



STEEL AFTERMATH

STEEL AFTERMATH FANCLUB BYLAWS:

*The purpose of **Steel Aftermath** is to bring together a group of people who enjoy and love the mighty Pittsburgh Steelers Football Team with a focus on community spirit. **Steel Aftermath** will focus on giving to those in need through charity events and community service activities while promoting a positive self-image. **Steel Aftermath** will promote fellowship among all football fans. **Steel Aftermath** will not discriminate against any race, religion, or ethnicity. In addition, the club will welcome all Pittsburgh Steelers Fans.*

Steel Aftermath is a Pittsburgh Steelers fan club:

- *Providing social, educational, and recreational active membership*
 - *Participating in and supporting civic activities in the community and any other **Steel Aftermath** events*
 - *Gather as a unit to participate in tailgating activities and attend/watch Steelers football games*
 - *Focus on giving to those in need through charity events and community service activities while promoting a self-positive image*
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Members of the Board:

The Board of Steel Aftermath must consist of the Founders, President, Vice President, (4) Sergeant at Arms, Treasurer, Assistant Treasurer, Secretary, Events Coordinator and Marketing & Media Coordinator.

Duties of Board:

- *Manage and maintain the general affairs of finances of **Steel Aftermath***
- *Make final decisions regarding the acceptance of new members*
- *Make a final decision regarding the expulsion of a current member*
- *Assist in all Club functions including charity events, socials, and meetings*
- *All major club purchases must be voted on and accepted by the current Officers. A tie will be decided by the Founders (A: Aug 2018)*
- *Maintain confidential information discussed during all Board meetings*
- *Attend regular scheduled Board meetings (Must attend 2 Board meetings per quarter) (A: March 2017)*

Election of the Board:

- *All nominated members can only run for one elected board position (A: Aug 2018).*
- *All nominated members must be present at the appointed meeting to accept nomination (A: Aug 2018)*



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Officers:

Officers must be an active member in good standing. Officers will be elected by active members in good standing. The term of each Officer shall be two (2) year (A: April 2019) and shall begin on July 1st and end on June 30th. Officers will receive one vote in an Officer or Board election. Any Officer, Board member, or Committee member may resign by written notice thereof to the Secretary, or, in the case of the resignation of the Secretary, by written notice to the President. Vacancies shall be filled by a Board appointment for the remainder of the term. In the case of a vacancy in the office of the President, the Vice President shall assume the office of the President for the remainder of the term. (Note: Election process outlined in below)

Election process:

Explain Process to Members

President will open the floor for nominations of each position, read duties of each position prior to opening the floor for nominations, Secretary shall record nominations. Each Nominee will have to accept Nomination or decline for name to be put on ballot. Only members attending meeting will be allowed to Nominate members for position. Nominees also will have to be present at meeting to accept or decline except special circumstances such as death of family etc. (Current president will have to reach out to Nominee's under special circumstances nominees can't attend to see if accept or decline nomination). All accepted nominee's and board members in current roll will be added to ballot. (Survey Monkey will be the ballot of choice) Ballot will be emailed out to each member for approximately 3 days to vote. After 3 days, secretary or appointed person will announce results Via member pages. Newly elected board member will assume new positions day one of Chapter Calendar year. (A: Sept 2021)

- *President will open the floor for nominations for Sgt at Arms*
- *Read duties of Sgt at arms position Below (Elaborate the importance of the position)*
- *Open the floor for nomination*
- *Secretary records names*
- *Announce that nominations are closed for Sgt at Arms*

Sergeant at Arms Duties:(How many positions)

To keep order at all Steel Aftermath meetings and functions. To collect unpaid fines. To assist in any disciplinary action of members. (Subject to change based on members).

