PLEASANT VALLEY ALL SPORTS CLUB INC. (PVASC)
BY-LAWS

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PLEASANT VALLEY ALL SPORTS CLUB Inc. (PVASC) BY-LAWS

(Originally presented 9/16/1985, and approved and revised each following year by members present)

Article I
Name and Purpose

Section 1. *Name*

The name of the organization shall be The Pleasant Valley All Sports Club Inc., also referred to as the PVASC.

The PVASC is a nonprofit, charitable organization.

Section2. *Purpose*

The purposes of this organization shall be:

*To encourage, promote, and actively support all PIAA officially recognized sports in the Pleasant Valley School District in grades seven through twelve.

*To work cooperatively with the Pleasant Valley School District administration, athletic department, and the Pleasant Valley community.

Article II
Membership

Membership is composed of individuals who are residents within the geographic confines of the Pleasant Valley School District and support the purposes of this organization. Membership is in effect for one year.

Section 1. *Regular*
An individual who is eighteen (18) years of age or older and paid-in-full the yearly dues.

Section 2. *Family*
Two individuals of the same household who are eighteen (18) years of age or older who have

paid-in-full the yearly dues.

Section 3. *Affiliate*
An individual who is eighteen (18) years of age or older, does not meet the residence requirement, but is interested in and supports the purposes of this organization and have paid-in-full the yearly dues.

Affiliate members are non-voting members for the elections.

Section 4. *Individual Alumni Lifetime Membership*
An individual who is a Pleasant Valley graduate who supports the purposes of this organization and does not have a student currently enrolled in the district. A lifetime membership fee will be $25.

Section 5. *Individual Friends Lifetime Membership*
An individual who is a Pleasant Valley resident who supports the purposes of this organization and does not have a student currently enrolled in the district. An individual lifetime membership fee will be $25.

Memberships will be accepted from the August monthly meeting through the May monthly meeting.

All head coaches of PIAA recognized sports will be regular members of the PVASC. The due fee is waived for these individuals.

Article III
Dues

Dues will be agreed upon by the voting body each June.

Article IV
Officers

Section 1. *General responsibilities of the officers*
The Pleasant Valley All Sports Club will have elected positions, to be identified as "officers" to run the business aspects of the PVASC including but not limited to:

a) Fund raising conception and facilitation
b) Management of finances
c) Motion and voting of financial business to be presented at monthly meetings
d) Responsible for the official record keeping of the club
e) To appoint any vacancies that may occur within a term from elected positions
f) Set a monthly agenda for club meetings
g) Respond to and present any information requested by the Pleasant Valley Business Office and/or PV Administration
h) To encourage and foster a positive relationship with the Pleasant Valley Athletic

Department, PV Administration, and the PV Board of Education.

The officers of this organization shall be a President, Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer. All officers shall be full members, although not a member of the coaching staff of the Pleasant Valley School District.

President. The President's duties shall include, but are not limited to:

1. Appointment of all Committee Chairs with the approval of the Executive Board
2. Approve/Create a printed agenda, with the Recording Secretary
3. Authority to call emergency/Executive session meeting for the officers
4. PVASC representative with the PVSD Athletic department and/or PV administration
5. Sign for all withdrawals from the club account along with the treasurer
6. Responsible to oversee the club activities and fund raising events within the Pleasant Valley School District

Vice-President. The Vice-President's duties shall include, but are not limited to:

1. To assume all above duties in the absence/removal of the President's
2. To oversee and work with the membership committee
3. To oversee the scholarship selection and work with the Corresponding Secretary, the high school guidance office, and athletic director's office in verifying all the information to be correct within each application. The guidelines and check-list are self-explanatory and are maintained with the Executive Board. Once selections are made, it will also be the responsibility of the chairperson to relay the selections to the high school guidance office and the main office so that proper recognition can be given in the graduation program. In the event of a conflict of interest, another member of the Executive Board will resume the responsibility of this duty.

