

BYLAWS For The Parents of Scotties Cross Country and Track

ARTICLE I: NAME AND MISSION STATEMENT

Section 1: Name

The name of the organization shall be The Parents of Scotties Cross Country and Track, Inc., (hereinafter referred to as the "Group")

Section 2: Mission Statement

The Group shall support the athletes and coaches of the Ballston Spa High School and Middle School Cross Country and Track teams. We will raise money through various activities as deemed proper to support the purpose of the club. We will strive to promote Cross Country and Track in the elementary and middle schools for the purpose of increasing participation and increasing spirit among students, parents, the school and the community at-large.

Section 3: Office:

The office of the corporation shall be located in the Ballston Spa Central School District, County of Saratoga, state of New York.

ARTICLE II: ORGANIZATION/BOARD OF DIRECTORS

Section 1: Board of Directors

The corporation shall be managed by its Board of Directors.

Section 2: Qualifications

Each member of the Board of Directors shall be 18 years of age at the time of his or her appointment, be a member in good standing and either reside or work in Saratoga County.

Section 3: Number of Directors

The Board of Directors shall consist of five elected officers. These officers shall consist of the following:

- President
- 1st Vice President
- 2nd Vice President
- Secretary
- Treasurer

Section 4: Terms of Office

- Officers will be nominated and elected by the General Membership
- The officers shall be elected at the end of the season meeting of the Group in June.
- Following their election to office at the June general membership meeting, each officer shall fill out a Conflict-of-Interest questionnaire in the form prescribed on the attached Schedule A.
- Each officer shall serve a one-year term and may be re-elected or elected to another office for no more than two consecutive years.
 - The board receives no compensation other than reasonable expenses/reimbursements.

Section 5: Duties of the Board of Directors

The Board is responsible for overall policy and direction of the Group, and delegates responsibility of operations.

- **President:** the duties of the President shall include but are not limited to:
 - Call, attend and preside at all the meetings of the Group.
 - Appoint, with the consent of those present at meetings, committees and committee chairs.
 - Ensure the purposes of the Group are being served.

- Make sure rules, regulations and policies of the Ballston Spa Board of Education, the administration of Ballston Spa High School are followed.
 - Seek corporate sponsors.
 - Act as media coordinator
- **1st Vice President:** the duties of the 1st Vice President shall include but are not limited to:
 - Attend all meetings of the Group
 - Coordinate and direct fundraising efforts throughout the season by working with committees.
 - Involve as many members of the Group as possible in the Group's fund-raising activities.
- **2nd Vice President:** the duties of the 2nd Vice President shall include but are not limited to:
 - Attend all meetings of the Group
 - Coordinate and direct the establishment of the annual scholarship fund.
 - Review and select annual scholarship recipient — one male and one female.
- **Secretary:** the duties of the Secretary shall include but are not limited to:
 - Attend and keep the minutes of all meetings of the Group
 - Manage social media channels, including Twitter, Facebook and Instagram.
 - Keep records for the Group to include but not limited to:
 - Article of Incorporation
 - Bylaws
 - IRS EIN notice
 - IRS 501 (c) (3) tax exempt status
 - Meeting minutes
 - State Income tax exemption
 - State sales tax exemption
 - State fundraising registration
 - Publish the minutes of the meetings.
 - Keep roster of all active members.
 - Issue notification of upcoming regular, special and Board meetings
- **Treasurer:** the duties of the treasurer shall include but are not limited to:
 - Attend all meetings of the Group
 - Collect, deposit and pay funds
 - Funds of the Group shall be deposited in the Group's checking and/or savings account at a bank approved by the Group
 - Funds to be paid will be submitted to the Treasurer after being reviewed and approved by a majority vote of the Group
 - Coordinating preparation of state and federal filing forms
 - Coordinate all information for tax purposes
 - Keep financial records of the Group to include but not limited to:
 - Annual financial review
 - End of year financial report and statement
 - IRS-900 return- must keep the 3 most recent years
 - Treasurer reports
 - Bank statements and bank reports
 - Cancelled checks and check registers
 - Invoices/receipts
 - Cash tally sheets
 - Give a short financial report at each meeting of the Group
 - Answer all questions concerning financial details that may come up
 - Prepare financial report at the end of Cross Country, Indoor Track & Field and Outdoor Track and Field.
 - Prepare the year's budget to be adopted by the Board of Directors and the members, the budget shall include:
 - The year's activity
 - Source of income
 - Amount expected from each activity
 - Expenses

- Estimated costs
- At each meeting the budget will be tracked and the estimated and actual costs/expenses will be reviewed.

Section 5: Meetings of the Board of Directors

In addition to the four required general membership meetings each year, the Board of Directors shall meet at the discretion of the President or at the request of any member of the Board of Directors.

- All members of the Board of Directors shall be notified by the President of the meeting at least 5 days prior to the meeting.
- The President may call other meetings in his/her discretion. Any general membership meeting shall be open to any Group member.
- All Board of Director meetings are open to the membership.

Section 6: Quorum

A minimum of 3 members of the Board of Directors shall constitute a quorum for the transaction of business and the affirmative vote of the Board of Directors present shall be necessary to pass any resolution except otherwise provided by these bylaws.

Section 7: Vacancies on the Board

Vacancies on the Board may be filled by a majority vote of the members of the Board of Directors for the period of time until the next June membership meeting where the position will be filled by an election.

