

**BYLAWS OF THE
PENTWATER PUBLIC SCHOOLS
ATHLETIC BOOSTERS**

ARTICLE 1: NAME

The name of this organization shall be the Pentwater Athletic Boosters, hereafter referred to as the PAB.

ARTICLE 2: PURPOSE

The purpose of this organization is to be a positive and pro-active presence for the Pentwater Public Schools by:

1. Encouraging parent/guardian involvement and support of their students at school and at home.
2. Serving as a liaison to promote and optimize Pentwater community involvement and interaction with Pentwater Public School students and athletic teams.
3. Providing volunteers and financial support to help meet the athletic needs of the students.
4. Fostering an atmosphere of cooperation and open communication between the school, teachers, parents, students and community members.

ARTICLE 3: PROCESS

The work of this organization shall be carried out through the efforts of volunteers working in leadership positions, selecting and promoting projects, and enlisting members to support the P AB goals and fund raisers actively.

ARTICLE 4: POLICIES

1. The PAB shall support and abide by the existing administrative procedures and policies of Pentwater Public Schools.
2. The PAB shall not, as an organization, actively promote changes or additions to the existing policies and procedures of Pentwater Public Schools.
3. The PAB shall be non-commercial, non-sectarian, and non-partisan.
4. The PAB shall not endorse a commercial enterprise or a political candidate.
5. The PAB shall not directly or indirectly participate or intervene in any political campaign.

ARTICLE 5: MEMBERSHIP/DUES

1. Any individual, who will support the stated purpose of the PAB positively and proactively, may become a member of the PAB.
2. Active PAB membership may be maintained by:
 - Paying yearly PAB dues (\$10.00) to the PAB Secretary.
 - Working for Pentwater Public Schools as a Junior High, Junior Varsity, or Varsity Head Coach.

ARTICLE 6: OFFICERS AND DUTIES

The elected officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer. The duties of each officer shall be such as implied by their respective titles and as specified by these Bylaws.

Officers and Executive Committee members shall attend at least 70 percent of meetings during the business/fiscal year.

1. **PRESIDENT**

The President shall be the principal executive officer of the organization and shall in general supervise all activities of this organization. The President shall preside at all Executive Committee and general membership meetings, appoint or approve all fund raiser coordinators or points of contact, approve meeting agendas, authorize expenditures in accordance with these Bylaws, be the official P AB representative to the Pentwater School Administration and School Board, appoint at-large members to the Executive Committee, and perform additional executive duties, as necessary.
2. **VICE PRESIDENT**

The Vice President, in the absence of the President, shall perform the duties of the President. The Vice President shall provide direct oversight and/or communications with all PAB fund raisers/fund raiser coordinators and assist in any duties as directed by the President. The Vice President shall advise the President and at-large membership on matters of parliamentary procedure. *Robert's Rules of Order Newly Revised* shall serve as the *guideline* for this organization in all cases where they are applicable and where they are not in conflict with these Bylaws.
3. **SECRETARY**

The Secretary shall keep a permanent and accurate record of PAB meetings, prepare correspondence as requested by the President, prepare agendas for Executive Committee and general membership meetings, and perform the duties of the President in the absence of the President and Vice President. The Secretary shall develop and maintain the Active Members List and perform other duties incident to the office of Secretary and such additional duties as may be assigned by the President.
4. **TREASURER**

The Treasurer shall develop and present an operating budget to be voted on at the first Executive Committee meeting of the year. The budget shall be updated monthly to reflect revisions. The Treasurer shall collect and deposit all receipts with the Pentwater School business manager, maintain an accurate accounting for all receipts and expenditures, present an up-to-date statement of account activities and account balance at meetings or when requested by any Executive

Committee member. The Treasurer shall supervise expenditures in accordance with these bylaws and make a full annual report during a general membership meeting: The Executive Committee will establish the timing of the annual report.

The Treasurer shall provide oversight and monitor PAB fund raiser expenses to ensure fund raiser expenses are consistent with the fund raiser objectives.

ARTICLE 7: VOTING

1. To vote, a member must have paid their yearly dues to the PAB Secretary (after paying their dues, they will be considered an active member).
2. For election of officers, each active member of the PAB shall be entitled to one vote.
3. General membership meetings: A majority vote of the membership in attendance shall be required for approval of a motion.
4. Voting may be accomplished by voice vote, show of hands, roll call, or if requested, by written ballot.
5. Members must be present to vote.

