

Bylaws of the Pennsbury Baseball Parents Club

ARTICLE I: NAME & ADDRESS

A. NAME

This organization shall be known as the Pennsbury Baseball Parents Club (PBPC).

B. ADDRESS

The office of the Pennsbury Baseball Parents Club shall be at a place to be designated by the Executive Board of Directors, which may change from time to time at the Board's discretion.

The current mailing address for the organization is: Pennsbury High School, 705 Hood Blvd., Fairless Hills, PA 19030

ARTICLE II: PURPOSE

The purpose of the club is to encourage parent/guardian participation in positively promoting fan spirit and to assist in providing supplemental support to the Pennsbury High School Baseball Program. Additionally, the club is organized and shall be operated exclusively for charitable and/or educational purposes defined within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The PBPC will comply with all Pennsbury School District's Policies.

The PBPC will have NO influence in roster, lineup, positions, or playing time of players or in filling coaching vacancies.

ARTICLE III: MEMBERSHIP

Membership in this organization will consist of all parents and guardians who have children participating with the Varsity, Junior Varsity, and 9th Grade Pennsbury High School Baseball Teams or alumni in good standing.

A. TERMINATION OF MEMBERSHIP

Membership of the parent or guardian is automatically terminated upon withdrawal or dismissal from the Pennsbury High School Baseball Program.

ARTICLE IV: EXECUTIVE BOARD

A. Subject to the powers of the members, as provided by law or as herein set forth, all corporate powers of the organization shall be exercised by or under the authority of, and business affairs of the organization, shall be controlled by the Executive Board Members.

B. Executive Board Members of the Pennsbury Baseball Parents Club shall consist of:

President Treasurer
Vice President Secretary
Program Advisor = Varsity Head Coach

Bylaws of the Pennsbury Baseball Parents Club

- C. Executive Board Members must be members in good standing of the organization, have a child who is on the roster of the Varsity, JV or 9th Grade PHS Baseball Team, and shall conduct all business, determine the policies of the Pennsbury Baseball Parents Club, and act in accordance with state and federal laws governing non-profit organizations and Pennsbury School District Policy.
- D. Executive Board Members shall have the power to establish and dissolve committees to meet organizational goals. Committee positions are to be filled with members in good standing.

ARTICLE V: EXECUTIVE BOARD DUTIES

A. VARSITY HEAD COACH – PROGRAM ADVISOR

The Varsity Head Coach will have an equal vote in all PBPC Board decisions; have final decision on all PBPC decisions as it pertains to the team logo, uniforms, equipment, field maintenance/upgrades, schedule of events, and the like. The PBPC will be consulted if any of these items require funds from the PBPC. The Varsity Head Coach will be able to overrule any planned PBPC events, fundraisers or other events or actions that may be detrimental to the Pennsbury High School Baseball Program, its coaches, its players, Pennsbury High School or not in compliance with Pennsbury School District's policies.

B. PRESIDENT

The President shall preside at all meetings of the organization, serve as Chairman of the Executive Board; rule on procedures and jurisdiction; appoint permanent and special committees; summarize voting measures and decisions; authorize payment of all bills with the approval of Board members; when appropriate represent the organization at all public functions; and prepare the agenda for the meeting. The President shall oversee all committees and coordinate with committee chairpersons to assure effective communication.

C. VICE PRESIDENT

The Vice President, in the absence of the President, shall preside at all meetings and perform his/her duties. The Vice President shall assist the President in overseeing all committees and coordinate with committee chairpersons to assure effective communication.

D. SECRETARY

The Secretary shall record the minutes of the meetings and shall maintain a record of the minutes. Secretary will also oversee Parents Club Social Media and Communication. All Baseball Player/Team and/or game-related social media and communications will be handled by the Varsity Head Coach or at the direction of the Varsity Head Coach only.

Bylaws of the Pennsbury Baseball Parents Club

E. **TREASURER**

The Treasurer shall maintain current fiscal records of the Pennsbury Baseball Parents Club. The Treasurer shall receive funds due the organization, deposit same and disburse funds based on the Board approved expenditures, prepare the annual operating budget, and be responsible for the safeguarding of the club's financial assets and file all statutory tax requirements within the regulatory time. The Treasurer shall record and make available the records of all income and expenditures to the officers upon request. The Fiscal Account Period shall end on December 31st.

The Treasurer and Program Advisor (Varsity Head Coach) must both sign on bank accounts (two authorized signatures shall be required on all checks). The Treasurer must present a financial statement at each monthly meeting, Executive Board meetings, and other times when requested by the organization or Executive Board, make a full report at the last meeting of the season and have copies available to the general membership, comply with all 501(c)(3) regulations and Pennsbury School District's Policy pertaining to financial reporting, seek approval from the President and Program Advisor on all decisions pertaining to this office, give a report to the President and Program Advisor prior to each monthly meeting.

ARTICLE VI: COMMITTEES

A. SPONSORSHIP/BANNER ADVERTISING

The Sponsorship Committee shall work under the direction of the Executive Board to identify new donors and sponsors, as well as maintain the relationship with returning sponsors; they shall direct and coordinate solicitation of funds and artwork, and act as liaison with the funding partners and organizations.

The Chairperson of the Committee, as chosen by the Executive Board, shall communicate with sponsors throughout the process, keeping sponsor updated and notified of when banner is produced and hung, as well as sending a thank you letter to all donors and sponsors. The Chairperson must keep an updated and active spreadsheet of all donors and sponsors, including contact information, monies received, and status. This spreadsheet must be shared with the Treasurer, Program Advisor, and Executive Board. All monies received must be turned in to the Treasurer in a timely fashion.

