

PANTHER CREEK ATHLETIC BOOSTER CLUB
BYLAWS
(Revised January 15, 2008)

Article I: Name

The name of this association is the **Panther Creek High School Athletic Booster Club**.

Article II: Purposes

Section 1: The objectives of the **Panther Creek High School Athletic Booster Club**, (hereinafter known as the “**Club**”) shall be:

- a) To provide financial support for the Athletic Programs of Panther Creek High School.
- b) To generate a spirit of awareness and enthusiasm for these athletic programs within Panther Creek High School and surrounding the community.
- c) To promote interscholastic athletics as a means of improving the physical condition, enhancing the mental well being, and strengthening the moral fiber of the students of Panther Creek High School.

Section 2: The “**Club**” is organized exclusively for the charitable or educational purposes within the meaning of Section 501(c) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “**Internal Revenue Code**”)

Article III: Basic Policies

Section 1: The “**Club**” shall be composed of voluntary and concerned persons having an interest in supporting and promoting a positive experience for the student athletes, their parents, the spectators, coaching staff and administrators of Panther Creek High School.

Section 2: The “**Club**” shall, under no circumstances, interfere with the organization or operation of Panther Creek High School or the Panther Creek High School Athletic Department and shall not accept funding requests directly from the coaching staff, any member coach thereof and/or persons other than Ex-Officio Members (as defined in Article IV, Section 7 below).

Section 3: The “**Club**” shall strive to develop a spirit of enthusiasm for Panther Creek High School Athletics to generate and sustain a climate of citizen interest within the surrounding community, to promote an attitude of good sportsmanship and to encourage student participation in the variety of athletic activities available within Panther Creek High School.

- Section 4: An Ex-Officio member (as defined in Article IV, Section 7 below) of the “Club” must review all suggested allocations of moneys or items to be appropriated for the athletic programs of Panther Creek High School.
- Section 5: All non-budgeted disbursements of funds in excess of \$100 from the “Club” must be authorized and approved by a simple majority of the Board of Directors.
- Section 6: The President shall approve the expenditure of all funds and expenses required for the operation of the “Club” or its fundraising activities as established within budgeted guidelines.
- Section 7: There shall be two signatures placed on all checks against the “Club” account. These shall be those of the President and the Treasurer. In the absence or incapacity of either of these officers, the Secretary shall also have signatory privileges.
- Section 8: A General Membership meeting is to be held each year in February and September.

Article IV: Membership & Dues

- Section 1: A General Member shall be defined as and limited to those individuals who have paid their annual membership dues.
- Section 2: Each General Member of the “Club” shall pay such annual dues to the “Club” as is established by the Board of Directors.
- Section 3: Different types or levels of General Membership may be established by the Board of Directors of the “Club”.
- Section 4: The “Club” shall conduct an annual enrollment of members, but may admit persons to General Membership at any time.
- Section 5: Membership in the “Club” shall be made available without regard to sex, race, age, color, creed or national origin.
- Section 6: Only members of the “Club” shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.
- Section 7: The Principal and Athletic Director of the Panther Creek High School or their duly appointed representatives shall serve as Ex-Officio Members by virtue of their positions.
- Section 8: The names of Ex-Officio members shall be reported to the President of the “Club” on or before August 1st of each year.
- Section 9: The General Membership year shall begin on August 1st of each year and end on July 31st of the following year.

Article V: Board of Directors

- Section 1: The Panther Creek Athletic Booster “Club” shall be governed by a Board of Directors consisting of members “in good standing” elected to a defined position (i.e. Committee Chair) from the General Membership.
- Section 2: The President, all Vice Presidents, the Secretary and the Treasurer, by virtue of their office shall be members of the Board of Directors and they shall comprise the Executive Committee.
- Section 3: New Directors shall be elected to the Board at the regularly scheduled General Membership meeting conducted in February of each year by a simple majority vote of those members present.
- Section 4: Replacement Directors may be elected to the Board throughout each year via a simple majority vote of the Board of Directors to fulfill terms of leaving the “Club” due to resignation or incapacity.
- Section 5: Those serving on the Board of Directors shall be deemed “members in good standing” by having satisfied these four requirements: (1) The payment of their annual dues. (2) The attendance at 75% or more of the regularly scheduled Board of Directors Meetings. (3) Their active participation on at least one standing committee. (4) Their assistance at manning the concession stands, ticket sales (gate) or other athletic event activities.
- Section 6: New Board Members may be elected to the Board as Probationary Board Members in the spring of each year without having paid membership dues for that current year. They shall then become a regular Board Member during the next school year upon payment of usual dues.
- Section 7: Members who are working at concession stands, conducting “Club” business elsewhere or who are attending their child’s athletic event during the time of a Board Meeting shall be considered excused from attendance at that meeting if they contact the Secretary ahead of time and indicate that they will be absent.
- Section 8: Members may serve on the Board of Directors for succeeding or consecutive terms as long as they are “members in good standing”.
- Section 9: All powers not given to the President under these bylaws shall be exercised by the Board of Directors which is expressly charged with the responsibility of carrying out the Purposes of the “Club” and to implement them in all ways consistent thereto.
- Section 10: Members may be removed from the Board of Directors through either resignation or if they have not maintained a position of being a member “in good standing” by a simple majority vote of the other Board members.

