

**PATTERSON MILL ATHLETIC BOOSTERS
BY-LAWS**

ARTICLE I: Name

The name of this association is Patterson Mill Athletic Boosters. It is a local unit organized under the approval of the Patterson Mill Middle/High School, 85 Patterson Mill Road, Bel Air, Maryland 21015-6241.

ARTICLE II: Articles of Organization

Its “articles of organization” comprise these by-laws, as from time to time are amended and as well its articles of association, if any. In the absence of separate articles of association, the by-laws shall be deemed to be the articles of association. In the event of any conflict between these by-laws and the articles of association, these by-laws shall govern.

ARTICLE III: Purpose

The purpose of this organization shall be to actively support the athletic programs of Patterson Mill Middle/High School (PMMHS) by encouraging parent, student, and community involvement and to foster greater school spirit and pride. This support will include, but not be limited to, annual scholarships, uniforms, equipment, field maintenance, major improvement projects, etc. for athletic purposes, as agreed to by voting members.

ARTICLE IV: Basic Policies

Section 1.

The following are the basic policies of Patterson Mill Athletic Boosters.

- a. The organization shall be non-commercial, non-secretarian, and non-partisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or any partisan interest or for any purpose not directly related to promotion of the objects of the organization.
- c. The association shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

- d. This organization shall lend support to the athletic programs without dictating school policy. The degree of monetary support for any interscholastic sports will be determined by resolution of the membership as necessitated by the particular needs of such programs.
- e. The organization shall not enter into membership with other organizations. Patterson Mill Athletic Boosters may cooperate with other organizations concerned with young person sports programs, but a Patterson Mill Athletic Boosters representative shall make no commitments that bind the group he represents.

ARTICLE V: Membership dues

Section 1.

Any individual who subscribes to the Objects and Basic Policies of this association may become a member of this association; subject only to compliance with the provisions of the By-Laws. Membership in this association shall be available without regard to sex, race, color, creed, or national origin.

Section 2.

The association shall conduct an annual enrollment of members but persons may be admitted to membership at anytime.

Section 3.

Any member, trustee or officer may be removed from membership or from office by the affirmative vote of two-thirds (2/3), of the full membership, registered either in person or by proxy, at any regular or special meeting called for that purpose for conduct detrimental to the interests of the association, violation of its basic policies, or for refusal to render reasonable assistance in carrying out its purposes.

Section 4.

Any member may resign from the association by delivering a written resignation to the president or secretary of the association.

Section 5.

The annual dues for membership in this association shall be established at the annual meeting.

ARTICLE VI: Officers and their election

Section 1.

- a. The officers of this association shall consist of a president, vice-president, secretary, and treasurer.

- b. Officers shall be elected annually by ballot in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the association for the nominee.
- c. Nominations for officers shall be submitted in advance to the secretary. At the time of the annual election, nominations shall also be taken from the floor.
- d. Officers shall assume their official duties following the close of the election meeting and shall serve for a term of one year and until the election and qualification of their successors and will remain in an advisory capacity for 30 days following the annual meeting.

Section 2.

A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the Board of Directors. Notice of such election having been given to that committee. In case a vacancy occurs in the office of president, the vice-president shall notify the members of the executive committee of the election.

Section 3.

To be eligible to vote for officers in the annual election for the following year a person must be a member in good standing having paid current dues.

ARTICLE VII: Duties of officers

Section 1 – Duties of President shall be to:

- Lead the organization by coordinating the activities of the Executive Board
- Preside over all Executive Board and general membership meetings
- Maintain liaison with PMMHS administration
- Present an overview of the Boosters, solicit participation and membership at all parent forums
- Request an annual audit
- Prepare agenda of items for discussion at general, Executive Board and special meetings
- Announce scholarship winners at Athletic Awards Banquet and present scholarships at Senior Awards Assembly
- Be a member ex-officio of all committees

Section 2 – Duties of the Vice-President shall be to:

- Assume the President's duties when circumstances prevent the President from fulfilling his/her duties
- Assume Office of President when vacated prior to expiration of term
- Contact each standing committee chairperson prior to each Executive Board and general meeting for the purpose of planning and/or to obtain progress report of the committee.
- Review the tax exempt status every two (2) years to ensure the proper records are maintained to keep this status in place at both a Federal and State level

Section 3 – Duties of Secretary shall be to:

- Take notes at all meetings for the purpose of preparing minutes
- Prepare general meeting minutes and make copies available to members at the following meeting
- Prepare and maintain complete file of necessary correspondence
- Prepare newsletters for distribution and for posting on the PMMHS website
- Ensure all Booster information is posted to PMMHS website
- Assist Fundraiser chairperson with correspondence, as needed
- Prepare meeting attendance document for use in identifying athletes eligible to apply for the scholarships

Section 4 – Duties of Treasurer shall be to:

- Maintain financial records of the organization
- Maintain records of checking and savings accounts
- Maintain records of team requests and disbursements
- Prepare a report for distribution at monthly meetings
- Prepare checks to pay authorized expenses and keep all accounts reconciled
- Prepare a report of team requests and disbursements to be given out at the monthly meetings held in November, March, and June.
- Submit to incoming Treasurer a financial statement of expenses incurred for previous year
- Provide records, as required, for an audit to be conducted by an outside agency every 2 years
- Will get 3 bids from agencies to conduct the audit

ARTICLE VIII: Executive Board

Section 1

The Executive Board shall consist solely of the four elected Officers of the organization, the Athletic Director or a representative of the Athletic Department as designated, a student representative, and a member at large as elected by the membership at the Annual Elections.

Section 2

The Executive Board shall constitute the governing body of the organization. As such, it shall have the power and authority to carry out the policies of the organization as determined at the business meetings, formulate new policies for the organization between meetings and to conduct the business of the Organization.

Custody of any property of the organization shall be vested in the Executive Board.

ARTICLE IX: Meetings

Section 1.

General meetings of the association shall be held the third Monday of every month at 7:00 P.M.

Section 2.

The Executive Board may call special meetings, provided three (3) days notice is given.

Section 3.

The annual meeting shall be in the month of May.

Section 4.

Eight (8) members shall constitute a quorum for the transaction of business in any general meeting of the association.

ARTICLE X: Standing and Special Committees

Section 1.

The Executive Board may create such standing committees, as it may deem necessary to promote the objects and carry on the work of the association.

Section 2.

The chairperson of such standing committees shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 3.

The power to form special committees and appoint their members rests with the association.

ARTICLE XI: Fiscal Year

The fiscal year of the association shall begin on July 1st and end on the following June 30th.

ARTICLE XII: Amendments

These By-Laws may be amended at any regular meeting of the association by a two-thirds vote of the members present providing that notice of the proposed amendment shall have been given at the previous meeting. A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by a majority vote at a meeting of the association, or by two-thirds vote of the Executive Board. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment. A review of the By-Laws shall be made at a minimum one every three years and shall be carried out by an ad hoc committee appointed by the Executive Board.

ARTICLE XIII

Section 1.

Robert's Rules of Order revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these By-Laws.

ARTICLE XIV: Seal

The seal of the association shall be in the form of a Husky Paw with the name of the association, State of Maryland, and year of inception inscribed in it.