- *President Open the Floor for Nominations for Secretary*
- *Read duties of secretary position below (Elaborate the importance of the position)*
- *Open the floor for nomination*
- *Secretary records names*
- *Announce that nominations are closed for Secretary*



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Secretarial Duties:

*To record (or to arrange to be recorded) and maintain records of all meetings in a book or books kept for that purpose. To handle all correspondence for **Steel Aftermath**. To perform all functions related to the election of Officers as described in these by-laws. To send out notices of regular or special meetings. To maintain all membership files and records. To record all votes in an election. To cover bereavement in absence of Sunshine Committee Members.*

- **President will open the Floor for nominations for Treasurer**
- **Read duties of Treasurer position below (Elaborate the importance of the position)**
- **Open the floor for nomination**
- **Secretary records names**
- **Announce that nominations are closed for Treasurer**

Treasurer Duties:

*The Treasurer shall be the Chief Financial Officer of **Steel Aftermath** and shall be subject to the direction of the Board. To establish and/or maintain a bank account in the name of **Steel Aftermath**. To maintain the financial records. To collect all monies owed. To maintain these funds in said bank account. To present a financial report at each Board meeting. To present a written financial report at the quarterly meeting. To cover bereavement in absence of Sunshine Committee Members.*

- **President Open the Floor for Nominations for Vice President**
- **Read duties of Vice President below (Elaborate the importance of the position)**
- **Open the floor for nomination**
- **Secretary records names**
- **Announce that nominations are closed for Vice President**

Vice Presidential Duties:

*To perform the duties of the President in his/her absence and to assist the President in all of his/her duties. To supervise the affairs of the Events committee of **Steel Aftermath**.*

- **President Open the Floor for Nominations for President**
- **Read duties of President below (Elaborate the importance of the position)**
- **Open the floor for nomination**
- **Secretary records names**
- **Announce that nominations are closed for President**

Presidential Duties:

*The President will call and preside at all meetings. To have general supervision of the affairs of **Steel Aftermath**. Shall see that all orders and resolutions of the Board are carried into effect. To personally represent **Steel Aftermath** on proper occasions and with business contacts. To assist all other Officers of the Corporation in their records, correspondence, and other duties. To promote interest on the part of each member in **Steel Aftermath** and its activities. Promote and drive financial gains for the **Steel Aftermath Fan Club**.*



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President will then announce each Position and nominees. (Example)

For position of Sgt of Arms, Member 1, Please stand- Do you (Name) accept nomination.

If yes, Secretary records name for ballot. If no, secretary remove name from ballot.

Continue this process for every position.

Once all positions are announced, the President shall end the election process by stating such and letting members know when ballots will be emailed. Also, President should make sure reminder emails are sent out to members at least once a week to remind them to vote.

Members of the Board:

Executive Founder Duties:

The Founders have the responsibility of determining what type of Board the Steel Aftermath Chapters should have and how the Board operates.

The Founders should be relentless about the continued evolution of the club's value to its members. They make sure the vision is powerful, simple, and unique.

The Founders need to have a comprehensive Board to assist in the day to day running of the club.

The Founders should always be researching for fundraising opportunities to help fund their club. In the early stages of Startup, they should actively be engaging with the Investors/Companies and potential Investors/Companies with the process of fundraising, networking, and collaboration.

Founders must pay attention to plans, progress, and ship dates of items ordered and oversee that the process is running smoothly. This is how the club progresses, so Founders need to stay focused on the heart of the club's success.

Developing and maintaining a business plan for the club is another key responsibility of the Founders.

Founders needs to supervise and work closely with the Board to help create and maintain the club's plans.

Engage the Board in discussions and planning sessions, take their opinions, evaluate them unbiased and don't hesitate to listen to your Boards' opinion. Your club's success is linked to your teamwork with the Board and the advice of the Advisory Committee.



