

**BY-LAWS
of the
PHILOMATH BOOSTER CLUB**

Article I NAME

- A. The name of this organization shall be the Philomath Booster Club (PBC).

Article II PURPOSE

The purpose of the PBC is to:

- A. Promote and encourage student, parent, faculty, alumni, and community attendance at events pertaining to at all approved Philomath High School/Philomath Middle School (PHS/PMS) athletics/activities events.
- A. Help publicize and promote approved PHS/PMS athletics/ activities.
- B. Raise and distribute funds for the benefit of PHS athletics/activities programs.
- C. Increase to the highest level the enthusiasm and morale of the athletes/participants, students, faculty, coaching staff, advisors/mentors, and administration of PHS/PMS with activities that will serve this purpose.
- D. Augment the athletics/activities program at PHS with contributions (in the form of goods, services, volunteer hours, and/or funding).

Article III MEMBERSHIP & DUES

- A. Qualifications

Membership is open to any adult who subscribes to the purpose of the PBC.

- B. Dues

The membership dues are on a fiscal year basis (August - July). There are varying membership levels.

- C. Representation

Each adult member whose dues have been paid is:

- Entitled to one vote when attending PBC meetings
- Able to seek to hold an office

- D. Revocation of Membership

- 1) The general basis for revocation of membership shall be conduct prejudicial to the reputation of the PBC, or for willful violation of the purpose of the PBC as outlined in Article II of these by-laws.
- 2) Membership shall be revocable upon due notice to the Member after a hearing before the Board and by unanimous vote of the Board.
- 3) Upon revocation of membership, any dues paid shall not be reimbursed.

- E. The amounts and categories for membership dues may change with a majority vote approval of the Board of Directors.

Article IV

BOARD OF DIRECTORS

The Board of Directors (Board) will consist of the elected officers, the athletic director (or his/her appointed delegate), and up to four additional elected members at large. The total number of board members is not to exceed nine members.

- A. The Board shall be elected by the membership at the last meeting of the school year, and will serve a minimum term of two years.
- B. Each Board member shall be in good standing with the PBC.
- C. Any Board member missing two (2) consecutive meetings without prior notification and valid reason may be removed from office by unanimous vote of the remaining Board members.

Article V

OFFICERS

- A. The Officers of the PBC shall consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer
- B. Officers shall assume their official duties at the close of the last meeting of the school year.
- C. All existing Officers shall orient the incoming newly elected Officers to the prospective position(s).
- D. Any Officer shall have ability to resign at any time. In the event of a Treasurer resignation mid-term, the Board shall immediately audit the PBC books. The Board shall become custodian of the books until a new Treasurer is elected.

Article VI

DUTIES OF THE OFFICERS

- A. President
 - Conduct all meetings.
 - Counter-sign all orders and documents of an official character, issued by the PBC.
 - Sign checks (one of four individuals with this authority).
 - Appoints committees as needed.
- B. Vice-President
 - Assist the President in any way the President may delegate.
 - In the absence of the President, will act as the President, with the same power given the President.
 - Sign checks (one of four individuals with this authority).
- C. Secretary
 - Record the minutes of the general meetings and the Board meetings.
 - Prepare and provide agendas to members prior to meetings.
 - Provide all new board members with a set of by-laws upon their election to the PBC Board.
 - Is responsible to see that the By-Laws are reviewed once every 5 years or sooner if changes are needed.
 - Sign checks (one of four individuals with this authority).
- D. Treasurer
 - Keep the financial records of the PBC.
 - Receive all monies of the PBC and keep an accurate record of all receipts and expenditures.
 - Sign checks (one of four individuals with this authority).
 - Reconcile monthly bank statements.

- Prepare a monthly accounting of all financial transactions to be presented at the PBC meetings.

Article VII

STANDING COMMITTEES

- A. Standing Committees will be created as required to accomplish the work of the PBC.
- B. Committee recommendations shall be submitted by the President and approved by majority vote of the Board.
- C. Each standing committee is required to include in its membership at least one Board member.
- D. On vacating the position, each committee chairperson shall pass on to the President at the next PBC meeting or within 3 days, whichever comes first, all reports, records, books, or funds and other material(s) pertaining to the committee.
- E. The standing committees (and related duties) include, but are not limited to:
 - 1)Membership Committee
 - Recommend dues fee structure.
 - Maintain membership list.
 - Coordinate membership recruitment process.
 - Member recognition.
 - Other functions as determined by the Board.
 - 2)Fundraising Committee (by event)
 - Coordinate the planning of fundraising activities for the club
 - Assign chairperson for the activity
 - Recommend establishing a special committee.
 - Coordinate the final report.
 - Maintain a list of activities sponsored by PBC.
 - 2)Concessions Committee
 - Coordinate the planning of fundraising activities for the club
 - Adheres to the Health Department regulations of use
 - Maintains and regulates usage of the facilities
 - 3)Service Committee
 - Assist with the management of the “Gate” at athletic events/activities.
 - Manage the “Warrior Wear” sales.
 - Coordinate Sports Physical Night.