B. FUNDRAISING

The Fundraising Committee shall work under the direction of the Executive Board to develop fundraising strategies and coordinate all fundraising efforts.

The Chairperson of the Fundraising Committee, as chosen by the Executive Board, shall oversee the following committees:

APPAREL COMMITTEE:

Bylaws of the Pennsbury Baseball Parents Club

The Apparel Committee shall be responsible for any apparel orders that are received and shall distribute the orders as they are delivered. The Apparel Committee shall also maintain the inventory of apparel used as a fundraiser for the program and be responsible for coordinating sales of such. The Apparel Committee shall turn in all monies received to the Treasurer in a timely fashion.

CONCESSIONS COMMITTEE:

The Concessions Committee shall be responsible for the stocking and operation of the concession stand during all home Varsity Baseball games. The Concession Committee shall turn in all money to the Treasurer in a timely fashion and turn in all receipts to the Treasurer for reimbursement.

C. EVENTS

The Event Committee shall be responsible for the planning and coordination of all the organization's events including promotion, processing and tracking event sales, managing logistics and schedules, and serving on event committees as needed.

The Chairperson of the Event Committee, as chosen by the Executive Board, shall oversee the following subcommittees:

BANQUET COMMITTEE: The Committee shall be responsible for planning/running the team banquet at the end of the season. The Banquet Committee shall also oversee the ordering of any gifts that will be given to each of the Varsity and/or Senior players (depending upon championships).

BOWLING NIGHT COMMITTEE: The Committee shall be responsible for planning/running the Bowling Night event.

ALUMNI AND FRIENDS OF PHS BASEBALL EVENT:

The Committee shall be responsible for planning/running the Alumni and Friends of PHS Baseball event.

ARTICLE VII: ELECTIONS OF OFFICERS

- A.** The officers of the Executive Board of Directors are elected positions except Program Advisor, which shall be the Varsity Head Coach.
- B.** Nominations for all officers serving on the Executive Board of Directors shall be presented at least 2 days prior to the June General Membership (Parents) meeting. Additional nominations will not be accepted after this deadline. Any member in good standing may nominate one or more persons for any individual office. Only one family member may serve on the Executive Board at a time. Therefore, nominations of multiple family members will not be considered. In the case of multiple family nominations, the first nomination received will be accepted. The President shall be responsible for summarizing the nominations prior to the vote at the June meeting.

Bylaws of the Pennsbury Baseball Parents Club

- C. Elections shall be held by ballot during the June monthly meeting. If there is only one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.
- D. All members of the Pennsbury Baseball Parents Club shall be entitled to cast one vote at the general membership meeting for the election of the Executive Board.
- E. Executive Board Members shall serve a term of at least one year, contingent upon their continued status as a member in good standing or until their successors are elected. The newly elected members shall assume their offices in June.
- F. Outgoing Executive Board Members will work in conjunction with newly elected Executive Board members to assure a successful transition.
- G. Any Executive Board Member who acts in such a manner as to bring discredit to the Pennsbury Baseball Parents Club may, by a vote of the Executive Board, be asked to resign his/her position.
- H. In the event of an Executive Board Member vacancy, such position shall be filled by a person appointed by the Executive Board and the Program Advisor, with the confirmation by most of the Board Members present at any meeting.

ARTICLE VIII: OPERATIONS

- A. Conflict of interest or the appearance thereof shall be avoided. The President and all Executive Board Members shall abstain from deciding on a matter, which gives rise to the conflict of interest or appearance thereof.
- B. Executive Board Members shall meet once a month during the school year unless otherwise ordered by the President.
- C. There shall be an annual operating budget prepared and submitted by the December Board meeting and a financial statement presented to the membership at the June General Meeting. The Pennsbury Baseball Parents Club Executive Board shall adopt an annual financial statement. A special review of the books may be called for by a majority of the Executive Board when deemed necessary.
- D. No part of the net earnings of the PBPC shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the PBPC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3) of the Internal Revenue Code. No substantial part of the activities of the PBPC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PBPC shall not participate in, or intervene in (including the

Bylaws of the Pennsbury Baseball Parents Club

publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the PBPC shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IX: MEETINGS

- A. Meetings shall be held monthly with notification of at least a week before meeting date.
- B. The President and/or Vice President may call special meetings or change the date of monthly meeting, if necessary.
- C. The Executive Board shall have the right to cancel a meeting if there is no agenda to be discussed.
- D. All meetings shall be held at the East or West campus or in such a place designated by the Executive Board.

ARTICLE X: ORDER OF BUSINESS AT MEETINGS

- A. Call to order
- B. Approval of minutes of the last meeting
- C. Coach's report
- D. Treasurer's report
- E. President's report
- F. Board members' reports
- G. Committee Reports
- H. Old Business
- I. New Business
- J. Items from the floor
- K. Adjournment

Bylaws of the Pennsbury Baseball Parents Club

ARTICLE XI: AMENDMENTS AND REVISIONS

A. These Bylaws may be amended and revised by a majority of the Executive Board and Program Advisor present at a meeting called for that purpose and with at least one-week notice prior to such meeting.

ARTICLE XII: DISSOLUTION

A. This club shall not be dissolved by its own motion so long as seven (7) members and the Program Advisor wish it to continue.

B. Should the club be dissolved in accordance with Article X (A), the use of any surplus funds for private inurement to any individual is prohibited.

C. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a local or state government, for a public purpose or to the Pennsbury School District for use in connection with the team to the extent permitted by law, with any residual amount going to support Pennsbury School District Athletics.