

PARKLAND FOOTBALL BOOSTER CLUB ASSOCIATION BYLAWS  
REVISED May 9, 2017

ARTICLE I-NAME

SECTION A. This Association will be named and known as the PARKLAND FOOTBALL BOOSTER ASSOCIATION, a non-profit association (hereinafter referred to as ASSOCIATION)

ARTICLE II-PURPOSE

SECTION A. The purpose of this Association will be to:

1. Emphasize that sportsmanship and participation in the football program are important to mental and physical development of the student athlete.
2. Promote the Parkland School District Football Program.
3. Honor team members and associated individuals who participate in the football program throughout the football season.
4. Enhance and promote the capability of the association to support the football program.
5. Recognize that the public school district may not have the financial resources to fully support and/or enhance the football program and therefore the Association will endeavor to reasonably make such funds available.

ARTICLE III-MEMBERSHIP

SECTION A. FULL MEMBERSHIP

Members with full membership shall be parents, relatives or responsible parties of the Parkland football players, participating in the football program. Other interested parties may apply for full membership status. Full members pay dues determined by the Association's officers. Full membership applies per household. The Parkland head football coach, or their designees, shall be full members.

1. Benefits received with Full Membership
  - a. Voting rights at all General meetings when present
  - b. Concession stand benefit as determined by the Association's officers each year
  - c. Stadium Spirit Stand discount as determined by the Association's officers each year
  - d. Discounted ticket for the banquet per player of the household

SECTION B. ASSOCIATE MEMBERSHIP

Associate members are friends of the Parkland football program who do not have children or relatives in the football program. Associate members pay a reduced dues fee as determined by the Associate's officers. Associate members receive the same benefits of Full membership with the exception of banquet discount.

#### SECTION C. ALUMNI MEMBERS

Alumni members are former Parkland football program participants including players who wish to support the program. Alumni members pay a reduced dues fee as determined by the Association's officers. Alumni members receive the same benefits of Full membership with the exception of banquet discount.

#### ARTICLE IV-DUES

SECTION A. Annual dues will be established by the Association's officers.

SECTION B. Dues shall be paid to the Treasurer once annually.

SECTION C. Association fiscal year will be March 1-February 28.

#### ARTICLE V-LOCATION

SECTION A. The principal office of this Association will be Box 148, Orefield, Pennsylvania 18069 unless changed by the Association's officers.

#### ARTICLE VI-MEETINGS

SECTION A. General meetings of the membership will be held on the second Tuesday of each month (except June as the parent meeting is usually scheduled in late May or early June) at 7:00PM in a room reserved by the Secretary through the Athletic Office. Other meetings may be called by the President at such time as deemed necessary.

SECTION B. A monthly general meeting reminder shall be emailed to members at least 5 days prior to the meeting and posted on the Association's website calendar. Other means of notification may be used as determined by the Officers.

#### ARTICLE VII-OFFICERS AND BOARD OF ADVISORS

SECTION A. Officers of the Association will be members and shall include a President, Vice President, Secretary, Treasurer and any other officers deemed necessary by the President. Said officers will be elected annually by a majority of the membership present at a general meeting conducted in February of each year.

The President will appoint a nominating committee in January of each year to develop a slate of candidates to be presented at the February meeting. The slate of candidates will have been contacted prior to the February meeting and will have agreed to serve if so elected. If the full slate of officers cannot be filled, the offices of President and Treasurer are the offices that must be filled in order for the Association to continue to function per the Athletic Director's office.

SECTION B. The President will be the chief executive officer of the Association. He/she will be responsible for: presiding at all meetings of the Association's officers and of the membership; general and active management of business of the Association; provide general supervision of all officers and advisors to the Association and insure their duties are performed properly; keep the membership informed of Association operations; have the power and duties of management usually vested in the office of President and will appoint all committees.

SECTION C. The Vice President will be vested with all the powers and will perform all duties of the President when the President is unable or unavailable for any reason. In the event the President is absent from any meeting, the Vice President will preside, and if neither the President or Vice President is present, the Treasurer will preside, and if the President, Vice President, and Treasurer is not present the Secretary will preside, or other members so designated by the President shall preside. The Vice President will perform other duties as may be prescribed by the Association or President.

SECTION D. The Secretary will attend all meetings of the Association and of the officers, act as clerk and record all votes and minutes of the proceedings in a book kept for that purpose. The Secretary will send notice of all general meetings via email to all members at least 5 days prior to the monthly meeting and posted on the Association's website calendar, maintain a file of all Association correspondence, maintain a list of football players with parent information at all levels (middle school through Varsity) as provided by the coaching staff and perform other such duties as may be prescribed by the Association or the President.

