

PETERS TOWNSHIP DIAMOND BACKERS

(“a Baseball Boosters Group”)

By-Laws

(Revised: May 28, 2013)

Article I

NAME:

The name of the organization shall be the PETERS TOWNSHIP DIAMOND BACKERS.

Article II

PURPOSE:

The purpose of this organization is to provide assistance and support for the Peters Township School District High School Baseball program under the direction of the coaching staff and Director of Student Activities (Athletic Director). In order to assure that the activities of this organization do not conflict with the Peters Township School District mission, policies and/or procedures, it is necessary that some over-site be taken by the Peters Township School District. This organization serves at the discretion of the Peters Township School District and can be dissolved at the discretion of the Peters Township School District.

The (Peters Township Diamond Backers) booster organization will be an independent and self-governing organization that provides the necessary financial assistance required to maintain an elite baseball program at Peters Township High School.

Article III

MEMBERS:

Section 1 - Membership is open to parents or guardians of Peters Township High School students who intend to try out for the Peters Township High School baseball team as Freshmen, Sophomores, Juniors or Seniors. Such parents/guardians will be considered active members and have voting privileges. A maximum of one membership shall be granted to each family unit.

Section 2 – Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.

Section 3 - Only active members shall be entitled to vote and hold office.

Section 4 - Membership dues shall be established by the Executive Board for each fiscal year.

Section 5 - All members must be interested in the objectives of the booster Organization and willing to subscribe to its policies and principles.

Article IV

EXECUTIVE BOARD:

Section 1 - The Executive Board of this organization shall consist of a President, Vice- President, Secretary and Treasurer. The Executive Board shall perform the duties as described in Article V of these by-laws. The Executive Board shall serve without compensation.

Section 2 - Executive Board members must be active members of the organization.

Section 3 - Any Executive Board member who is found to be in violation of the organization's purpose as stated in Article II of this document shall be subject to removal as a member by majority vote of the Booster Board.

Section 4 - Vacancies caused by resignation, transfer, lack of involvement or as a result of Section 3 of this Article shall be filled by a majority vote of the Booster Board.

Section 5 - The Executive Board shall, in general, supervise the business and affairs of the high school baseball booster organization.

Article V

DUTIES OF THE EXECUTIVE BOARD:

Section 1 - The President shall preside at all meetings of the membership and Executive Board. In cooperation with the Head Varsity Coach, the President shall promote and direct the affairs of the Organization while impartially overseeing the activities of the Organization. The President may suggest items of new business. The President decides who shall have the floor to speak. It is the President's responsibility to see that the by-laws are followed.

Section 2 - The Vice-President shall execute all the duties and responsibilities in Section 1 of Article V in the absence of the President. The Vice-President shall chair the fundraising committee. The Vice-President shall assist the President as requested.

Section 3 - The Secretary shall keep a full and accurate account of the proceedings of all membership and board meetings. The Secretary shall be responsible for general communication from the Executive Board and or coaching staff regarding meetings and general information. The Secretary will record and distribute the minutes of the general membership meeting and the board meetings. S/he will distribute correspondence as may be requested by the President or the Board.

Section 4 – The Treasurer, unless otherwise determined by the Board of Directors, shall have the custody of the corporate funds and shall keep or cause to be kept full and accurate accounts of receipts and disbursements in books belonging to the Corporation, shall file required state and federal income tax forms and other governmental regulation forms, and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as shall be designated by the Board of Directors. **The Treasurer shall coordinate an annual review of the Corporation’s books and records that is to be performed by a reviewer, or reviewers, selected by the Corporation’s Board. The results of such review shall be presented to the Board of Directors and the Standing Committee on an annual basis at a meeting determined by the Board of Directors. The Board may determine to waive the review requirement when the annual revenue and expenses of the Corporation, respectively, do not exceed \$75,000.**

Section 5 - The head coach will act in an advisory capacity not as a decision maker in determining what the group will do or how it will spend its money but will make necessary requests for the welfare of Peters Township Baseball Boosters. The head coach is not considered a member of the Executive Board.