Article VIII

SPECIAL COMMITTEES

- A. Special Committees will be created as required to accomplish the work of the PBC and have the responsibility of coordinating a particular activity.
- B. Committee recommendations shall be submitted by the President and approved by majority vote of the Board.
- C. Any Board member shall be an ex-officio member of all special committees.
- D. Special committee chairpersons will coordinate with other volunteers to ensure the success of the activity and will attend Board meetings to ask for help and provide updates.
- E. Special committees created and appointed for a specific activity will cease to exist upon completion of the assigned work.
- F. On vacating the position, each committee chairperson shall pass on to the successor or to the President at the next PBC meeting or within 3 days, whichever comes first, all reports, records, books, or funds and other material(s) pertaining to the committee.

Article IX

GENERAL POLICIES OF OPERATION

- A. Net earnings of PBC shall not be portioned to its members, Board of Directors, or other private persons except when authorized and empowered to pay for reasonable compensation for services rendered.
- B. The PBC shall be non-commercial, non-secretarian, and non-partisan and shall not endorse political candidates or commercial enterprise.
- C. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. The PBC shall not seek to control or direct any of the schools' administrative functions.
- E. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board.

Article X

MEETINGS

- A. PBC meetings consisting of the Board and the general membership shall be held monthly from September through June (with the meeting in December being optional) during each school year.
- B. Additional PBC meetings may be scheduled at a date and time approved by the President.
- C. PBC meetings are open public meetings.
- D. Board of Directors' meetings shall be held at the discretion of the Board of Directors.
- E. Only PBC members can vote on PBC business.
- F. Annual Meeting: The annual meeting of the PBC shall be the last meeting of the school year which will ordinarily be held in June. At the annual meeting the next year's operating budget shall be approved, new officers and board members shall be elected, and any annual reports not yet presented shall be received. The current officers, retiring board, the newly elected officers and board members, if organized, shall hold a joint session. At the joint session, the retiring officers and board shall transfer all books and papers in their possession and belonging to the PBC to the new administration, and otherwise advise the new administration as to the status of affairs of the PBC.

Article XI

FINANCES

- A. The funds of the PBC shall be used to further the purpose expressed in Article II of these By-Laws.
- B. The funds will be deposited in a financial institution(s) approved by the Board.
- C. Only the President and the Treasurer (or designee appointed by majority vote of the Board) have the authority to execute contracts on behalf of the PBC and only with the majority vote approval of the Board.
- D. The annual operating budget shall be based on and supported by net income from the previous year, with additional funds as necessary, but not to deplete savings to less than the previous year's operating budget. A minimum of 3% of the budget will be set aside for contingency purposes.
- E. Any committee request for fund expenditure requires majority vote approval of the Board.
- F. Any Board approved request for new fund expenditures greater than \$1,000 requires majority vote approval of the membership at a meeting.
- G. The President and Treasurer of the PBC shall have the authority to authorize expenditures each month when it is not feasible to call a special meeting of the Board (within the parameters and limits detailed below):

- The President and/or Treasurer may authorize payments up to any amount for items included in the approved budget.
 - The President may authorize other payments up to a total of \$500 each month.
 - The Treasurer may authorize other payments up to a total of \$100 each month.
 - A detailed report of such expenditures shall be given at the next meeting.
- H. Total expenditures cannot exceed approved budgeted amounts without majority vote approval of the Board.
- I. The fiscal year of the PBC shall be August 1 to July 31.
- J. In the event of the dissolution of the PBC, its assets shall be distributed to the PHS athletic department and in accordance with current Internal Revenue Codes.
- K. Expenditures of \$1,000 or greater shall require the signature of two authorized officers.

Article XII

AMENDMENT PROCEDURE

- A. These by-laws may be amended by a two-thirds vote of the membership in attendance at a meeting. Notice of the amendments must be communicated to all members in good standing.
- B. At the beginning of his/her term of office, each member of the Board shall be presented a copy of the by-laws and shall be responsible for making thorough study of it.
- C. A copy of these by-laws shall upon request, be made available to any member in good standing of PBC.

Article XIII

RULES OF ORDER

Robert's Rules of Order Newly Revised in Brief shall be the authority when a parliamentary question arises.

Article XIV

BOARD DISCRETION

Any topic not covered by these by-laws shall be left to the discretion of the Board.

Approved: July, 1998
 Amended: April 9, 2008
 Amended: June 12, 2013
 Amended: Sept 12, 2016
 Amended: June 11, 2018
 Amended: November 11, 2019

Approval by PBC Officers:

President	Date
Vice President	Date
Secretary	Date
Treasurer	Date
Athletic Director	Date