

Bylaws of the PHS Boys Basketball Boosters
Adopted April 10, 2024

Article I: Name and Purpose

1. Name: The name of the organization shall be PHS Boys Basketball Boosters.
2. Purpose: The purpose of the PHS Boys Basketball Boosters is to support and promote the boys' basketball program at PHS through financial support, community involvement, and creating a positive environment for the athletes and coaches. The organization will be a not-for-profit corporation under the laws of the State of New Hampshire. It will have a 501(c)(3) tax-exempt status from the Internal Revenue Code and is subject to those regulations.

Article II: Membership

1. Eligibility: Open to all individuals interested in supporting the PHS boys' basketball program, including parents, guardians, alumni, and community members. Membership shall be accomplished by supplying the information as requested on the form provided by the organization.
2. Privileges: Active members shall have all privileges of membership as provided in the bylaws of this organization. Each member in good standing shall be entitled to one vote at all General Membership meetings. Visitors are welcome to all General Membership meetings, but may not exercise the right to vote.

Article III: Meetings

1. Types of meetings: General Membership Meetings and Board Meetings
2. General Membership Meetings: Two meetings, the first held at the beginning of the season for the purpose of electing officers, approving the budget, and other business; and the second held at the end of the season.
3. Board Meetings: Held monthly during the basketball season and as needed during the off-season.
4. Quorum: 50% of the Executive Board members plus one.

Article IV: Executive Board

1. Composition: Consists of a president, vice president, secretary, treasurer, marketing coordinator, and members-at-large. These officers shall be elected annually with the exception of the marketing coordinator and the members-at-large, who shall be appointed by the president subject to the ratification of the executive board.
2. Voting Privileges: All members of the executive board are eligible to vote on matters brought before the Board. Each member shall have one vote. With the exception of the President, one individual may hold up to two positions concurrently. In such a situation, said individual shall only have one vote..

3. Duties of Officers:

- a. President: Presides over meetings, represents the organization, coordinates with school officials, appoints special committees, keeps members informed of all matters pertaining to organization affairs, and oversees the execution of the organization's mission.
- b. Vice President: Assists the President, assumes the President's duties in their absence, and serves as the chair of the Fundraising Committee.
- c. Secretary: Maintains records and bylaws, meeting minutes, and correspondence; serves as the volunteer coordinator.
- d. Treasurer: Manages all organization funds; supervises and accurately records all receipts and disbursements of funds; reports financial status, including all receipts, disbursements, and financial statements of the organization; coordinates preparation of of state and federal filing forms; coordinates all information for tax purposes; assists in the preparation of annual budgets.
- e. Marketing Coordinator: Develops and executes strategies to promote the organization and its events, designs and maintains logos and graphics, manages social media and public relations, and serves as the chair of the Communication Committee.
- f. Members-at-Large: Provide support and assistance as needed, participate in committees, and help with various tasks and decision-making.

4. Elections and Term:

- a. Election shall be held by ballot at the annual election meeting. Nominees shall be announced before the election, and additional nominations may be made from the floor. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.
- b. Officers shall serve for a term of one (1) year or until their successors are elected.
- c. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board with a majority vote.
- d. Any officer may be suspended or expelled from office for any of the following reasons: neglect of duties pertaining to the office or for conduct detrimental to the name or welfare of the Boosters. The suspension or expulsion will work as a vacancy in any such office.

Article V: Committees

1. Standing Committees: The executive board will oversee the work of standing committees to promote the purpose of the organization. Additional standing committees may be proposed by the executive board and added via the amendment process.
 - a. Fundraising Committee: Chaired by the Vice President, responsible for planning and executing fundraising activities and events.

- b. Communication Committee: Chaired by the Marketing Coordinator, responsible for communication tasks such as social media posts, player photographs, and general communication about the organization.
2. Special Committees: The executive board may create committees to carry out specific programs and projects. The quorum for a committee meeting shall be a majority of its members. Committee chairs are to be appointed by the president and shall present plans of work to the executive board for approval. The chair and members of special committees shall serve until their assignments have been completed.

Article VI: Financial Policies

1. Fiscal Year: July 1 to June 30.
2. Budget: Prepared annually and approved by the membership.
3. Financial Oversight: The Treasurer will coordinate an annual audit as well as prepare and submit tax returns.

Article VII: Amendments

1. Process: By a two-thirds (2/3) vote, present bylaws may be enacted, amended or repealed at any regular or special meeting of the executive board.

Article VIII: Dissolution

1. Procedure: Upon dissolution, remaining funds shall pay any outstanding bills and, if agreed by members, donated to the PHS boys' basketball program or another nonprofit entity.