- If the remaining term of office for the position is one year at the time of the June meeting, then the term of office for the position shall be one year
- Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 8: Spending Guidelines

- Budgets shall be established by the end of the school year (May 31st) or before the beginning of the new school year (Sept 1st)
- Receipts for all spending/payments shall be required
- All spending shall be limited to funds available
- The Board of Directors shall establish short and long range spending based on the needs of the teams
- Spending guidelines shall be as follows:
 - Board of Directors:
 - Up to \$10,000 with a majority vote of the Board of Directors
 - Treasurer:
 - Up to \$500 to pay for operating, fundraising or athletic program expenses
 - All other spending must have approval of the general membership by a 2/3-majority vote of the membership.
- No part of the net earning of the Group shall inure to the benefit of or be distributable to its members or officers.
- The treasurer shall deposit all funds of the Group in a bank.
- All Bills shall be paid only by check signed by at least either the President or the Treasurer of the Group.

Article III: COMMITTEES

Section 1: Committees

The Group may have separate committees, which will be organized at the discretion of the President for the purpose of supporting the fundraising, membership and other lawful purposes of the Group.

Section 2: Committee Chairperson(s):

The committee chairpersons shall be active members of the Group and shall be appointed by the Board. One person may chair more than one committee. Two or more persons may serve as co-chairs of a committee.

Section 3: Committee Functions:

Among the functions, which may be needed by the Group and supported by a committee, include, but not limited to:

- Membership
- Solicitation of individual donations
- Promote cross country and track among elementary and middle school students in the Ballston Spa School District
- Encourage individuals to participate in the Group activities
- Solicitation of funds from major organizations and businesses
- Fundraising
- Cross Country and Track and Field Enrichment and Training
- Recognition of coaches and student members at banquet

Section 4: Standards of Committee:

The Group and its committee shall operate within the guidelines established by the policies included in this section. Policies may be added, deleted or amended by the Board of Directors at any time.

Section 5: Finance Committee

The Treasurer is chair of the Finance Committee, which includes two other members in good standing. The Finance Committee is responsible for developing and reviewing fiscal procedures, and annual budget with other Board members.

- The Board must approve the budget, and all expenditures must be within the budget.
- Any major change in the budget must be approved by the Board or the Executive Committee.
- The fiscal year shall be August 1 - July 31.
- Annual reports are required to be submitted to the Board showing income, expenditures and pending income.
- The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

Article IV- MEMBERSHIP

Section 1:

Membership is open to any individual or family who is interested in participating in the Group activities.

- The membership dues is \$10. A membership card shall be issued to all members.
- Membership shall run for a 12-month period beginning in August and ending July 31.
- Dues shall be established and collected by the Board annually, and shall cover the period from August 1st to July 31st of the following year.
- Dues shall not be prorated for less than a year's membership.
- Active members shall have all privileges of membership provided as provided in the bylaws of the Group.
- Each member in good standing shall be entitled one vote at all General Membership meetings.
- Visitors are welcome to all General Membership meetings, but may not exercise the right to vote.

Section 2: Donations

Donations may be solicited from local or corporate businesses and from individuals.

There shall be no requirement that a student athlete's parent or guardian must be a member of the Group or that said student athlete or their parent or guardian must donate either time or money to the Group in order to participate on the Ballston Spa School District's cross country or track and field teams. In addition, donations or membership on the Group in no way imply that a member's child will be selected for or afforded additional opportunities to run on the school's team. To be clear, there is no "pay to play" requirement.

The Group shall only act in a supportive role to the school district's team and shall in no way have any power or control over the outcome of the cross country or track and field teams. Selection to any cross country or track and field teams which are supported by the Group is the sole responsibility of the coaching staff who are employed by someone other than the Group.

Section 3: Team Requirement

Membership in or donations to the Group is not required to tryout for or to participate on any cross country or track and field teams which the Group supports. Membership donations may be made in good faith for the

establishment, operation and continuation of the participating players, but said donations are not requirement for participation.

ARTICLE V – GENERAL MEMBERSHIP MEETINGS

Section 1: Annual Meetings

Four general membership meetings will take place each year (September, November, March and June) at which, the financial report of the Group shall be presented and general business shall be conducted.

- The purpose of the general membership meeting at the beginning of each season shall be to:
 - Encourage new membership and membership renewals
 - The President shall outline the Group's proposed activities for the season
- The purpose of the June general membership meeting shall be to elect officers for the year.
 - Special meeting of the general membership may be called at the discretion of the Board of Directors. At least a five-day notice shall be given.
 - All general membership meetings shall be open to the public.
 - Meeting minutes and treasurer's report shall be available to all members.

Section 2: Additional Meetings

Additional general membership meetings may be called by the President as may be deemed necessary in his or her sole discretion.

Section 3: Notice of Meetings

Notice of general membership meetings shall be given to each member at least 5 days prior to the date of the meeting. Notice of meeting may be given in writing, in person, via email, by telephone or Facebook page.

Section 4: Quorum

A majority of the Board of Directors and a minimum of 2 other members of the Group shall constitute a quorum for the purpose of conducting the annual meeting and additional general membership meetings.

Section 5: Voting

One adult member per active member family at any general membership meeting and such votes may be cast either in person or by proxy.

Section 6: Agenda

The following order of all business shall apply at all meetings:

- Call meeting to order
- Circulate attendance roster
- Minutes of previous meeting
- Treasurer's report
- Old Business
- New Business
- Adjourn

ARTICLE VI

AMENDMENTS

These bylaws may be altered or amended at any meeting of the Board of Directors called for that purpose and at which not less than a majority of the total number of Directors shall vote in favor of such alteration or amendment. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

ARTICLE VII

MISCELLANEOUS PROVISION(S)

Section 1: Fiscal Year: The fiscal year of the corporation shall be August 1 - July 31.

These Bylaws were approved at a meeting of the Board of Directors of The Parents of Scotties Cross Country and Track on December 14, 2016.

1. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future tax code.

Signatures

City, State

Date
