

# Pope Golf By-laws

## Article I: Name and Purpose

This Association shall be named the Pope Golf Booster Club("PGBC"). It is a service club formed to educate, develop, promote and support Pope High School golf without contemplation of pecuniary gain or profit. In the event of the dissolution of this organization, any funds remaining in the Treasury shall be donated to Pope Athletics.

## Article II: Objectives

The objectives of the PGBC shall be:

To promote interest in the golf programs at Pope High School; To lend moral, volunteer and financial support to all phases of the program; To cooperate with and work in all possible ways with the Pope High School golf coaches, staff and administration; To promote excellence in all athletic and scholastic endeavors;

## Article IV: Membership Criteria

Membership shall be limited to dues paying individuals who share the objectives of PGBC and are willing to abide by its Constitution, By-laws and established rules. The principal or principal's designee and varsity coaches of Pope High School shall be honorary members of PHSBC, without obligation to pay dues and are non-voting members.

## Article V: Officers and Executive Board

The Officers of PHSGBC shall consist of a President, Executive Vice President, Vice President for the Boys' Program, Vice President for the Girl's Program, Secretary, Treasurer. The Officers of PHSGBC, the principal (or principal's designee) and varsity golf coaches shall constitute the membership Executive Board. Each member of the Executive Board shall have one vote, except the principal, the principal's designee, nor the coaching staff shall have voting rights.

## Article VI: Eligibility to Hold Office

Any member of PHSGBC whose dues are current may be an officer of PHSGBC.

## Article VII: Eligibility to Vote as a PGBC Member

Each member whose dues are current shall have the right to vote at all general meetings, annual meetings and specially called meetings.

### General

#### Article 1

##### Section 1: Membership Qualifications

Any individual who would like to be in fellowship with PGBC and comply with the provisions of its By-Laws may become a member of PGBC by paying the Membership Dues.

##### Section 2: Dues

Dues shall be set by the Executive Board on an annual basis.

##### Section 3: Eligibility to Participate

Only Members in good standing with PGBC shall be eligible to participate in any general meeting or annual meeting or to serve in any of its elective or appointive positions.

## Article II: Meetings

### Section 1: Fiscal Year

The fiscal year shall commence on the first day July and end on June 30th of the following year.

### Section 2: Schedule

There shall be a minimum of two (2) General Meetings of PGBC during each fiscal year, one of which shall be designated as the Annual Meeting. The Executive Board shall set a schedule for these meetings.

### Section 3: Quorum

The members present at a meeting shall constitute a quorum.

## Section 4: Special Meetings

Special Meeting(s) may be called by the President. Only such business for which said Special Meeting was called shall be transacted at such meeting(s).

## Article III: Executive Board

### Section I: Duties

The Executive Board shall transact all business of PGBC, authorize disbursement of funds for approved PHSGBC expenses, consider all questions of policy, consider candidates for vacated offices, approve candidates for vacated offices, present recommendations to PHSGBC for action, develop and approve the proposed annual budget and prepare a general program for the year.

### Section 2: Executive Board Meetings

Meetings of the Executive Board shall be held at the discretion of the President. Attendance at the Executive Board Meetings shall be open to all members of PGBC.

## Article IV: Officers

### Section 1: Records

Each Board Member shall maintain a record of his or her activity during their term in office. This record shall be turned over to the \_\_\_\_\_ on the first day of the fiscal year.

### Section 2: Duties

**President:** The President shall be the Chief Executive Officer of the PGBC. The President shall appoint all standing and special committees, compile a preliminary budget with the assistance and approval of the Executive Board and present the budget for approval at the Annual Meeting of the Executive Board, proposed nominees to fill vacated offices and authorize disbursement of approved expenses of the Club.

**Vice President – Boys VP, Girls VP:** Vice Presidents shall be responsible for working with fundraising with school and on our own. Will also maintain a record of all the proceedings at all meetings, handle all correspondence and communications for the President and Executive Board.

Treasurer: The Treasurer shall maintain accurate and current records of all funds and disbursements, collect all monies, make all payments authorized by the Executive Board, disburse funds in case of urgent or immediate need with approval by a minimum of three (3) Executive Board Members and submit a written report of itemized receipts and disbursements at each meeting of the Executive Board and at General Meetings.

## Article V: Selection of Officers

### Section 1: Nominating Committee

### Section 2: Procedure for Electing Officers

Thirty Days before the Annual Meeting, the President shall send a communication to the membership requesting that any member who wishes to be considered for a position of the Executive Board submit their interest to the President. The President and Secretary shall compile the names of all members who have indicated an interest in participating on the Executive Board. The Treasurer shall confirm that the considered members are in good standing and that all financial obligations have been met. Upon receipt of the names of interested candidates, and confirmation that the interested candidates are in good standing, the candidates shall be presented at the Annual Meeting, after which, a vote of the members present shall be taken. Officers shall be elected by a majority vote by members of the PGBC in attendance at the Annual Meeting

### Section 3: Term of Office

The term of office shall be one (1) year commencing with the first day of the Fiscal Year.

### Section 4: Filling Vacancies

The President shall appoint a successor to fill a vacated office for the remainder of the term. Action by the Executive Board is required to confirm the appointment.

## Article VII: Amendments

### Section 1: Proposed Amendments to By-Laws

Proposed amendments to the By-Laws must be presented to the Officers for review. After review by the Officers the proposed amendment shall be presented to the membership at the next regularly scheduled meeting, or called meeting Committee for vote at the regularly scheduled meeting, or called meeting, the following month.

### Section 2: Voting

A two-thirds (2/3) vote of the members present at a regular meeting shall be needed to amend the By-Laws.

Having Been Passed, the Constitution and By-Laws of the Pope Golf Booster Club shall be in force and effect, this the \_\_\_\_ day of \_\_\_\_\_, 2016.

Executive Board Members

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