Corresponding Secretary. The Corresponding Secretary's duties shall include, but are not limited to:

1. Preparing and mailing of any correspondences as set forth duly by the President and through approved meeting business
2. Distribute coaches' season packets
3. Collect campership applications and notification of campership awards within 2 weeks of selections
4. Notify coaches of Spirit Award and collect nominations. After selection is made, notify recipients, preferably at the annual Athletic Awards Ceremony.
5. To collect all mail delivered to the PVASC mailbox and present information to the President and/or chairperson of committees
6. To complete and submit all PVSD fund raising forms and facility usage forms in a timely fashion
7. Present and respond to, upon the discretion of the President/Vice-President, all correspondences that arrive between meetings

Recording Secretary. The Recording Secretary's duties shall include, but are not limited to:

1. Record, present, and provide copies of monthly minutes of each PVASC meeting.

Minutes must be completed and submitted to the Executive Board and the PV Athletic Department 10 days prior to the scheduled monthly meeting.

2. With the President, approve/create a printed agenda for the PVASC monthly meeting
3. To keep all records of the PVASC including approved minutes of monthly meetings
4. To keep up to date district policies
5. To keep approved PVASC policies
6. Record and present minutes from any Executive Board meetings
7. To keep approved financial statements
8. To keep current year insurance policy
9. To keep copies of all facility usage forms and fund raising forms and contracts
10. To keep any and all pertinent information related to PVASC activities

Treasurer: The Treasurer's duty shall include, but are not limited to:

1. Accurate accounting of all withdrawals and deposits of PVASC accounts
2. To create a monthly financial report to be presented to the PVASC members at each monthly meeting
3. To send a monthly financial report to PV Business Manager
4. To submit a monthly copy of the reconciled bank statement to all PVASC board members
5. To create a yearly budget clearly indicating expected expenses, (through past practices) and anticipated fund raising revenue (based on past history of fundraising events)
6. To notify officers of any discrepancies or situations that would lead to investigation or impropriety
7. To sign all checks, with the President, for approved withdrawal of funds
8. To record all deposited funds into individual auxiliary accounts
9. To provide *monthly* reconciled bank statements to each enrolled auxiliary group
10. File any applicable financial documents with the appropriate agency
11. Submit all financial records at the end of each term for audit
12. May request a co-treasurer as needed. This person will be approved by the membership.

ARTICLE V
Election of Officers

Section 1: *Nominations*
Nominations for viable candidates for officers will be made at the May meeting and presented to the club members present at the June club meeting. All members of the PVASC are invited to place their name as a nominee if they have attended a minimum of four (4) meetings in the previous year. Coaches of the Pleasant Valley School District are not eligible to be nominated for an elected position.

Section 2: *Terms*
Officers will serve a two year term (June 15th-June 14th) and may run for no more than 3 consecutive terms (maximum of 6 years in office). The membership may agree to waive the term limit.

Section 3: *Vacancies*
In the event that a position cannot be filled by a member in good standing, the Executive Board

may consider filling the position with an appropriate member of the club. Should any officer be unable to fulfill his/her duties, a member in good standing will be appointed to fill the vacated office.

ARTICLE VI
Auxiliary Groups

Section 1: *Process to join*

1. Any parent group from a PIAA recognized sport in the Pleasant Valley School District my become an auxiliary group of the PVASC.
2. The group must receive permission from the head coach of the sport and submit a letter of application to the treasurer of the PVASC.
3. The group must form a board with a minimum of 3 members.
4. A proposed budget, with accompanying minutes, must be submitted to the treasurer of the PVASC.
5. A list of members who are approved to requisition funds from the PVASC for use by the individual auxiliary group must be given to the treasurer of the PVASC.