Section 6 - The Executive Board shall be responsible for the preparation of the budget, its ongoing review and making recommendations for budget changes, as required.

Article VI

CLASS REPS

Section 1 - Each class (4) will have a class representative. The representative will be responsible for communication with their class parents and players. These individuals will be named by the President by the first general meeting of each fiscal year.

Section 2 - Once JV and Varsity squads have been selected a team representative will be selected from this group of members.

Article VII

COMMITTEES

Section 1 - Committee / event chairpersons shall volunteer or be nominated by someone in the general membership and be affirmed by a majority vote of the Executive Board

Section 2 – The Executive Board shall be responsible for the creation or deletion of committees / events.

Section 3 - The President shall be an ex-officio member of all committees (or events) except the nominating committee.

Section 4 - Each fundraising / event committee shall plan, organize, conduct and supervise all fund raising activities overseen by the Vice-President of the Executive Board. For reference - previous instances of fundraising (or event) chairpersons and/or committee's were (Monte Carlo, raffles, car wash, senior rec, media guide, end-of-year picnic, etc...)

Section 5 – The nominating committee shall consist of individuals that qualify as members of the Organization. The nominating committee shall be selected by the membership. The slate of nominated officers must be presented to the membership for 30 days prior to the vote. The nominating committee cannot consist exclusively of the Executive Board members.

Article VIII

FINANCES

Section 1 - The Executive Board shall present the proposed budget to the general membership for approval no later than the November meeting of each fiscal year.

Section 2 - The fiscal year shall be July 1st through June 30th.

Section 3 - Any obligation or expenditure of the organization's assets, with the exception of budgeted items, shall require prior approval of at least two members of the Executive Board. All financial decisions over \$1000.00 must be approved by the general membership through their vote. No sub group of the organization should be allowed to authorize spending above \$1000.00 prior to the next meeting without approval of the membership.

Section 4 - All checks must have the signature of the Treasurer and either the President or Vice-President.

Section 5 – The Treasurer shall prepare a Treasurer's report of financial expenses for the membership for every regular meeting.

Section 6 - Upon dissolution of the organization, all records and assets shall be turned over to the Director of Student Activities (athletic director) to become property of the Peters Township School District for use for the Peters Township High School Baseball program.

Article IX

ELECTIONS

Section 1 - All Executive Board members shall be elected at the annual meeting in May. Nominations from the floor will be accepted at this meeting. Executive Board members will be elected by a majority vote of the members present at the meeting provided the quorum requirement is satisfied. The Executive Board members shall be elected by paper ballot only if there are two or more nominees for any office.

Section 2 - Anyone nominated from the floor must be present at the annual membership meeting (May meeting) in order to be considered for office.

Section 3 - Terms of office shall be for one year.

Section 4 - Any vacancy in an elected office shall be filled by appointments made by the Executive Board to fill the unexpired term.

Section 5 - The newly elected Executive Board will take over July 1st of each fiscal year.

Article X

MEETINGS

Section 1 - The general membership meetings will be held monthly from August through May unless otherwise directed by the President. The Organization shall be presented with the agenda, date, time and location for the upcoming meetings via regular communications from the Secretary.

Section 2 - The May meeting will be considered the annual membership meeting.

Section 3 - Special meetings of the membership may be called by the Executive Board at any time, provided 48 hours notice is given to the members.

Section 4 - A quorum shall be considered to be 10% of the membership or five (5) active members, whichever is greater.

Section 5 - All regular meetings must be held at the Peters Township High School.

Article XI

AMENDMENTS TO THE BY-LAWS

These by-laws can be amended at any regular membership meeting so long as the following applies: a quorum is present at the meeting, the amendment passes by a two-thirds majority of the members present, and the proposed amendment has been submitted in writing at the previous regular membership meeting.

Article XII

PARLIAMENTARY AUTHORITY

The most current edition of “Robert’s Rule of Order” shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.