

Pine-Richland Field Hockey Booster
700 Warrendale Road, Gibsonia, PA 15044

By-Laws

Article I – Organization

Section I The name of the organization shall be the Pine-Richland Field Hockey Booster (PRFHB)

Section II PRFHB is a member of the Pine-Richland Unified Booster Organization (PRUBO). PRUBO is the central organization which holds our non-profit group exemption under IRS 501 (c) section.

Section III As a non-profit, 501(c) organization, the mission of the PRFHB is to provide support to the players and coaches of the Pine-Richland School Districts’ field hockey program including financial support not otherwise provided by the School District. Through a cooperative effort with the School District, coaches, members and staff, we wish to enhance the learning and enjoyment of girls’ field hockey through team building and sportsmanship.

No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers or private persons, 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 the purpose clause hereof.

No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization 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 an organization, contributions to which are deductible under

section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article II- Members

- Section I The Members shall be the parents/guardians of players eligible to play field hockey in grades 7 through 12 during the current fiscal year as defined above. Membership shall be limited to only those residents of Pine and Richland Townships without exception.
- Section II It shall be governed by elected officers. Members of the group will be any individual who agrees to be an active participant, volunteer, support the group on in its purpose. Given the purpose of the booster, there will be various activities throughout the fiscal year which will require volunteer support. Through the various committees, volunteering for specific activities will be expected of all Members in order for the organization to succeed. Members should realize they represent the school in their capacity as boosters and fans and that their support of school co-curricular activities is important.
- Section III Members shall have the right to bring forth any issue, recommendation or by-law amendment or discussion and consideration at general meetings.
- Section IV In order to conduct official business at booster meetings, there must be a minimum of (5) five Members present who are eligible to vote. Of these five, (2) two shall be officers, with at least (1) being either the President or Vice President. Elections can also be conducted electronically or by mail.

Article III- Board of Directors, Officers, Committees and Grade Representatives

- Section I The goal of this Board of Directors is to carry out the purposes of the Organization, to have loyalty to the entire organization, to promote a positive attitude for the group and to conduct itself in the spirit of good sportsmanship. The Board of Directors shall have the power to conduct all financial business of the Organization. Any Board member may be removed from office by a 3/4 majority vote of all Board members.
- Section II The Board of Directors shall consist of:

President: Coordinates and leads all meetings of the Board of Directors and Members. The President is to be an ex-officio member of all committees and oversees the work of all Board members to ensure that they are properly fulfilling their responsibilities; presides over all meetings of the general membership and the meetings of the Board of Directors. Appoint Board members to Standing Committees. Act as the official spokesperson for the Organization. All official reports must be signed by the President.

Vice President: Presides in the absence of the President at all meetings of the Board of Directors or Members. In the event that the office of the President becomes vacant during the elected term, the Vice President shall succeed to the office of President for the remainder of the term. The Vice President serves as an aide to the President.

Secretary: Takes an accurate written attendance of all individuals present at all Board and Member Meetings. Records and distributes minutes from Board meetings. Works with the President to schedule all meetings and set the agenda. Communicate meeting dates and information to the Board of Directors. Collect and disseminate all documents on the agenda to the Board 3 days before meeting date. Maintain custody of all PRFH by-laws and all other records of the association. Handle all official correspondence. Present the minutes from previous Board or Member meetings. Maintains the organization's website; advertises pertinent Association issues.

Treasurer: Keeps a complete record of the Organization's income and expenditures; receives and accounts for all monies in the Organization; pays all bills incurred; prepares and presents a financial report at all meetings; prepares and presents annual financial reports and proposed budget at the annual meeting of the Board of Directors for their review and approval.

The Treasurer will have final reporting duties past the end of their official term. They will arrange for a yearly independent audit/review to be completed within 30-days after the close of the fiscal year and provide a copy of the audit report to the Pine-Richland School District and the PRUBO Treasurer. The treasurer will be responsible to submit Financial Data to PRUBO. A copy of the booster group yearly audit report, a copy of submitted yearly tax return, and signed authorization by the PRFHB President to be

a member of PRUBO, is to be sent to the PRUBO Treasurer by October 15th.

Booster Member Council of the Pine-Richland Unified Booster Organization (non-voting): The individuals name and contact information will be submitted to the PRUBO Secretary by July 1 of the current fiscal year. Each individual will serve for a one year term.

Middle School Liaison (non-voting; optional): The Middle School Liaison will work with Middle School Coach and PRFHB Board to communicate information to his/her team. The Team Manager Liaison will not be a voting member of the Board of Directors.

Section III Nominations will be accepted prior to the annual meeting. The election of the Board of Directors shall take place no later than April 30 each year. The Members of the Organization elect all Board members with each family having one vote per player. Board members shall be elected by a simple majority of the votes that are cast. All Board positions shall be elected to a one-year term, serving from May 1 to April 30 each year. Only one family member may be represented on the Board. Members may choose to hold the election vote via absentee ballot. Any open or vacant positions will be filled by the Board. In the event a Board member is unable to complete a full term, the Board may fill the vacancy. A person who is an active member in good standing will fill the vacant office.

Section IV No Board member may vote upon a matter in which he or she has a direct financial interest or conflict of interest. No Board member may vote upon a matter in which he or she has a business or family relationship not common to all members. Immediately upon becoming aware that such a conflict exists, a Board member must disclose such, withdraw from further deliberation, and refrain from voting on the matter.

Article IV- Meetings of the Board of Directors and Members

Section I The Board of Directors shall meet at least three times from July through June. Board meetings will be closed and held at a time and place convenient to the Board.

Section II An annual meeting of the Members shall be held on or before April 30 of each year for the primary purpose of electing the

Board of Directors.

