

BYLAWS OF PANTHER DIAMOND CLUB

ARTICLE I: NAME

1.1 NAME

The name of the organization is the PANTHER DIAMOND CLUB

Article II: PURPOSE

2.1 MISSION STATEMENT

The Panther Diamond Club (PDC) is established as a support group to the student athletes, coaches and parents of Spring Lake Park High School by promoting student success, encouraging participation from parents and the community, conducting programs and raising funds. The PDC's mission is centered around the belief that parent and community involvement is a key to the success of the baseball program and to the student athletes.

Article III: MEMBERS

3.1 MEMBERS

The organization will be organized as a 501(c)(3) non-profit corporation with its membership derived from Spring Lake Park High School players. Parents and interested individuals as elected officers shall govern it. Members of the organization will be any individuals and/or businesses that agree to be active participants and volunteers and will support the organization in its purpose.

Volunteering for specific activities will be expected of all members. Members should realize they represent the school in their capacity as boosters and fans and that their support of school activities is important.

In order to conduct official business there must be a minimum of (4) four members present who are eligible to vote. Of these four (2) two must be officers; of the officers, at least (1) one must be either the President or Vice President.

In the event of voting via email the President or Vice President must send out the email to its board members and the board members are to respond.

Article IV: GOVERNMENT

4.1 GOVERNMENT

Elected officers will govern the organization. The officers will consist of at a minimum a President, Vice President, Secretary, Treasurer, and one School Administrator. The supervision of the material and affairs of the organization shall be the responsibility of the officers. The officers shall upon election immediately begin the fulfillment of their duties and shall continue in office for one (1) year until their successors have been duly elected and qualified. The officers shall be authorized to name any standing committee or special committee as they shall judge necessary, and which they may properly assign. The officers may adopt such rules and regulations for the conduct of the meetings and the supervision of the organization, as they may judge proper. The officers will also serve as the members of the club's board of directors.

Additionally, the board will have (4) 1 year At-Large positions with a goal of one parent from each grade.

4.2 DUTIES

The officers shall have such authority and perform such duties in the management of the organization's activities as usually pertain to the offices they hold, as may be assigned to the officers, or designated by vote of PDC members, or as may be otherwise provided by these Bylaws including but not limited to the following:

PRESIDENT:

The President shall be the active head of the organization and, subject to the decisions of the officers, shall have general control and management of all its activities and affairs.

Additionally the President shall propose and appoint the vacancies for the board to vote on in the event of an officer requesting an early termination to his/her term of office, make all other appointments that are required, and assign chairmanships for standing or special function committees.

VICE PRESIDENT:

The Vice President shall assist the President at all times with respect to special assignments or committees. In the absence, inability or resignation of the President, the Vice-President shall assume the duties of the President.

SECRETARY:

The Secretary shall keep a record of all proceedings of the meetings and shall keep all non-financial records of the organization, issue notices of meetings and submit minutes of the previous meeting to the officers and members for approval.

The Secretary shall be the primary contact person acting as Communications Officer whose duties include direct dissemination of fund-raising and sponsor activities to public, members and media, and assistance to Officers, board members, volunteers, coaches and general members with the direct interaction with sponsors, vendors, other leagues and organizations

TREASURER:

The Treasurer shall assume direction of all financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all monies received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers and members at its regular monthly meetings. The Treasurer shall be responsible to file tax returns, reports and other information that are required by law or otherwise deemed necessary.

VOLUNTEER COORDINATOR:

The volunteer coordinator shall assume direction of all elements of volunteering within the organization or on behalf of the organization through the recruitment, placement, retention, and monitoring of all volunteers.

SCHOOL ADMINISTRATOR:

This person's primary role is to act as a liaison with the school, represent the schools' views and opinions, and ensure that we are acting in the best interest of the school. This person will be helpful in prioritizing our distribution of funds, and shall be the tie breaking vote, if needed.

4.3 ELECTION OF OFFICERS

Pre-nominations and nominations for officers can be accepted by any means up to the start of voting of election of officers and will take place at the regular meeting during the month of September. The election shall be by majority vote of the members present. Annual voting of officers must take place at the monthly PDC meeting and address each office, one at a time. Voting for open AT-Large positions will occur as a group ballot.

4.4 REMOVAL OF THE OFFICERS AND OTHERS

Any officer or member appointed or engaged may be removed with proper notice after a hearing by the officers and a majority vote.

Article V: DISTRIBUTION OF FUNDS

5.1 DISTRIBUTION OF FUNDS

Distribution and use of funds will be determined by a majority vote of the officers and voting members present. Priority of funding will be based on the need, student use of activity, how soon the activity is to take place, practicality, immediate need for funds and long term effect. School Administrator has a \$500.00 limit per each occurrence as the Administrator deems fit.

Article VI: MISCELLANEOUS PROVISIONS

6.1 FISCAL YEAR

The fiscal year of the organization will be from October 1 to September 30.

6.2 EXECUTION OF CONTRACTS

The President and/or Treasurer shall be authorized to sign all legal and financial agreements, contracts or statements as authorized by the officers. Except as authorized by these bylaws, no officer or member shall have the power to bind the organization by any contracts or engagements, to pledge its credit to render it liable requiring payment of money for any purposes in any amount.

6.3 OWNERSHIP OF EQUIPMENT/ASSETS

The title to any property, equipment or apparatus hereafter acquired shall be owned by PDC. If it is deemed advisable and prudent, certain items may be donated to Spring Lake Park High School.

6.4 EARNINGS

No part of the earnings of the organization shall inure to the benefit of, or be distributed to its officers or other persons, except that the organization shall be authorized and empowered to pay reasonable reimbursement for services and costs.

6.5 DISSOLUTION OF THE ORGANIZATION

Upon the dissolution of the organization, the officers shall, after paying all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purpose for which the organization was organized.

6.6 ORDER OF BUSINESS

At meetings of the organization, the following shall be the order of business unless otherwise ordered.

- A. Call to order
- B. Minutes of the preceding meeting
- C. Treasurers Report
- D. Unfinished business
- E. New business
- F. Other
- G. Adjournment

6.7 CHANGES TO THE BYLAWS

These bylaws may be amended, altered, changed, and added to by the affirmative vote of a majority of the officers and members. The bylaws shall be reviewed annually at the September Meeting.

Bylaws adopted, dated __08-Dec-2014_____