ARTICLE 8: MEETINGS

1. General Membership meetings shall be held once a month, beginning August and ending in June, normally starting one hour prior to each regularly (monthly) scheduled Board of Education Meeting. Meetings may be more frequent as determined by the Executive Committee, or more often as requested by and approved by vote of the general membership.
2. Special General Membership Meetings may be called by the Executive Committee by notifying the general membership at least 7 days in advance.
3. The Executive Committee shall establish the notification process.
4. The Executive Committee shall meet as needed, but at a minimum, before the first and last general membership meetings of the school year.
5. Meeting minutes shall be prepared for all General Membership and Executive Committee meetings.
6. Meeting minutes shall include at a minimum: meeting name, place held, time, actions taken and who prepared the minutes. Meeting minutes for General Membership and Executive Committee meetings will be placed on the agenda and approved at the following-scheduled meeting of each respective group.
7. Meeting time, date, and agenda for each General Membership meeting shall be posted in a public place to be decided upon by the Executive Committee.

ARTICLE 9: ELECTION OF OFFICERS

PROCEDURE

1. The election of officers shall take place at the completion of old business at the last general membership meeting of the school year. All active members of the organization may participate in the election. Should it be necessary, an alternative time to elect officers may be scheduled by the Executive Committee as long as the general membership is notified properly in accordance with these Bylaws.
2. The Nomination Committee will present a slate of nominees for office.
3. The Nomination Committee shall consist of one officer and three non-officer members of the organization.
4. Nominations may be made from the floor provided the consent of the nominee has been given.
5. Election of officers will follow immediately upon closing of nominations. Balloting shall be by show of hands or written ballot. A simple majority of members present shall constitute an election.
6. Should no person receive a majority of the votes cast, a run-off election between the two which received the most votes shall be held immediately.
7. Nominees shall be present for the election, unless approved otherwise by the Nominating Committee.
8. Officers shall assume their official duties on July 1st of the year in which they are elected.
9. Immediately upon retiring from office, officers shall deliver to the respective successors all accounts, records, papers, and other property belonging to this organization.

VACANCIES

10. Should a vacancy occur in an office, the position shall be filled by a vote of a majority of the Executive Committee, providing the consent of the nominee has been given. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume that office.
11. Should a vacancy occur in the office of the Vice President, the vacancy shall be filled by election at the next regular meeting of the general membership, consistent with the procedures established herein; The President may call a special general membership meeting if a vacancy needs to be filled immediately.
12. When a vacancy occurs, the person who fills the vacant position shall serve that position until the end of its current term.

ARTICLE 10: TERMS OF OFFICE

To ensure continuity of purpose and leadership, terms for officers and at-large Executive Committee Positions (beginning with the first election following adoption of these Bylaws) shall be staggered as follows:

1. President - The first term for President will be 2 years and 2 years for each term thereafter.
2. Vice President - First term will be 1 year and 2 years for each term thereafter.
3. Secretary - Same as the President.
4. Treasurer - Same as the Vice President.
5. Representative Executive Committee Positions - 1 year
6. Officers and Executive Committee Members may be re-elected and succeed themselves in the same office, be elected to another office, or be appointed to the Executive Committee in an at-large position.

ARTICLE 11: EXECUTIVE COMMITTEE

1. The Executive Committee shall plan and approve all PAB fundraisers and activities.
2. The Executive Committee shall transact all necessary business during the intervals between the meetings of the general membership and such other business that may be referred to the committee by the membership or these Bylaws.
3. The Executive Committee shall have the authority by a majority vote of a quorum to approve policies, approve planning, and approve expenditures.
4. Executive Committee Membership shall consist of the President, Vice President, Secretary, Treasurer, and three representative membership positions.
5. The Pentwater School Superintendent or a representative appointed by the Superintendent will serve as advisor to the Executive Committee. The advisor is a non-voting member of the committee.
6. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least 7 days in advance. When possible, notice of the meetings should be announced to all members of the organization. Any member may attend a meeting of the Executive Committee; however, only Executive Committee members shall be entitled to vote on matters before the committee.
7. Quorum: More than 50 of voting members of the Executive Committee shall constitute a quorum for the transaction of business.
8. The Executive Committee shall appoint and/or approve the Nominating Committee.

