

## Peters Township Quarterback Club Bylaws

### ARTICLE 1 – Name and Purpose

1. The name of this organization will be Peters Township Quarterback Club (“PTQB Club”).
2. The purpose of the PTQB Club is to lend support to and promote interest in the Peters Township High School & Middle School Football Program, as well as football in general within the Peters Township community. The PTQB Club will follow all applicable Peters Township School District policies and regulations.
3. The PTQB Club is organized exclusively for charitable, literary, or educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the PTQB Club include raising funds and purchasing personal property and services to be used by students and coaches at Peters Township Schools, providing volunteers for educational and extracurricular activities that will contribute to the public education of the community, engaging in other charitable, civic, or educational activities that will contribute to the public education of the community, and exercising other powers conferred by the laws of Pennsylvania on nonprofit corporations.
4. The PTQB Club shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Peters Township School District nor to control its policies.
5. No part of the net earnings of the PTQB Club shall benefit any director or officer of the PTQB Club, or any private individual (except that reasonable compensation may be paid for services rendered to or for the PTQB Club affecting one or more of its purposes).
6. No director, officer or private individual shall be entitled to share in the distribution of any of the PTQB Club’s assets on dissolution and no substantial part of the activities of the PTQB Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTQB Club shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.
7. The PTQB Club shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code and regulations as they now exist or as they may be amended.
8. The PTQB Club shall observe the Peters Township School District Booster Club Guidelines and all local, state and federal laws which apply to nonprofit organizations.

## ARTICLE 2 – Membership

1. Membership is open to parents and guardians of Peters Township School students who participate on a Peters Township School football team. One membership is purchased for every player on a Peters Township School football team. A maximum of one membership vote shall be granted to each paid membership. Non-player memberships may be purchased as a way to support the Peters Township School football program.
2. The membership year runs from June 1 through May 31 of each year.
3. An eligible person may become a member by paying the annual membership dues. The membership levels and dues for each year will be set by the PTQB Club Board after consideration of the budget that is adopted for the upcoming year.
4. Members must remain in good standing which shall be subject to and conditioned upon the following:
  - a. Payment of annual fees.
  - b. Adherence to the PTQB Club rules and regulations under these Bylaws.
  - c. The individual has not been declared by the PTQB Club Board to be ineligible based on grounds such as, but not limited to, conduct, language or action contrary to these Bylaws or to the PTQB Club rules, regulations or code of conduct.
5. Only members in good standing shall be entitled to vote and hold office.

## ARTICLE 3 – Officers

1. The officers of the PTQB Club will consist of a President, Vice President, Treasurer, Secretary, and Communications Director. These named officers shall comprise the PTQB Club Board of Directors.
2. Any member in good standing is eligible to be elected to any of the foregoing offices.
3. A nominating committee consisting of three to five members will be formed at the October general membership meeting. The nominating committee is responsible to prepare a slate of nominees ensuring to nominate one person per position. The nominating committee will present the slate at the November general membership meeting.
4. Floor nominations will also be accepted at the December meeting for the above mentioned offices.
5. All officers will be elected at the annual meeting in December. Officers will be elected by a majority vote of the members present at the December meeting. The Officers shall be elected by paper ballot only if there are two or more nominees for any office.

6. In the event of resignation or removal of an officer, a replacement to complete the remainder of such officer's term shall be selected by the majority vote of the remaining Board members.
7. Terms of office shall be for one year. No member shall serve on the PTQB Club Board for more than two consecutive years without taking at least one year off in between each two year period.

#### ARTICLE 4 – Duties of the Officers

1. The President shall have the following duties:
  - a. Preside over all meetings of the PTQB Club.
  - b. Call special membership meetings as necessary.
  - c. Appoint all chairpersons of any ad-hoc committees established by the PTQB Club Board or the membership.
  - d. Resolve problems in the membership
  - e. Regularly meet with designated district representatives regarding booster activities
  - f. Regularly meet with the treasurer of the organization to review the organization's financial position.
  - g. Sign all contracts on behalf of the organization.
  - h. Perform any other duties specifically outlined in these Bylaws
  - i. Ensure ongoing compliance with applicable rules and regulations as needed for the PTQB Club to qualify for 501(c)(3) status under the Internal Revenue Code and related Pennsylvania laws governing non-profit organizations, including PA sales tax exemption.
2. The Vice President shall have the following duties:
  - a. Preside over all meetings in the absence of the President.
  - b. Assist the President as requested.
  - c. Assume the Presidency in the event that the office of the President becomes vacant during the elected term.
3. The Treasurer shall have the following duties:
  - a. Have the custody of the PTQB Club funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the PTQB Club. When requested the Treasurer shall coordinate a review of the PTQB Club's books and records that is to be performed by a reviewer, or reviewers, selected by the PTQB Club's Board. The results of such review shall be presented to the PTQB Club Board and the membership at a meeting determined by the PTQB Club Board if requested.