Section III All general Member meetings (with itemized agenda, if applicable) should be advertised on the web site at least 3 days prior to the meeting date. Members who wish to speak at the meeting should notify the President at least 7 days prior to the meeting. These Members will then be put on the agenda and be given the opportunity to briefly speak at the beginning of the meeting.

Section IV All decisions of the Board of Directors shall be made by a simple majority vote. Board meetings shall be conducted in accordance with parliamentary procedures as defined in Robert's Rules of Order.

Article V- Dues

Annual fee/dues shall be set as low as feasibly possible, with the difference to be funded through fundraising activities and donations. Scholarships are available upon request.

Article VI- Amendments

All proposed amendments to the By-Laws must be submitted in writing to the Board and will be taken under consideration by the Board. Any amendment support by the majority of the board will then be presented for a majority vote to the members at a meeting, appropriately called by the board, or can be conducted through electronic vote. A copy of the amendment(s) shall be posted to the PRFHB website and made available to members upon request. Amendments are to be appropriately documented and tracked.

Article VII – Insurance

The Organization shall maintain commercial general liability insurance through Pine-Richland umbrella insurance policy, which provides coverage for Directors and Officers for personal injury, medical expenses, property damage, and products. Minimum limits of liability shall be \$1,000,000 per occurrence and \$2,000,000 aggregate.

Article VIII – Finances

Fiscal Year

The Fiscal Year shall begin on July 1st and end on the next succeeding June 30th. The current treasurer is responsible for closing the books for the current fiscal year and arranging for an audit by and independent auditor or by a minimum of 3-5 members in good standing who are not currently on the board.

Budget

The treasurer shall present a proposed budget for the upcoming fiscal year at the annual board of directors meeting for review and approval of the Members. Any expenditure not covered in the budget or in excess of the budget by less than \$250 must be approved by the executive board. Any expenditure not covered in the budget and equal to or in excess of \$250 must be evaluated by the Board and a recommendation regarding the expenditure will be presented at the general meeting for approval by the majority vote of the Members in attendance.

Check Signing Procedures

Checks drawn on the PRFHB bank account in excess of \$250 shall be signed by the treasurer and co-signed by any board member. Any outlay of funds by the PRFHB must be documented with receipts of appropriate documents by the purchasers. All receipts should be submitted to the treasurer within 30 days of the event. No reimbursements will be made after the end of the fiscal year without prior approval of the officers.

Fiscal Planning

A minimum of \$2,000 will be set aside at the end of each fiscal year to provide start-up funds for the next year. The appropriate funds will also be set aside for budgeted or approved expenses which have not yet been invoiced or paid during the current fiscal year.

Audit

An independent audit of the PRFHB financial records will be done each year by the Audit Committee which can consist of 3-5 members of the booster group, but not currently on the board, or an independent auditor. Audit needs to be completed within 60 days after the end of the fiscal year.

Dissolution or Disbandment

Upon the dissolution of the 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 state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are operated exclusively for such purposes.

*Original adoption of bylaws voted 11/30/14 by on-line anonymous vote of the Pine-Richland Field Hockey Booster group.

*Changes to bylaws voted by members at the annual meeting of the Pine-Richland Field Hockey Booster group voted on 3/18/2015.

*Changes to bylaws vote 12/27/2015 by email vote of the Pine-Richland Field Hockey Booster group.

*Changes to bylaws vote 14/18/2017 by email vote of the Pine-Richland Field Hockey Booster group.

Amendments to the Bylaws:

Section of Bylaws	Proposed Meeting Date	Approved by Response Vote	Change
Throughout Document	Online vote	3/18/2015	Change Title to remove PRUBO prefix - deemed not necessary by PRUBO.
Article I - II	Online vote	3/18/2015	Add statement that PRFH is a member of PRUBO.
Article I - III	Online vote	3/18/2015	Moved non-profit statement from section II to III.
Article III - II	Online vote	3/18/2015	Remove time frame of annual meeting; remove language for PRUBO submission of financials data and replace with update language.
Article III - III	Online vote	3/18/2015	Remove time frame of annual meeting.
Article IV - III	Online vote	3/18/2015	Add language missing from Nov 2014 version regarding submission by members who wish to speak at meetings.
Article VIII	Online vote	3/18/2015	Remove time frame of annual meeting.
Article I - III	Online vote	12/27/2015	Verbiage changes required by IRS during approval of group exemption (501 (c) (3)) filing process.
Article III – II	Online vote	12/27/2015	Treasurer will be responsible for completing taxes, audit, and filing required information related to their term.
Article III – III	Online vote	12/27/2015	Change of officer terms from July 1-June 30 to May 1-April 30.

			This allows for better transition for the incoming board to prepare for their upcoming fall season.
Article VI	Online vote	12/27/2015	Requires that after amendments are approved by board, they then need to be voted in by members and appropriately documented.
Article III	Online vote	12/27/2015	<p>Budget – close the gap the previously left by the gap on expenditures allowed or requiring approval above/below set amounts (\$250).</p> <p>Check Signing – allow for checks under \$150 to be signed by one signer, not two. This allows an easier process for the treasurer to not have to get smaller checks double signed.</p> <p>Audit – added that audit is to be completed within 60 days after the end of the fiscal year.</p> <p>Dissolution or Disbandment – verbiage changes required by IRS during approval of group exemption (501 (c) (3)) filing process.</p>

Article III	Online vote	04/18/2017	<p>Check Signing – allow for checks under \$250 to be signed by one signer, not two. This allows an easier process for the treasurer to not have to get smaller checks double signed.</p> <p>Dissolution or Disbandment – verbiage changes required by IRS during approval of group exemption (501 (c) (3)) filing process.</p>
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