



ST. VINCENT PALLOTTI HIGH SCHOOL
PANTHER CLUB BYLAWS

August 21, 2007
(Revised from August 8, 2001)

Article One

Objectives

- A. To financially support and promote the interscholastic athletic programs at SVPHS.
- B. To develop and maintain lines of communication between parents, coaches, school administration and the public concerning the athletic of SVPHS.

Article Two

The Panther Club consists of the following:

- A. Executive Committee shall conduct the affairs of the Panther Club and consist of the following voting members:
 1. Officers:
 - President – active parent of SVPHS
 - Vice President – active parent of SVPHS
 - Secretary – active parent of SVPHS
 - Athletic Director of SVPHS
 2. Team Representatives:
 - Each sport will have a parent and alternate appointed by the coach to serve as a representative to the Panther Club. The alternate can be the coach.

Article Three

The officers shall be elected by the voting membership with a ballot system. Officers shall serve a yearly term beginning on July 1 and ending on June 30. If an officer runs unopposed then with their consent they will remain in office for the upcoming term.

Officer's Responsibilities:

- A. President:
 - 1. Scheduling and presiding over meetings.
 - 2. Developing an agenda for the monthly meetings.
 - 3. Serving as the liaison to the Athletic Director and Principal
 - 4. Review and report on the monthly financial statement provided by The SVPHS accounting department.

- B. Vice President:
 - 1. Assuming responsibility of the duties of the President in his/her absence.
 - 2. Presiding over meetings in the President's absence.
 - 3. Serving as liaison to all team coaches and the band leader.

- C. Secretary:
 - 1. Taking and distributing minutes for all meetings of the club.
 - 2. A copy of the minutes will be e-mailed, sent to principal.

- D. Athletic Director of SVPHS
 - 1. Serves as liaison to SVPHS
 - 2. After requests for funds receive vote of recommendation for approval by members of the Panther Club the Athletic Director will submit to the Principal for final approval. The SVPHS Principal has complete and final control of Panther Club Fund Disbursements.

- E. Attendance at all meetings of the Pallotti Panther Club is a requirement of those persons elected to the offices of president, vice-president and secretary. An officer who is absent from two meetings will be given a letter of notice. The third absence will result in the officer being asked to step down from the position. A replacement will be named to complete the term of office.

Article Four

Duties of the Executive Committee:

- A. The Executive Committee shall meet with the Principal, the Athletic Director and any other school representative as deemed necessary by the school to discuss proposed fundraising efforts and any other projects necessary to support the approved athletic and school band budget. If a meeting is not called then The Panther Club will conform to any other alternate process established by SVPHS.
- B. Requests for funds must be submitted to the Athletic Director at least 60 days prior to the start of that Sport's season. It is then submitted by the Athletic Director at the next scheduled Panther Club meeting and discussed in Executive session.
- C. The Executive Committee shall meet on the third Tuesday of each month in closed session with the general meeting to follow immediately after.

Duties of the General Members

- A. Attend and Support all activities sponsored by the Panther Club.
- B. Vote for Officers Annually.

Article Five

- A. Process for Request for Funds Proposal:

A Request for Funds Form (see attached) should be completely filled out and submitted to the Athletic Director with a copy to the Panther Club President at least 60 days prior to the start of that Sport's Season. The Parent Representative or Coach should be prepared to present the proposal at the next scheduled meeting and answer any questions from the Officers and General Members. A vote of recommendation for approval by officers and members will then be taken and submitted to the SVPHS Principal and Administration for final approval. An answer will be provided by the following Panther Club meeting if not before.

B. Financial Reports

1. Summary of Approved Requests for funds from the Band Club and Athletic Teams.
2. Financial report from SVPHS Accountant

Article Six

Rules and Regulations

- A. The rules contained in Robert's Rules of Order shall govern during all general meetings.
- B. Majority of the Officer's must be present at all Executive Committee meetings.
- C. All meetings shall be recorded with typed minutes for archiving purposes.
- D. The method used to vote on any motion will be popular vote. Members will raise their hands with total yes vs. no counted and recorded in the meeting minutes.