Section 2: *Responsibilities*

1. All auxiliary groups must include in their membership dues a $5.00 charge per family, which will be paid to the PVASC in return for a one-year family membership to the PVASC.
2. Each auxiliary group is required to send a parent representative to each monthly meeting of the PVASC. This representative is responsible to give a monthly report on activities of their auxiliary group at the PVASC meeting.
3. The auxiliary group must use the PVASC for all financial transactions. The auxiliary group may not have an individual bank account.
4. The auxiliary group must provide a financial report, which must include a detailed description of all deposits, to the PVASC treasurer by the 30th of each month.
5. Each auxiliary group is responsible to keep accurate financial record for their own group. The PVASC will provide a reconciled bank statement once a month. Any discrepancies need to be addressed to the PVASC treasurer within 7 days.
6. Yearly budgets must be submitted to the treasurer of the PVASC. Budgets will run from July 31-July 30 of the following year. Any changes made to the budget must be submitted to the PVASC treasurer.
7. Request for funds by an auxiliary group must be submitted on the approved PVASC requisition form. After receiving form, with supporting documents, funds will be disbursed in a timely manner. No enrolled auxiliary group shall submit a request for funds exceeding their amount of available funds.
8. If an individual auxiliary dissolves, any remaining assets from that group will be donated to the Pleasant Valley School District with the request that those assets benefit student athletes.

Failure to meet any of the above criteria will result in the termination of the said auxiliary group.

ARTICLE VII
By-laws and Policies

Section 1. *By-laws*

a) The by-laws will be reviewed annually and revisions made as needed.

b) Revisions being considered will be presented to the membership. A clean, revised copy will be presented in April and May. The final revised draft will be voted on in June.

c) New policies set forth by the PVSD affecting the PVASC and its auxiliary groups will be added as an addendum to current by-laws.

Section 2: *Policies*

a) Any matters not covered under PVASC by-laws or PV District policy can be addressed with the membership. The membership will take the matter into consideration, with a vote to follow at the next general membership meeting. The vote will determine whether the matter becomes a policy.

b) All policies will be maintained by the PVASC Executive Board.

ARTICLE VIII
Meetings

Section 1: *Monthly Meetings*

The date, time, and place of meetings will be determined by the Executive Board.

Section 2: *Executive/Emergency Meetings*

At the discretion of the President, immediate needs of the PVASC, and/or of the PV Administration, an executive session or emergency meeting may be held. Minutes will be recorded and presented to the club at the next regularly scheduled monthly meeting. Executive/emergency meetings will be called for a specific purpose(s).

The Executive Board shall meet at the convenience of its members each July. The purpose of this meeting is to generally reorganize, review, and set objectives for the upcoming school athletic year.

It is also the desire of the club via the Executive Board to request and hold a general objectives meeting with the Administrators of the Pleasant Valley School District, (i.e. athletic directors, principles, etc). This meeting is best held prior to the start of each school year.

Section 3: *Voting at Monthly Meetings*
All who are paid regular, family members, and lifetime members of this organization, in attendance, are eligible to vote.

Any business of this organization which is brought to a vote shall be voted upon by a show of hands and determined by a simple majority of those present and voting. However, should a closed ballot seem desirable to a full member present, such a request may be made and if properly seconded, voted upon, and passed in the aforementioned manner, it shall be honored.

Section 4: *Robert's Rules of Order*
The latest edition shall be the governing parliamentary law of this organization's meetings, except as otherwise provided in the by-laws of this organization.

ARTICLE IX
PVASC Standing Committees

The President, after consulting with the Executive Board, shall accept members to serve on the following committees. It is desired that each committees have a minimum of three (3) members unless otherwise specified with the guidelines of that particular committee.
Although accepted by and responsible to the Executive Board, these chairpersons and their committees shall be recognized as representatives of the interests of, and performing services for, this organization as a whole.
All action off committees shall be subject to review by the Executive Board and/or membership. A report will be provided at each meeting of actions of said committees.

The Standing Committees are as follows:

Membership Committee

- The Vice President will chair this committee
- This committee shall seek to gain new membership for this organization as well as to encourage continued membership.
- Part of the responsibility in securing membership will be to work with the district's athletic department and coaching staff.
- To promote the purpose of the PVASC
- Verifying officially rostered members of PIAA sports in the PVSD
- Provide the Executive Board with a membership list

Campership Committee

- The Corresponding Secretary will receive all campership applications duly completed by the annually established date of each regularly scheduled season
- This committee will follow the guidelines set forth in the campership policy approved by the Executive Board and the membership.