Article VI: Officers & Their Election

- Section 1: The Officers of the “Club” shall consist of a President, up to five Vice Presidents, a Secretary and a Treasurer.
- Section 2: Each Officer shall be a General Member of the “Club” and a member “in good standing” of the Board of Directors.
- Section 3: The term of office for each Officer shall be for one calendar year beginning on June 1st and ending on the last day of May of the following year.
- Section 4: Officers may be elected to serve for succeeding or consecutive terms as long as they are “members in good standing”.
- Section 5: Officer Nominating Committee
- a) An Officer Nominating committee composed of an uneven number of not less than three Board of Directors in good standing shall be elected by the Board at the March meeting each year.
 - b) The nominating committee shall nominate an eligible person or persons for each office to be filled and report its nominees at the regular April meeting at which time additional nominations may be made from the floor. Officers shall then be voted upon.
 - c) Only those individuals who have signified their consent to serve if elected shall be nominated for or elected to such office.
- Section 6: Vacancies occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members of the Board.

Article VII: Duties of Officers

- Section 1: **President**
- a) Preside at all meetings of the Board of Director or Executive Committee of “Club” for which he/she is present.
 - b) Appoint any special or temporary committee that he/she deems to be necessary to achieve the “Purposes” of the “Club” and may dissolve such committee at his/her discretion.
 - c) In the event of incapacity or resignation of a member of any committee, the President shall have the power to appoint a member of the “Club” to fill the unexpired term of that committee member.
 - d) Perform such duties as may be prescribed in these bylaws or assigned to him/her by the “Club”
 - e) Coordinate the work of the Officers and committees of the “Club” in order that the “Purposes” of the “Club” may be achieved.

Section 2: **Vice Presidents**

The Vice Presidents shall act as aides to the President and shall perform such functions or duties as is prescribed by the President of Board of Directors in order that the “Purposes” of the “Club” may be achieved.

Section 3: **Secretary**

- a) Record the minutes of all meetings of the “Club” and report them to the membership.
- b) Maintain a current copy of the bylaws, membership list, and “Minute Book” and shall surrender same at the conclusion of their term of office to their successor.
- c) Ensure that the “Minute Book” is available at each regular meeting of the Board of Directors
- d) In the event of the Secretary’s absence at a Board of Directors regular meeting, ensure that an acting secretary be present to record minutes.
- e) Maintain a record of Board Member attendance at all meetings.

Section 4: **Treasurer**

- a) Receive disposition and have custody of all funds collected arising from dues, contributions, fund raising events or other activities related to the “Purposes” of the “Club”. All funds will be deposited in a timely manner.
- b) Keep and maintain a full and accurate record of all receipts and expenditures of the “Club”
- c) Present a financial statement at every Board of Directors regular meeting or at other times when requested by the Board.
- d) In the event of the Treasurer’s absence at a Board regular meeting, ensure that the Treasurers report is made available at the meeting.
- e) Prepare a summary report through the last day of February each year and make it available to the new officers at the time when they officially assume their duties.
- f) File or cause to be filed any required tax forms in accordance with current State and Federal filing requirements following the end of the “Club’s” fiscal year.
- g) Cause to have the Treasurers accounts to be examined annually by an auditor or auditing committee composed of not less than three Board of Director members, who, satisfied that the Treasurers annual report is correct, shall sign a statement of that fact at the end of the report. The

auditing committee shall be selected from non officers of the Board of Directors by a simple majority vote of the Board at least two weeks prior to the meeting at which new officers assume their duties.

Section 5: All Officers shall:

- a) Perform the duties outlined in these bylaws and assigned to them from time to time
- b) Upon the expiration of term of office or in the case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.
- c) Hold only one office at any given time.
- d) Not to be a member of the same immediate family.