REMOVAL FROM THE EXECUTIVE COMMITTEE

9. A member of the Executive Committee may be removed from an elected or appointed position for not performing their duties/responsibilities in a manner consistent with these Bylaws.
10. Removal from the Executive Committee shall require two-thirds approval (minimum) of the voting members of the Executive Committee.

ARTICLE 12: FINANCE CONTROLS - EXPENDITURES

1. The Pentwater Public Schools business manager will maintain a separate account to track receipts and expenditures. Sub-accounts may be maintained, as needed, to track income/expenses more easily for PAB-sponsored activities/fund raisers, e.g., concessions or Falcon Pride Wear.
2. All funds received, regardless of the source, shall be deposited in the PAB account(s) maintained by the school. Records to identify the source of all funding received shall be maintained as permanent organization records.
3. Checks written to cover expenditures (e.g., PAB expenses or donations) will be prepared and issued by the school business manager. To initiate a payment, a PAB Payment Voucher shall be prepared, approved by two officers, and submitted to the school business manager.
4. No expenses should be reimbursed without receipts. Legible original receipts (or legible copies) shall back up requests for reimbursement of expenses. Reimbursement for expenses where the receipts are lost or not available requires approval by the Treasurer and two other officers.
5. A contingency reserve shall be maintained in the PAB account. The purpose of this reserve is to fund specific annual expenses, e.g. new uniform purchases, and to fund the basic financial needs of the PAB for one year.
6. Fund Raiser Coordinators may spend up to the approved amount budgeted for their fund raiser. Expenditures in excess of the budgeted amount shall be subject to approval or denial by the Executive Committee.
7. Fund Raiser Coordinators and volunteers shall be diligent in trying to minimize expenses.
8. The business/fiscal year for this organization begins on July 1 and ends on June 30 of the following year.

ARTICLE 13: BYLAWS AMENDMENTS/REVISIONS

1. These Bylaws are a living document and may be amended by majority approval of the Executive Committee present at a general membership meeting. Notification of proposed Bylaws, amendments or revisions should be given as soon as possible but in no case less than 7 days before the next meeting when the vote will be on the agenda.
2. The Executive Committee shall establish the notification process.
3. Grammatical, punctuation or other editorial corrections to these Bylaws, which in no way change the intent of these Bylaws, may be effected by the Executive Committee.

4. These Bylaws and revisions or amendments thereto shall become effective upon adoption, unless otherwise specified.
5. Initially, these Bylaws shall be considered a guideline for the PAB until such time as officers can be elected. Immediately following election of officers, these Bylaws shall officially govern the actions of the PAB.

ARTICLE 14: FUNDRAISERS

1. Each PAB fund raiser shall be approved by the Executive Committee before implementation.
2. Fund raisers shall only be added/deleted with approval by the Executive Committee.
- j. Each PAB Fund Raiser Coordinator shall be responsible for keeping accurate and legible records for their fund raiser, including but not limited to expenses, income, inventory control (as appropriate), volunteer participation, and additional records as required by the Executive Committee. Volunteer participation information shall be forwarded to the Secretary in a timely manner.
8. The Fund Raiser Coordinator has primary responsibility for minimizing expenses and for establishing pricing on items for sale e.g., concessions or Falcon Wear. Pricing shall be approved by the Executive Committee.

SPECIFIC COMMITTEE DUTIES

9. Nominating Committee: See ARTICLE 9: ELECTION OF OFFICERS

ARTICLE 15: DISSOLUTION

To dissolve the Pentwater Athletic Boosters, a dissolution proposal shall be presented to the general membership and a vote taken. Upon approval of the dissolution proposal, outstanding requests for funding shall be reviewed and funded, if possible. All monies remaining after the funding of outstanding requests shall be turned over to the school. All books, records, and organizational equipment shall be turned over to the school for future use.

ARTICLE 16: DEFINITIONS

1. Quorum: The minimal number of officers/members of a committee or organization, usually a majority, who must be present for valid transaction of business.
2. Year: When used in these Bylaws, "year" shall mean July 1 through June 30.