

ATHLETIC BOOSTER CLUB - Bylaws

A Non-Profit Organization
Organized February 1983

ARTICLE 1 - 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 Trailways Conference and Rock Valley Conference and the Code of Conduct of the Palmyra-Eagle Area School District.

ARTICLE III - ATTENDANCE

- A. Attendance will be open to parents, legal guardians and coaches of students participating in Palmyra-Eagle Area School District athletic programs.
- B. Attendance is open to any other interested adult.
- C. Attendance of meetings by coaches is welcomed and encouraged.

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 or July).
- B. Meetings will be held in the PEHS/MS Library 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 **attendees** present at the meetings of the Palmyra-Eagle Athletic Booster Club shall be entitled to vote on club matters. **An attendee is defined as someone who has been present at a minimum of two previous meetings in the prior twelve month period.** We feel that informed voters are the best decision makers.

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 or choose not to 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:

- a. President - The President shall perform the following duties:
 - i. Preside at all booster club meetings
 - ii. Call special meetings as needed
 - iii. Prepare the agenda for meetings
 - iv. Perform other duties that pertain to the office
- b. 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.
- c. Secretary - The Secretary shall perform the following duties:
 - i. Keep attendance records
 - ii. Handle correspondence as necessary
 - iii. Publish meeting notices
 - iv. Take minutes at meetings
 - v. Complete and submit forms as required by the District Office
- d. Treasurer - The Treasurer shall perform the following duties:
 - i. Collect and record funds
 - ii. Issue receipts and checks for necessary payments as voted on
 - iii. Give a report of accounts at each club meeting
 - iv. Maintain yearly insurance as required by the district
 - v. Handle appropriate licensing, as required
- D. Term: The term will be for one year, from 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 assume their duties at the following meeting in June.

ARTICLE VI - COMMITTEES

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

ARTICLE VII - FUNDS

- A. Fundraising
 - a. All fundraiser for the following term must be approved as per district requirements.
- B. Expenditures
 - a. All requests for monies from the Booster Club will be presented in person at a regular meeting. The request must include the following:
 - i. A completed wish list form detailing the specific of the request. This must be completed and submitted by May 1st of each calendar year. The board will enforce the May deadline so that our yearly budget can be maintained and balanced.
 - ii. A minimum of 2 estimates of cost
 - iii. A listing of rationale
 - iv. Further discussion and voting will be done at the meeting the month following the presentation of the request

ARTICLE VIII - AMENDMENTS

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

Amended February 2004
 Amended June 2011
 Amended August 2018