

Line Mountain Archery Boosters

By-Laws

2015 - 2016

Article I Name

The name of this organization shall be the Line Mountain Archery Boosters.

Article II Objectives-Mission

2.01 The Line Mountain Archery Boosters is a non-profit organization.

2.02 The purpose of this organization shall be to promote, encourage and provide positive support to the archery program in the Line Mountain Area Junior/Senior High School.

Article III Policies

3.01 The organization shall be noncommercial, nonsectarian, and nonpartisan.

3.02 The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.

3.03 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

3.04 Upon dissolution of the Line Mountain Archery Boosters, after paying or adequately providing for the debts and obligations of this organization, the remaining assets shall be distributed to the Line Mountain School District. These remaining assets are only to be used for the purchase of athletic equipment for the good of all student athletes.

Article IV Membership

4.01 Membership is open to any parent/guardian or community member interested in supporting the archery program in the Line Mountain School District. Students are not eligible for membership, per school board policy 915.

4.02 All members must adhere to Line Mountain School District policies.

4.03 Any member shall have the privilege of making motions and serving on committees.

4.04 The membership year will run from July 1st through June 30 of each year.

Article V Officers and their Election

5.01 The officers of this organization shall be President, Vice President, Secretary and a Treasurer.

5.02 Nominations for officers will only be accepted from the floor or in writing prior to the April meeting then nominations will be closed. The person being nominated must be present to accept the nomination. Officers shall be elected at the May meeting of the organization, by acclamation.

5.03 Outgoing officers will end their duties and new officers shall assume their duties at the close of the June meeting.

5.04 Officers shall serve a term of two (2) years.

5.05 A person shall not be eligible to serve more than two (2) consecutive terms, or a total of four (4) years, in the same office. If there is no successor, the officer may continue to serve for one additional year, or until a successor is voted in.

5.06 Officers of this organization shall be elected in the following manner:

- a. Nominations for the Board will be taken at the April general meeting. People nominated must have a child or be a direct relative of a child on the Line Mountain Archery Team.
- b. Board elections shall be held at the May general meeting.
- c. Officers shall be elected by acclamation.
- d. Vacancies mid-term shall be filled by the appointment of the Board.
- e. An officer shall be removed from office if he/she is not compliant with the policies of the Line Mountain School District. Because this is a requirement for membership in the organization, any member found to be in violation of the policies of the Line Mountain School District may be removed from the organization.
- f. Any person who violates Pennsylvania law within the school, corrupts minors in any way, or does not obey Line Mountain School District's rules and policy regulations, will be prohibited from participating in Line Mountain Archery Boosters activities indefinitely.

Article VI Duties of Officers

- 6.01 The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives-mission may be promoted. The President shall be listed as a signature on the account.
- 6.02 The Vice President shall act as aid to the President and perform the duties of the President in his absence or if he is unable to serve. The Vice President shall be listed as a signature on the account.
- 6.03 The Secretary shall keep a permanent and accurate record of all meetings. Copies of the current school year minutes will be available at each meeting. The secretary must have a current copy of the bylaws at each meeting. He/she shall conduct all correspondence as requested by the President.
- 6.04 The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the Bylaws. He/She shall present a financial statement at every meeting and at other times when requested by the board; and shall make a full report at the end of the current school year. All checks written by the organization shall have two signatures.
- 6.05 All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws; and such other duties as may be delegated to her/him.
- 6.06 All officers shall deliver to their successors' official materials at the close of their service of office.

Article VII Meetings

- 7.01 The regular meetings of this organization shall be on the third Tuesday of every month at 6:30 p.m. in the high school library.
- 7.02 Date and/or time may be changed by the President with proper notice given to members, not to be less than three days prior to the new date and/or time.
- 7.03 The President may call special meetings, when necessary.
- 7.04 Two board members and two members present at any meeting shall constitute a quorum for the transaction of business of the organization.
- 7.05 All meetings will be held at the Line Mountain Junior/Senior High School.

Article VIII Parliamentary Authority

- 8.01 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Line Mountain Archery Boosters.

*Article IX **Fiscal Year***

9.01 The fiscal year of the Line Mountain Archery Boosters shall begin on July 1st and end on the following June 30th.

*Article X **Audits***

10.01 A review the Line Mountain Archery Boosters books shall be conducted annually and before the takeover of the new board by an appointed committee. Income/Expenditures will be documented in treasurers and secretaries report. Public review of books is available at monthly meetings and upon request.

*Article XI **Funds/Budget***

11.01 Authorized signatures on Line Mountain Archery Boosters checks shall include the Treasurer and either the President or Vice President. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by the President and Vice President.

11.02 To be reimbursed by the Line Mountain Archery Boosters a reimbursement form must be submitted. The original receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. Members will only be reimbursed for items they were directed to purchase by the board.

11.04 At the end of an event where monies have been collected, a cash control slip will be filled out by the people running the event. The members cannot be next of kin. Both members should count the money, sign, and date the slip. One copy will be kept with the deposit slip by the Treasurer.

11.05 Line Mountain Archery Booster funds should go directly from the school to the bank for deposit whenever possible. If the bank is not open, the Treasurer is responsible for the funds.

11.06 A letter will be written to the payee of checks that are written to the Line Mountain Archery Boosters and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to Line Mountain Archery Boosters by the bank for the check. The check will be returned to the payee upon receipt of cash, money order, or certified check. After the Line Mountain Archery Boosters has received one check from a person for insufficient funds, the person will be given a written warning stating that if any more checks are returned due to insufficient funds the person will be placed on a Cash Only basis for the current school year. If more than one check is returned to the Line Mountain Archery Boosters due to insufficient funds the payee will be placed on a Cash Only basis for an indefinite period of time to be determined by the officers.

11.07 A budget will be determined by the Board prior to the first general meeting (September) each school year. The budget will be discussed at that first meeting and must be approved at the second general (October) meeting. All expenditures within the realm of the approved budget are authorized expenditures.

11.08 If any officer or member is found guilty of misappropriation of funds they will immediately be dismissed from office and will be barred from serving in any position on the Line Mountain Archery Boosters in the future. Legal action will be pursued if so deemed.

*Article XII **Amendments***

12.01 These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

*Article XIII **By-laws***

13.01 The by-laws of the Line Mountain Archery Boosters will be reviewed every two years. A majority vote by board members and voting members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date _____

President: _____

Vice President: _____

Secretary: _____