Seasonal Athletic Pictures Committee (if possible, minimum of 2 members)

- It will be the responsibility of the picture chairperson to work with a reputable

professional PVASC membership approved photographer, the Athletic Director's secretary, and the head coaches in securing dates, times, and places for seasonal pictures of our student athletes to purchase
- Secure pictures from approved photographer to be used on the “message board” (winter athletes)
- Coordinate all pertinent information with the Corresponding Secretary for facility usage

Concession Stand Chairperson and Committee

- The chairperson of this committee shall be responsible for the following for all HOME Sports in the concession stand to include but not limited to Football, Field Hockey, Boys and Girls Soccer, Girls Basketball, Boys Basketball (as needed), Wrestling, Track and Field, Girls and Boys Lacrosse and any post season games in these sports' seasons. The Athletic Director may request additional concessions for other activities.
    - Organizing the stadium stand area, i.e., inventory of food and supplies, menu decisions, ordering food and drinks, clean-up, maintenance, etc
    - Secure volunteers to give their time to open and work in the stand for sporting events
    - Organize a small group of members to witness counting of money. The deposit and amount to be given to the Treasurer.
    - The deposit shall be made within 24 hours of event. Night deposit bags will be provided. Deposits shall be made by the Treasurer or a designee.
    - To work to secure any PVASC souvenirs and clothing vendors. A separate expense and profit record will be maintained.
    - Work cooperatively with chair people of the West End Relay for Life for their Relay for Life event

By-Law Committee

It will be the responsibility of the chairperson and the committee:
- To review the current year by-laws and make any revisions as need
- To present to the membership any revisions being considered
- To develop a clean copy with revisions to be presented to the PVASC membership at meetings in April and May, and voted on in June

Fundraising Committee

It will be the responsibility of the chairperson and the committee:
- To design/organize/set up and prepare for any PVASC fundraisers
- To present to the membership the concept idea, expense of the planned event
- To develop advertising, tickets and logistics of said event as needed

Program Committee

It will be the responsibility of the chairperson(s) and committee:
- To seek advertisers for the Fall Sports program
- Using fall pictures, design a fall sports program
- Secure volunteers to sell programs at fall sports events held in the stadium
- An optional Winter Sports Program may be produced by the PVASC using winter sports pictures

The Executive Board has the authority to create additional committees as needed.

ARTICLE X
Disbursement of Funds
For PIAA recognized sports

Approval will not only be based on the particular request and monies available, but also it is the desire of the club that the person making the request, i.e. coach, athlete, be present to make the request.

Advertising

- All requests must be presented by the Varsity Head Coach. In the event of a coaching vacancy, the request may come from the Athletic Director or Assistant Athletic Director. The request must be presented on the PVASC requisition form.
- $100.00 maximum to be paid per athletic sports season request for all-star programs. Multiple athletes from the same sport will need to share advertisement allotment.
- No monies will be disbursed for PV seasonal sport programs.

Coaches' request: Off season Funds

- All requests must be presented by the Varsity Head Coach. In the event of a coaching vacancy, the request may come from the Athletic Director or Assistant Athletic Director. The request must be presented on the PVASC requisition form.
- An annually determined amount, not to exceed $500, shall be considered for club teams consisting of only Pleasant Valley School District athletes from PIAA approved teams of the Pleasant Valley School District. The amount will be disbursed equally among all requests submitted.
- This money is to be used for tournaments, leagues, team speed/agility training and/or tournament style team camps.
- This request must be received by the April meeting(can be requested August-April)
- Written requests for additional funds will be considered if funds are available and must be submitted by the May meeting. Coaches will be notified of amount available. (can be requested August-May, but will not be disbursed until after May meeting)
- In the event of a mandatory scheduled league or district meeting, any request may be presented by the Athletic Director or the Assistant Athletic Director.

Coaches' Requests for Athletic Equipment

- ALL requests must first be reviewed/considered by the district's Athletic Director prior to being presented to the PVASC.
- It is also policy that all requests should have a minimum of 2 price quotes, preferably 3. Forms for such requests are maintained by the Corresponding Secretary.
- All requests for athletic equipment, or any other sports specific need, must be presented to the PVASC in person by the varsity head coach. In case of a coaching vacancy, the

request may come from the Athletic Director. The request must be presented on the PVASC requisition form.

