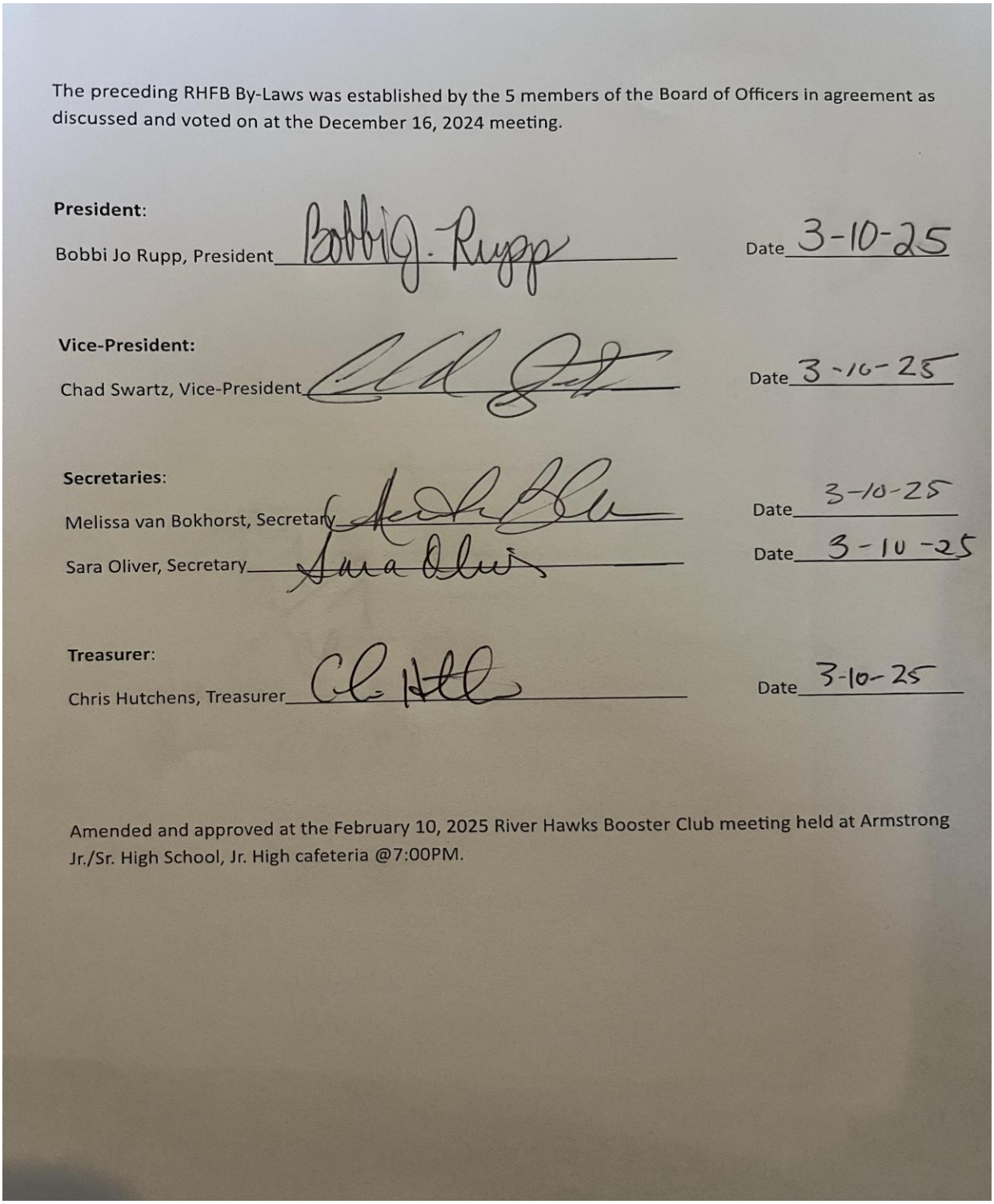
Parents/guardians may designate a helper in their name. Designated helpers must be at least eighteen (18) years of age.

The board of officers shall complete this worksheet upon establishing the amount of credits that must be earned for the upcoming year and distribute to the membership at the January meeting.

Current Year: _____

Amount of Credits to be earned: _____

The preceding RHFB By-Laws was established by the 5 members of the Board of Officers in agreement as discussed and voted on at the December 16, 2024 meeting.



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President:

Bobbi Jo Rupp, President Bobbi J. Rupp Date 3-10-25

Vice-President:

Chad Swartz, Vice-President Date 3-10-25

Secretaries:

Melissa van Bokhorst, Secretary Date 3-10-25

Sara Oliver, Secretary Sara Oliver Date 3-10-25

Treasurer:

Chris Hutchens, Treasurer Date 3-10-25

Amended and approved at the February 10, 2025 River Hawks Booster Club meeting held at Armstrong Jr./Sr. High School, Jr. High cafeteria @7:00PM.

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President:

Bobbi Jo Rupp, President_____ Date_____

Vice-President:

Chad Swartz, Vice-President_____ Date_____

Secretaries:

Melissa van Bokhorst, Secretary_____ Date_____

Sara Oliver, Secretary_____ Date_____

Treasurer:

Chris Hutchens, Treasurer_____ Date_____