- b. Prepare and recommend an operating budget to be submitted for approval by the membership at the March membership meeting.
  - c. Prepare a Treasurer's report for availability at each monthly membership meeting for the membership's review, to include at a minimum, actual and anticipated revenues, expenditures and any variances to budget.
4. The Secretary shall have the following duties:
  - a. Record minutes of all membership and PTQB Club Board meetings.
  - b. Distribute the minutes and agendas for membership and PTQB Club Board meetings.
  - c. Record and maintain all membership lists, fundraising lists, building schedule requests, and committee chair assignments as necessary.
5. The Communications Director shall have the following Duties:
  - a. Be responsible for all communication from the PTQB Club Board and PT Coaching Staff regarding meetings and general information.
  - b. Maintain and manage all web site activities and social media.

#### ARTICLE 5 – Board of Directors

1. In addition to other duties set forth by in these Bylaws, the PTQB Club Board shall:
  - a. Govern the PTQB Club and shall have full power to direct the affairs of the PTQB Club in between membership meetings.
  - b. Transact the business affairs as may be referred to by the PTQB Club.
  - c. Recommend and create committees which will have those duties and responsibilities as assigned by the PTQB Club Board.

#### ARTICLE 6 – The Head Coach

1. The Head Varsity Coach will act in an advisory capacity and will make necessary requests for the welfare of Peters Township football program.
2. The Head Coach or designee will be present at all PTQB Club membership meetings.
3. The Head Coach is not considered a member of the PTQB Club Board.

#### ARTICLE 7 – Membership Meetings

1. Meetings will be held on the first Wednesday of each month, or at such a time as may be determined by the PTQB Club Board from time to time.
2. Any business matter requiring a vote of the members will be approved by a majority vote of those members in good standing in attendance.
3. Membership meetings must be advertised at least five (5) days in advance to the members. The notification will include but is not limited to the date, time and location of the meeting, which notice shall, at a minimum, consist of a posting on

the PTQB Club website and an e-mail sent to the e-mail addresses of the members on file with the Secretary.

4. A quorum of at least 7 members, including at least one officer, must be present for any meeting of the membership.
5. All regular or special membership meetings must be held at Peters Township High School.

#### ARTICLE 8 – Finance and Expenditures

1. The fiscal year shall be January 1 through December 31 each year.
2. Any expenditure that is \$2000 or more, and which are not specifically described in the annual budget approved by the PTQB Club Board and membership, must be presented to the membership for approval.
3. Expenditures up to \$2000 which are not specifically described in the approved annual budget must be approved by a majority vote of the PTQB Club Board and disclosed to the membership at the next membership following the expenditure.
4. If so deemed by the membership, an annual audit of the PTQB Club's funds will be performed by a committee composed of members. The members of the committee shall be approved by the general membership.
5. All checks written must have two (2) signatures – a signature of the Treasurer and a signature of another specified officer of the Executive Board. If the Treasurer is being reimbursed, use two other specified officers instead.

#### ARTICLE 9 – Bylaw Amendments

1. Changes to these Bylaws will be communicated to the membership. Changes will be proposed at a monthly membership meeting and accepted or rejected by a majority vote at the following monthly membership meeting. Changes will be accepted or rejected by majority vote of members present at the meeting.

#### ARTICLE 10 – Dissolution Statement

1. Upon dissolution of the PTQB Club or the winding up of its affairs, the remaining assets of the PTQB Club shall be distributed, to the extent possible, to the Peters Township High School Athletic Department for the sole and exclusive benefit of the players in the PTHS football program, and otherwise to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

These bylaws are approved by Peters Township Quarterback Club on this date and supersede all previous bylaws, including any and all amendments thereto.

Dated: March 6, 2024

2024 PT Quarterback Club President Karen Lingis

2024 PT Quarterback Club Treasurer Steven J. Aspinall