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Presidential Duties:

*The President will call and preside at all meetings. To have general supervision of the affairs of **Steel Aftermath**. Shall see that all orders and resolutions of the Board are carried into effect. To personally represent Steel Aftermath on proper occasions and with business contacts. To assist all other Officers of the Corporation in their records, correspondence, and other duties. To promote interest on the part of each member in **Steel Aftermath** and its activities. Promote and drive financial gains for the **Steel Aftermath Fan Club**. The president is responsible to make sure that the other **nonprofit officers** (the **nonprofit secretary**, the **nonprofit treasurer**, and any vice-presidents) are fulfilling their duties. The president has the authority to sign legal documents on behalf of Steel Aftermath corporation. This includes the ability to sign corporate checks, although other officers may also have this power.*

The president may participate in, or lead, short- and long-term planning for the organization. This includes developing programs to carry out the goals of the organization and overseeing the implementation of these programs. This involves acting as the primary spokesperson for the organization, recruiting donors, and attending fundraising functions. The President will act as liaison to the board of Founders. The president is the primary liaison between the board and the organization's committee members. This involves informing the committees of board decisions and plans, and keeping the board informed of the status of the organization's finances, programs, etc. The president will also submit plans and budgets for board approval, and often presides over board meetings.

The president has overall responsibility for all aspects of the Steel Aftermath's business. Being familiar with the various state and federal laws, as well as the corporation's articles of incorporation and bylaws, is essential to carry out the duties of the office.

Vice Presidential Duties:

*To perform the duties of the President in his/her absence and to assist the President in all his/her duties. To supervise the affairs of the Events committee of **Steel Aftermath**. Under the direction of the board of Founders and president, the vice-president of Steel Aftermath organization leads the daily operation of the organization. The vice-president will lead by example and outline the duties and responsibilities of the Board. The vice-president helps ensure that all mission objectives are met.*

Manage fundraising accounts and revenue of a non-profit organization. A vice-president engages businesses and citizens to support the cause or mission of the organization. Creates fundraising ideas, implementing fundraising events and personal involvement with the fundraising activities. A non-profit vice-president ensures that all finances are being maintained according to state and federal regulations. Part of this financial duty is oversight of each department's budget. The vice-president also assists in allocating department budgets and redistributing funds to departments that are running over or under budget.

The vice-president compiles periodic reports outlining the finances and operational successes or failure of the organization. The reports are submitted to the board of Founders and other top executives on an annual,



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semi-annual, or quarterly basis. The reports include suggestions on how to improve the non-profit's performance.

Secretarial Duties:

*To record (or to arrange to be recorded) and maintain records of all meetings in a book or books kept for that purpose. To handle all correspondence for **Steel Aftermath**.*

To perform all functions related to the election of Officers as described in these by-laws. To send out notices of regular or special meetings. To maintain all membership files and records. To record all votes in an election. To cover bereavement in absence of Sunshine Committee Members.

Treasurer Duties:

*The Treasurer shall be the Chief Financial Officer of **Steel Aftermath** and shall be subject to the direction of the Board. To establish and/or maintain a bank account in the name of **Steel Aftermath**. To maintain the financial records. To collect all monies owed, donated or collected. To maintain these funds in said bank account. To cover bereavement in absence of Sunshine Committee Members.*

Reconcile the bank statement and provide a monthly financial report at the board and quarterly members meetings. The Treasurer is responsible for preparing and/or facilitating the preparation of an annual budget. In coordination with the secretary/sunshine committee collect new member's dues. Disburse funds and pay bills promptly as approved by the board. The Treasurer handles the following additional duties: ordering vest, shirts, and bus trips.

Assistant Treasure Duties:

*The Assistant Treasure shall provide assistant to the treasure. The Assistant Treasure should maintain bank account in the name of **Steel Aftermath**. He/ She will assist with apparel and collect monies owed, donated, or collected. Disburse funds and pay bills promptly as approved by the board. Assist the treasurer with the handling of the following additional duties: ordering vest, shirts, and bus trips.*

Sergeant at Arms Duties:

The sergeant at arms typically sets up the venue before the meeting starts and checks that everything is in order before other board members arrive. He may organize equipment and set up refreshments. The sergeant ensures that the meeting starts on time and checks that only authorized members are present.

During meetings, the sergeant at arms keeps order. If other board members or meeting attendees are disruptive, the sergeant may warn them and, in extreme cases, eject them from the meeting.

The sergeant at arms typically oversees the cleanup process after meetings, either alone or with the help of other board members. He/She packs up equipment and materials and restores the room or hall to its original state after the meeting. The sergeant is typically responsible for the safe storage of any equipment, supplies and property owned by the organization, inventorying them after each meeting and reordering supplies when needed.