SECTION E. The Treasurer will attend all meetings of the Association, have charge of collection of funds due the Association, and will deposit same in the name of the Association. Any checks written in the name of the Association will require a minimum of two signatures of the four of the Association's officers (President, Vice President, Secretary or Treasurer). The Treasurer will maintain a complete and accurate accounting of the finances of the Association and be prepared to report on same at each general meeting of the members or at any other time upon request of the President. The Treasurer will be custodian of all financial records of the Association and maintain them in such manner that continuity or Association operations can be continued on an annual basis. The Treasurer will make arrangements with the financial institution to change signature cards upon the election of new officers and order credit/debit cards as needed. The Treasurer will perform such other duties as may be prescribed by the Association or President.

SECTION F. A Board of Advisors may be appointed by the President to assist him/her in performing his/her duties. There will be no predetermined number of Advisors nor must they be members of the Association. However, if members, they will be entitled to a vote equal to any other members or officer of the Association.

SECTION G. Officers and Board Advisors shall meet at least once each month outside of the General Meeting.

SECTION H. New officers will assume their positions and duties immediately following the February general meeting except for the Treasurer who will assume his/her office on March 1.

#### ARTICLE VIII-NOMINATING COMMITTEE

SECTION A. The President shall ask for nominees for the offices that will become vacant in the next year at the December meeting. This request can also be done via email to the membership. Nominations shall be received by a non office holding member Nomination Chairperson appointed by the President. ~~The Nominating Committee will consist of two or more individuals selected from the membership.~~

SECTION B. The Nominating Committee will secure nominees for the that will be vacant in the next year and will present the full slate of officers for election at the February general meeting.

#### ARTICLE IX-RIGHTS AND OBLIGATIONS OF MEMBERS

SECTION A. Each member in good standing with dues paid has a right to vote.

SECTION B. Each member in good standing is encouraged to attend at least 3 meetings per year.

#### ARTICLE X-ACTIONS OF MEMBERS

SECTION A. Affirmative majority vote of all active members present at any general meeting is required to convey assets or rights therein possessed by the Association or any other business presented by the President to the members for decision.

#### ARTICLE XI-BUDGET

SECTION A. Association officers, under the direction of the President, will develop an annual budget of both income producing and promotional programs. Each program will include an estimate of its anticipated revenue and expense. The budget will be presented to the membership at the March general meeting. The membership may approve the budget in its entirety or individual elements thereof by majority votes of active members present.

SECTION B. Fundraising events will be determined and scheduled by Association officers. A detailed report of these events will be presented to the members at the meeting at least one month prior to the scheduled event meeting.

SECTION C. If a budget surplus develops after all expenditures are satisfied, the surplus will carry over to start the next fiscal year's programs. No more than 10% of the total revenue received in the previous season may be carried over to the next season without a proper designation of use during the next fiscal year.

SECTION D. Disbursements from the treasury of the Association are for the sole purchase of any and all items as well as activities which are solely to promote and benefit Parkland School District football program, honor team members and associated individuals throughout the football season, enhance and promote the capability of the Association to support the football program.

#### ARTICLE XII-AUDIT

SECTION A. A financial review will be performed annually: as well as monthly reviews by officers and members at the general meeting.

SECTION B. An audit committee will be selected by the President. The audit committee will be composed of three members not holding office or serving as members of the Board of Advisors. The records of the Association will also be audited by an independent certified public accountant on an annual basis.

SECTION C. The audit report will be presented to the membership no later than the May general meeting. Said audit report will be available for personal review by any association member, member of the general public or any regulatory body governing the association.

#### ARTICLE XIII – FUNDRAISING

SECTION A, Various fundraisers are held throughout the year to benefit the Parkland Trojan Football Program

#### ARTICLE XIV-DISSOLUTION

SECTION A. Affirmative vote of 2/3 of the active members present at a general meeting is required to dissolve the association.

#### ARTICLE XV-AMENDMENTS

SECTION A. The members of this Association may alter or amend these By-Laws by 2/3 affirmative vote of the active membership present at a general meeting.

#### ARTICLE XVI-ACCEPTANCE

SECTION A. These By-Laws will become effective upon a 2/3 affirmative vote of the membership present at a general meeting.

#### ARTICLE XVII-DISPUTES

SECTION A. Any unresolved question or disputes regarding interpretation of these By-Laws shall be settled in accordance with ROBERTS RULES OF ORDER.

These By-Laws were amended by the general membership on September 1, 2004 and incorporated into its minutes September 1, 2004.

James Hagar  
President  
Parkland Football Booster Club Association

These By-Laws were amended by the general membership on May 6, 2008.

Roger T. Haas  
President  
Parkland Football Booster Club Association.

These By-Laws were amended by the general membership on May 9, 2017.

Erin Reede  
President  
Parkland Football Booster Club Association