Article VIII: Meetings

Section 1: It shall be the responsibility of the President to establish a meeting place, time and date for all regular or special meetings of the General Membership, Board of Directors and Executive Committee and to ensure that proper notification of said meetings is given to all members of the “Club”.

Section 2: Board of Director or General Membership special meetings may be called by the President or by any member(s) of the Board of Directors after notice to the President of their intent to do so: It shall be the responsibility of the President or the member(s) calling the special meeting to establish a meeting place, time, and date and to ensure that proper notification of said meeting is given to all members of the “Club”. These meetings shall not conflict with any regularly scheduled meeting.

Section 3: Board of Directors regular meetings shall be conducted eleven (11) times per year and shall be open to all General Members.

Section 4: One third of the Board of Directors shall be present at any meeting to constitute quorum and only then will proxy voting be allowed.

Section 5: All motions put before the Board of Directors, (assuming a quorum is present) shall be decided upon by a simple majority of votes by those Board Members present plus any appropriate proxy votes. The method of voting shall be at the option of the President and each Member family shall have one vote.

Section 6: An agenda shall be developed and adhered to for each General Membership and Board of Directors meeting.

Section 7: Special or invited guest to any meeting must be introduced at the beginning of that meeting.

Section 8: The Board of Directors or any member thereof shall have the prerogative to cast their vote in the absence of any special or invited guest.

Article IX: Committees

Section 1: Only members of the “Club” shall be eligible to serve in any elective or appointive positions.

Section 2: The Executive Committee may create such standing committees as it may deem necessary to promote the “Purposes” and carry on the work of the “Club”. The chairman of each standing committee shall be for a period of one year or until such time as a successor is named

Section 3: All standing committees are to be fully organized by April 1st of each year

Section 4: The chairman of each standing committee shall present a plan of work including a budget to the Executive Committee for approval. No committee work shall be undertaken without consent of the Board of Directors.

Section 5: The Executive Committee may create such special committees as it may deem necessary to promote the “Purposes” and carry on the work of the “Club”. These committees shall be disbanded upon the completion of their work and its final report is received.

Section 6: The chairman of each special committee shall decide on the number of members required and shall select members from the Board or the General Membership to fill that committee.

Section 7: The President shall be a member Ex-Officio of all committees except the nominating committee.

Article X: Fiscal Year Definition

The fiscal year of the Panther Creek High School Athletic Booster Club shall begin on June 1st of each year and end on May 31st of the following year.

Article XI: Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the Panther Creek High School Athletic Booster Club in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XII: Amendments to the Bylaws

Section 1: The Bylaws of the Panther Creek Athletic Booster Club may be amended at a Board of Directors regular meeting by a simple majority vote.

Section 2: All proposed changes to the bylaws are to be first submitted to the Bylaws committee for review prior to submittal to the Board of Directors.

- Section 3: Copies of the proposed changes to the bylaws shall be given to the Board of Directors at least one week prior to the Board's regular meeting at which such proposed amendment(s) are to be voted upon.
- Section 4: It shall be the responsibility of the bylaws committee to give proper notification of all proposed changes to the bylaws to the Board of Directors in accordance with Article XII, Section 3.
- Section 5: No proposed changes to the bylaws shall be voted upon at any meeting unless there is a quorum of the Board of Directors present at the meeting.
- Section 6: The bylaws including any amendments thereto will not be considered official unless and until they have been signed and dated by the then President, Secretary and bylaws committee of the "Club".
- Section 7: Signed and dated copies of the Panther Creek High School Athletic Club's bylaws (including amendments) shall be provided to all members of the Board of Directors. Copies shall also be made available to any General Member upon request. It shall be the responsibility of the chairperson of the bylaws committee to ensure that each member receives their copy.
- Section 8: Copies of these bylaws shall be maintained by the President and Secretary of the "Club" as well as by the Principal and Athletic Director of Panther Creek High School.

Article XIII: Termination or Dissolution

- Section 1: The Panther Creek High School Athletic Booster Club may be dissolved or disbanded by a two-thirds vote of its members.
- Section 2: In the event that the "Club" is disbanded, the Treasurer, after adequately providing for the debts and obligations of the organization, is directed to pay the remaining funds in his/her possession to the Panther Creek High School Athletic Fund. A full accounting of all receipts and expenditures made since the last treasurer's report shall be incorporated in the "Minutes Book" as the final permanent record the Panther Creek High School Athletic Booster Club.