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Events Coordinator:

To manage events sponsored by Steel Aftermath. Work as a team to plan events and schedule venues. Setup and decorate venues. Work with Officers on plans discussed during meetings. Events committee will have 6 volunteers to assist with events. The number of volunteers is based on the needs determined by the Events Coordinator. The event coordinator work to stay within budgets voted on by the Board.

Events Committee:

Work as a team to plan events and schedule venues. Setup and decorate venues. Work with Events Coordinator on plans discussed during meetings. Events committee will have 6 volunteers to assist with events. The number of volunteers is based on the needs determined by the Events Coordinator. The Events Committee will work to stay within budgets voted on by the Board.

This is an appointed position by the Board.

Sunshine Committee:

The Sunshine committee will have the following responsibility:

Birthdays: This person shall be responsible for posting all birthday each day on Facebook, GroupMe and all social media used by Steel Aftermath.

Membership: Accept membership applications at watch parties and events.

New Members: Anytime there is a new member, this person shall be responsible for adding to all social media sights and welcoming them to Steel Aftermath.

Bereavement/Hospital: Will be responsible for contacting all members in time of death. In situation of immediate family (Mother, Father, Spouse, Grand-parents, Significant Other or Life Partner, Siblings, Child and Grandchild and in laws). In case of hospitalization contact member. All funds will be provided by Treasurer on approval of Board. (\$25.00 per Family!!!!)

Volunteer: Follow up on Volunteer opportunities.

This is an appointed position by the Board.

Marketing & Media Coordinator:

Work with Events committee. Plan and promo events through Facebook, GroupMe, and any other form of social media, etc. Create flyer, Maintain Website, and work with other chapters.

This is an appointed position by the Board.

Member Meetings:

- Members will be notified at least 2 weeks in advance of any mandatory member meeting. A scheduled member meeting can proceed as long as 2 Board members are present. **“No voting will occur at such meeting.”**
- Members should notify Secretary upon change of address, telephone number and or email address via email: steelaftermath2016@gmail.com or club phone: 614-432-3412.
- Aftermath membership meetings will be held quarterly.



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- *Membership meetings will be approximately one (1) hour. However subject to change as club business requires.*
 - *Members shall adhere to Steel Aftermath Code of Conduct during meetings, functions and all Steel Aftermath hosted events.*
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Board Member Meeting:

Board meetings will be held at least once a month unless requested by President. If this is an unscheduled meeting, there shall be a 72-hour (3 Days) notice provided. Conference calls and meeting on GroupMe as needed.

Member Responsibilities of Steel Aftermath:

- *It is the responsibility of all Steel Aftermath members to act appropriately at all times on the behalf and in the best interest of Steel Aftermath Fan Club. Each member shall promote the goals and objectives of the Steel Aftermath Fan Club. Members should promote the club in a positive and influential manner. Members should support local charitable organizations throughout our communities.*
- *Members should attend quarterly Membership meeting. Members are encouraged to sign up for Facebook and GroupMe to keep up with club activities.*
- *Membership cards should be carried during Steel Aftermath functions. Replacement membership cards will be \$5.00.*
- *Resignations or becoming inactive should be in written form and submitted to the Officers with the reason(s) for resignation to the Steel Aftermath Fan Club (A: Aug 2018).*
- *Reinstatement of members must be reviewed by the Board of elected Officers. A new application will need to be completed for Steel Aftermath records and new Membership fee of \$60 must accompany application. Reinstatement is subject to 60-day probationary period. (A: Sept 2021)*
- *Members are not permitted to use the “Steel Aftermath” name or logo unless approved by the Board. (A: Oct 2017)*
- *For any Financial transactions, (Checks, Credit Card, and Cash App, etc.) the member will be responsible for any fees related to insufficient funds or cancelled payments.*

Nonpayment of funds will result in a complaint filed with the Attorney General’s office (A: Aug 2018).

