

# Polson Booster Club By-Laws

## Article I

### Name, Purpose and Objectives

Section 1.1-Name. The name of this organization is the Polson Booster Club (PBC), commonly known as Polson Pirate Boosters. The principal office of this organization is located in Polson.

Section 1.2-Purpose. The purpose of the PBC shall be to establish a support group to encourage parent and community participation and to raise funds to enhance and expand the sports and activities offered at PHS and recognized by the Montana High School Association.

Section 1.3- Objectives. The objectives of the PBC are to promote school spirit and sportsmanship at PHS. To encourage student, parent, and community involvement in programs offered at PHS and to provide supplementary financial support for the PHS sponsored activities.

Section 1.4-Non-profit status. The PBC is a 501 [c] non-profit organization. Notwithstanding any other provisions of these By-Laws, the PBC shall carry out activities permitted by an organization exempt from Federal income taxes under Section 501[c] of the Internal Revenue Code or by and organization, contributions to which are deductible under Section 170[c][2] of the Internal Revenue Code. Nothing herein shall be construed to authorize this organization to participate in any recommendations involving the hiring, disciplining or dismissal of a coach, advisor, administrator, or teacher at the Polson Schools.

## Article II

### Membership and Fees

Define the membership options

## Article III

### Meeting of Members

Section 3.1- Annual Meeting. The annual meeting of the PBC shall be held within the last half of the fiscal year at a place and time of the regularly scheduled monthly meetings. The annual meeting shall be noticed in the paper published in Lake County at least one week prior to the meeting and in the Polson High Schools newsletter, with the permission of PHS. The annual meeting shall be open to all regular business of the PBC.

Section 3.2- Monthly Meeting. Monthly meetings of the PBC shall be held on the 2<sup>nd</sup> Tuesday of each month at a time and place determined by the President of the PBC. With the permission of PHS, the schedule of the PBC meetings shall be printed in the school newsletter.

Section 3.3 Quorum. A quorum will consist of two (2) members of the executive board and 3 voting members in good standing. A quorum is necessary to take action on any agenda item. If a quorum is not

present no formal business may be conducted, however, The President and Treasurer can pay bills within the normal course of business. Any bills outside of the normal course of business and in excess of \$250 have to be approved by the board.

Section 3.4 Voting rights. A member may not have more than two votes per household at monthly, special, and annual meetings even though that household may have multiple memberships as an individual/family or corporate member.

## Article IV

### Officers

Section 4.1. Officers. Elected officers will govern the PBC. The officers shall consist of the President, President Elect, Secretary and Treasurer; each of whom shall be elected by the members.

- a. Election. The officers shall be elected by the majority of the voting membership at the annual meeting. Officers elected at the annual meeting shall assume their duties on the July 1<sup>st</sup> following their election
- b. Nominations. The President shall appoint a nomination committee of at least three (3) members at least sixty (60) days before the annual meeting. The nomination committee shall present a slate of nominees (who have agreed to serve) for positions of officers. Additional candidates may be nominated from the floor at the annual meeting.
- c. Term of office. A term is two fiscal years, July 1 through June 30. An individual may not serve in the same elective capacity for more than two (2) consecutive terms with the exception of Treasurer, which can serve for three (3) consecutive terms.
- d. Removal and resignation. An officer may be removed, with or without cause, by a majority vote of the members at the applicable monthly meeting. Written notice that the matter will be voted on at the next monthly meeting must be sent to each individual/family or corporate membership at least seven (7) days prior to the meeting. Any officer may resign at any time by giving written notice to the remaining officers. The acceptance of such resignation shall not be necessary to make it effective.
- e. Vacancy. Any officer vacancy occurring in the membership may be filled by the affirmative majority vote of the members at the next monthly meeting. An officer elected to fill a vacancy shall be elected for the unexpired term of their predecessor in office.

Section 4.2. Duties of officers.

- a. President. The President shall:
  1. Preside at all meetings;
  2. Appoint standing committee chairperson;
  3. Appoint and/or dissolve all other committees as required;
  4. Serve as ex-officio member of all committees;
  5. Serve as the primary contact between the PBC and the Polson School administration;
  6. Direct goals and budget performance

- b. President Elect. The President Elect shall assist the President at all times with respect to special assignments or committees. In the absence, inability or refusal to act, or resignation of the President, The President Elect shall assume the duties of the President. The President Elect shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.
- c. Secretary. The secretary shall keep a record of all proceedings of the monthly and annual meetings and shall keep all non -financial records of the PBC. He/she shall see the proper notices of the monthly and annual meetings are made; shall also keep a calendar of recurring activities for the PBC; shall keep a record of the normal attendance at the activities; and shall keep a record of the quantities of material and supplies used for the activities.
- d. Treasurer. The treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices. The Treasurer shall make disbursements from the general fund, pay expenses approved at the monthly or annual meetings; shall secure the proper vouchers thereof; and shall receive record and deposit moneys of the PBC in the PBC's checking and/or savings account. The Treasurer shall provide a year to date summary of the income and expenses, and the current account balance (at each monthly or annual meeting. The treasurer shall project the cost of any project or commitment of the PBC.

## Article V

### Committees

Section 5.1. Standing committees. The PBC may create standing committees to address recurring business. Committee members will be appointed by the President. Standing committees will be comprised of at least three (3) members including a committee chairperson designated by the President.

Section 5.2. Ad hoc committees. Ad hoc committees will be established for a specific purpose. The committee will be appointed by the President and will have the number of members deemed necessary by the President. At least two (2) voting PBC members must be on the committee, but non-members may be appointed if such appointments are in the best interest of the PBC.

## Article VI

### Finances

Section 6.1-Fiscal Year. The fiscal year of the PBC shall be from July 1<sup>st</sup> of each year through June 30<sup>th</sup> of the following year.

Section 6.1- Expenditures. All expenditures of the PBC shall first be approved by a majority of the members at a monthly or annual meeting. Any contract entered into by the PBC shall first be approved by two-thirds (2/3) of the members at a monthly or annual meeting.

Section 6.2- Banking Transactions. All checks, drafts or money orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the PBC shall be signed by two members of the Executive Committee.

## Article VII

### Miscellaneous

Section 7.1 Amendments. These By-laws may be altered, amended, or repealed and new By-laws may be adopted, except as noted in Article VIII, Section 2, by the approval of the majority at any monthly meeting and an affirmative vote of two thirds (2/3) of the members at an annual meeting. The notice of an annual meeting shall contain a notice of any By-law alterations or amendments approved for consideration at any monthly meeting since the previous annual meeting.

Section 7.2. Ownership of Equipment/Assets. The title to any property, equipment, or apparatus hereafter acquired shall be owned by the PBC. If it is deemed advisable and prudent, certain items may be donated to Polson Schools.

Section 7.3 Dissolution of the Organization. Upon the dissolution of the organization, the officers shall, after paying all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purpose for which the organization was organized.