

BY-LAWS

PALMYRA-EAGLE ATHLETIC BOOSTER CLUB

A Non-Profit Organization

Organized February 1983

ARTICLE I - NAME

The organization shall be known as the Palmyra-Eagle Athletic Booster Club.

ARTICLE II – PURPOSE

- A. To provide financial support on the basis of need for school athletics.
- B. To encourage and help to maintain existing athletic programs.
- C. To aid in the development of new athletic programming when appropriate.
- D. To support the Sportsmanship Code of the Rock Valley Conference and the Athletic Philosophy of the Palmyra-Eagle Area School District.

ARTICLE III – MEMBERSHIP

- A. Membership will be open to parents, legal guardians and coaches of students participating in Palmyra-Eagle Area School District athletic programs.
- B. Membership is also open to any other interested adult.

ARTICLE IV – MEETINGS

- A. Meetings shall be held monthly on the first Wednesday at 6:30 p.m. or as otherwise designated. (meetings are not held in January, July and August because of school vacations)
- B. Meetings will be held in the PEHS/MS IMC at Palmyra-Eagle High School whenever possible. Alternate sites may be utilized if necessary or appropriate.
- C. The Booster Club Secretary shall publicize special meetings called by the club President.
- D. Officers and members present at the meetings of the Palmyra-Eagle Athletic Booster Club shall be entitled to vote on club matters.
- E. In the event an unexpected need for funds arises, the officers (by majority) may choose to authorize expenditures up to \$100. Expenditures over \$100 require membership approval.

ARTICLE V – OFFICERS

- A. Officers: The officers will be elected by the membership and shall include a President, Vice President, Secretary and Treasurer. Only parents, legal guardians, coaches or other district personnel, of Palmyra-Eagle School District or active community members are eligible to be officers.
- B. Vacancies: In the event that an officer cannot perform their duties for their entire term, the remaining officers may appoint a replacement. The person(s) appointed shall hold office until the end of the term.
- C. Duties Of Officers:
 - 1. President - The President shall perform the following duties:
 - a. Preside at all booster club meetings
 - b. Call special meetings as needed
 - c. Prepare the agenda for meetings
 - d. Perform ~~such~~ other duties that pertain to the office
 - 2. Vice President - The Vice President, in the absence of the President, shall perform the duties of that office and shall discharge other duties as may be required.
 - 3. Secretary - The Secretary shall perform the following duties:
 - a. Keep membership record
 - b. Handle correspondence as necessary
 - c. Publish meeting notices
 - d. Take minutes at all club meetings
 - 4. Treasurer - The Treasurer shall perform the following duties:
 - a. Collect and record funds
 - b. Issue receipts and checks for necessary payments as agreed upon by the membership.
 - c. Give a report of accounts at club meetings.
- D. Term: The term will be for one year, from April 1 to March 31. June 1st to May 31st
- E. Election: Officers shall be nominated at the April meeting and elections held at the May meeting. New officers shall their duties the following meeting.

ARTICLE VI – COMMITTEES

- A. Committees can be formed as determined necessary by the membership.

ARTICLE VII – FUNDS

- A. Fundraising:
 - 1. All fundraisers shall be approved by the membership Monthly.
- B. Expenditures:
 - 1. All requests for monies from the Booster Club will be presented in person or in writing at a regular meeting or through the high school athletic Director. The request must include the following:
 - a. An estimate of cost
 - b. a listing of rational

2. Further discussion and voting will be done at the following meeting.
3. Expenditures by any committee member or member over \$100 shall be approved the membership.
4. A list of possible expenditures is available at a coach's request from the Athletic Director or Booster Club President.

ARTICLE VIII – AMENDMENTS

- A. Power to Amend: The motion to amend the club's by-laws may be brought by any member at a scheduled meeting.
- B. Vote: Voting on a motion to amend the by-laws will be held at the next regularly scheduled meeting after the amendment was brought before the club. A majority vote of the members present prevails.

Amended February 2004

Amended June 2011