Chapter Responsibilities of Steel Aftermath: (A: Oct 2017):

- *Chapters must order Steel Aftermath logo apparel through Mother Chapter.*

Membership Application/New Members:

- *There is a \$60.00 Membership fee. This is Non-refundable (A: Sept 2021)*
- *All new members must complete a probationary period of Ninety (90) days*
- *All new members must complete three (3) volunteer events prior to vest purchase (A: Aug*



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- *During the probationary period attendance is highly encouraged at all club meetings and major events or functions (not including all Sunday games)*
- *A probationary period can be extended.*

Club Vest:

Members are not permitted to purchase vest or patches for any vest other than the Steel Aftermath Vest. (Vest cannot be purchased until after probationary period of (90 days) and three (3) volunteer opportunities are completed). (A: Aug 2018)

*The Club will determine the standard patches and all other patches are not exclusive. (A: June 2017)
At least 50% of vest cost must be submitted to begin the ordering process. Vest must be paid in full for the completion of vest within 60 days of the deposit. (A: Sept 2021)*

Code of Conduct:

- *When you have on Steel Aftermath apparel you are representation of this organization, please act accordingly. (A: July 2017)*
- *Discussing club business with non-members will not be tolerated, and will be grounds for dismissal*
- *Uphold the honor of the club and the Pittsburgh Steelers*
- *Respect all club members*
- *Arguing/fighting with members of **Steel Aftermath** or members of another club will not be tolerated*
- *Horse playing during meetings and club functions will not be tolerated*
- *Stealing from another club member will not be tolerated. Offending member will be expelled*
- *Use and/or possession of drugs are not permitted at club meetings or any events. Offending members will be expelled*
- *Arguing with an Officer will not be tolerated.*
- *Adhere to times of GroupMe from 8am- 9pm.*
- *Members shall not let non-members wear the Steel Aftermath apparel. (A: August 8, 2017)*

Violation of the By-Laws:

1. *Violations will be subjected to fines*
2. *All fines must be paid within 15 days of notification from the Sargent at Arms.*
3. *Non-payment will result in the fine doubling and/or suspension*
4. *Second action of violations will be suspended for 30 days*
5. *Subsequent violations will result in expulsion **Fines***



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Violation of Social Media:

1. *Violation of the GroupMe club business chat line*
2. *Violation of the Facebook member's page*
 1. **First offense - Verbal Warning**
 2. **Second Offense - \$5 fine and Written Warning**
 3. **Third Offense - Removed from GroupMe for 30days**
 4. **Fourth offense - Suspended indefinitely**

Code of Conduct Violations:

1. *Arguing with or disrespecting an Officer or Founder \$40.00 and a 60-day probation. During Steel Aftermath functions only. (A: June 2017)*
2. *Arguing with or disrespecting a member of **Steel Aftermath** \$20.00 and a 30-day probation. During Steel Aftermath functions only. (A: Aug 2018)*
3. *Fighting at a club function or event, including Sunday Games \$50.00.*
4. *All paid fines are due within 15 days of the violation and all fees are non-refundable.*
5. *If a member is put out of any club function the Sargent at Arms and Vice President will call member(s) within 72 hours of the violation and a written violation will be issued. (A: Aug 2018)*
6. *All violations are at the discretion of the Board. (A: June 2017)*

Within reason and/or deemed necessary any Founding member, Member, or Chapter of Steel Aftermath can be removed from the organization by a majority vote of the Founders. If the Founders are not willing or capable of acting in the best interest of the club, the vote will be overseen by the standing Board. (A: Sept 2021)

GroupMe, Facebook, and Website Post 😊

If a member has a request to post fund raisers, employment opportunities, or organization events in *GroupMe* or *Facebook* will send these requests via email to SteelAftermath2016@gmail.com. The Board will vote on the request and respond within three (3) days. (A: August 8, 2017)

The bylaws may only be amended by two-thirds majority vote of founding members in good standing. Voting must be presided over by an Officer. Amendments may be proposed by any full member and must be submitted to the membership through an Officer in writing at least 30 days before a vote.