



# EMMAUS 3-POINT CLUB

## Bylaws



**REVISION NOVEMBER 18, 2020**

### **ARTICLE I. NAME**

The name of the organization is the "3-Point Club". This is a non-profit organization.

### **ARTICLE II. PURPOSE**

The purpose of this organization shall be to sponsor and/or support activities which help create a positive experience for the Emmaus High School Girls' Basketball program at both the middle school and high school levels and to provide financial support for team functions through various fundraising activities.

### **ARTICLE III. OFFICERS**

The officers of this organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer

The Executive Board includes all officers of the organization. This board shall have the power to make decisions in matters pertaining to the club.

The term of office shall be one year. Officers may succeed themselves. Nominations of officers will be held at the March meeting and communicated to members of the 3-Point Club. Election of officers will be held at the April meeting. The term of office will begin immediately. The minimum age for officers shall be 21 years.

### **ARTICLE IV. MEMBERSHIP**

Membership is open to all families of the East Penn School District's high school and middle school girls' basketball program. Membership is defined as an individual or a family. An annual fee is charged for each membership. The amount of the annual fee shall be defined at the April meeting for the following year. Each family or individual who has paid annual dues are considered active members.

To be considered an active member with voting privileges, an individual must have attended a minimum of four (4) meetings within one calendar year prior to being able to vote. If an urgent matter arises between meetings that requires action by the club, the President or Vice President will send an email to all active members with voting privileges to decide. All active members with voting privileges may propose projects, make motions of all subjects, second motions, and voice their opinion on all subjects concerning the organization. A family membership is entitled to one vote.

A quorum of at least five organization members, including a minimum of two members of the Executive Board, must be present for a vote on a motion. In the case of a vote resulting in a tie, the President is authorized to cast the deciding vote or carry the motion forward to the next meeting for discussion and vote.



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### ARTICLE V. MEETINGS

This organization shall hold scheduled monthly meetings during the months of September through May. The monthly meeting dates shall be determined by the Executive Board before their first meeting in September. Typically, meetings are held during the second or third week of the month on a Wednesday or Thursday night. The rules contained in Robert's Rules of Order shall govern in all cases except where rules identified within these bylaws take precedence.

The President, or majority of the Executive board members, may schedule special meetings to discuss matters pertaining to this club.

Minutes of all club meetings will be documented and distributed to all members.

### ARTICLE VI. DUTIES OF OFFICERS

#### Section I - President

The President shall preside at all organization meetings and shall present to the members any agenda items to be discussed at the meetings. The President shall sign, along with the Vice-President, all legal papers and official documents in the name of the organization. The President must give payment authorization to the Treasurer for all expenditures.

The President shall serve as liaison with the Athletic Department and the Athletic Director. The President shall also serve as spokesperson for the 3-Point Club in dealings with coaches.

#### Section II - Vice President

The Vice President shall perform all the duties of the President in the absence of the President. The Vice President shall serve as the liaison with the Hornet Hoop Club. The Vice President is the primary public relations officer. The Vice President shall assist the President in the general conduct of the work of the organization.

#### Section III - Secretary

The Secretary shall keep a correct record of all proceedings of the meetings of this organization. The Secretary shall attend to all correspondence of the organization, including minutes of meetings. The Secretary shall maintain a current list of active organization members. The Secretary is responsible for keeping the official record book of the organization. At conclusion of the term of office, the Secretary shall turn over all records of the organization to the new Secretary.

#### Section IV - Treasurer

The Treasurer shall receive all monies and funds due to the organization. The Treasurer shall keep an accurate account of all money received, deposited, and expended. The Treasurer will submit a list of bills approved for payment at monthly meetings. The Treasurer shall obtain payment authorization from the President for all expenditures. The Treasurer shall report on the financial conditions of the organization at each scheduled meeting of the Executive Board. The Treasurer is responsible for providing a budget summary to the membership each year.



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### ARTICLE VII. COORDINATORS

Coordinator positions have been established to carry out the following tasks on behalf of the club:

- Apparel/Spiritwear Coordinator
- Snack Bar Coordinator
- Fall Tournament Coordinator
- Holiday Flower Sale Coordinator
- Meet the Players Night Coordinator
- Angel Warrior Night Coordinator
- Spring Lottery Calendar Coordinator
- Middle School Night Coordinator
- Youth Day Coordinator
- Mentor Night Coordinator
- Senior Week Coordinator

These positions are filled on a voluntary basis. The term of appointment shall be one year. Coordinators may succeed themselves.

### ARTICLE VIII. TEAM PARENTS

Each team shall be represented by a Team Parent. Team Parents should be determined by the December meeting with voluntary signups occurring during Meet the Players Night. The term of appointment shall be one year. The Executive Board will provide guidance to the middle school Team Parents.

Team Parents of Eyer, LMMS, and the freshman team shall have a budget of \$150 each for team building.

Duties of the Team Parents shall include:

- Serve as liaison between players and parents of the team and the 3-Point Club
- Present all proposals, plans, and requests of their team to the membership
- Attend all club meetings or send a team representative
- Coordinate team building activities

### ARTICLE IX. GRIEVANCES

Any grievance which shall arise concerning the functions of the 3-Point Club and is submitted in writing to a club officer shall be handled by the Executive Board. Their decision shall be final.

### ARTICLE X. AMENDMENTS

Suggestions for amendments or changes to the bylaws can be submitted at any time by presenting the change, in writing, to an officer. All recommended bylaw changes will be reviewed at the October monthly meeting. Voting for the proposed bylaw changes will occur at the November monthly meeting.

### ARTICLE XI. DISBANDMENT

In the event the 3-Point Club should disband, all money belonging to the organization shall be donated to the Emmaus High School Girls Varsity Head Basketball Coach to be used for activities and/or expenditures directly benefiting the athletes of the girls' basketball program.