- Equipment must be purchased through the Pleasant Valley School District. PVASC will provide reimbursement to the district in the approved amount.

Camperships

- Camperships will be offered per sports season at the high school and junior high level (when possible) for PIAA recognized sports.
- Monies to be disbursed as follows:
    - $175.00 for high school (9-12 grade) per sport
    - $100.00 for 7th and 8th grade per sport
- All high school Cheerleading will be included in the winter selection of the campership
- If no application is received for the specific sport, the campership will be forfeited for that season.
- Disbursement will be made directly to the camp selected by the coach and athlete after notification is given to the club's treasurer with necessary information.
- All camperships expire one year from the date of award letter and can only be used for the sport it was awarded.
- Only one campership will be awarded per year per athlete.

Scholarships

- Four (4) $500.00 scholarships are awarded annually to two (2) female and two(2) male graduating athletes who participated in a PIAA recognized sport.
- Guidelines and information for scholarships is maintained by the Executive Board.
- Money is disbursed following the individual's first completed college semester. It is the responsibility of the recipients/parents to contact the PVASC by February 1st. If no contact is established from the recipient by this date, the scholarship will be forfeited.

Chemical Free Party Sponsorship

- An annual donation, as the budget allows, along with a request for members to volunteer their services at the time of the party shall be given.
- This is not a PVASC event, but one that is supported by our membership.

Relay for Life

- Although the Relay for Life is not a PVASC event, it is supported by our organization and the concession stand will be staffed by our members. The profits from sales at the concession stand for the Relay for Life will be donated to West End Relay for Life.

ARTICLE XI
PVSD All Sports Club Awards
PIAA Recognized Sports

Detrick/Lenart Spirit Award

- A Spirit Award Committee with a minimum of 3 members will be formed (preferably, a member cannot have a child/children who is a senior male or female athlete, nor can a

coach be a member).

- It will be the responsibility of the chairperson and the committee to work with the Corresponding Secretary in attaining nominations from the varsity head coaches of the male/female athlete who best exemplifies the definition of our "Spirit Award"
- Information concerning the "Spirit Award" is maintained by the Corresponding Secretary
- Nominations must be returned prior to the May meeting
- Nominees are to be in good standing both in academics and in the community with final approval coming from the Athletic Director and the High School Principal. The selections are kept within the confines of the committee and not made public until the annual Spring Athletic Award Ceremony. Awards are presented and recipients' names are placed on the plaque in the gym lobby.

Grizzly Bear Award

- This award is offered to all varsity teams.
- It is presented to the varsity athlete (not necessarily a senior) who, at coach's discretion, represents having played and practiced with aggressiveness, determination, and leadership.
- For cheerleading, this award will be given at the conclusion of the cheering season (following the end of the winter sports season).
- A plaque is awarded, when possible, by an Executive Board member at the team's banquet.
- The plaque presented to the athlete should follow the format below:

PVASC Grizzly Bear Award Year
Presented to
NAME OF ATHLETE
Who played with aggressiveness, determination, and heart
in the sport of
Congratulations!
PVASC

Team/Individual Varsity Athletic Championship Award

This is an award disbursed per varsity athlete according to the criteria below. This award will be for any rostered varsity athlete who has participated during a regular varsity season.

- This award not to exceed $25.00 per rostered varsity athlete will be given for a District, Regional, or State Championship/Title.
- There will be no award given for Conference/ League Championship.
- Only 1 (one) Championship/Title per sport season will be recognized for this award.
- All requests must be presented by the varsity head coach. The request must be presented on the PVASC requisition form.

- The award disbursement will be toward the purchase of an item of recognition to be chosen by the coach. The award money will be disbursed directly to the vendor providing the award.
- A roster is to be given to the PVASC Executive Board by the head coach as well as examples of what the coaching staff/team members have selected (with price quotes).
- If the championship is a one day event, only the athletes who were rostered and participated that day will be eligible for this award.
- The Corresponding Secretary should have a 'form letter' which should accompany each of the gifts as they are presented or received by the athlete(s).

Article XII
Dissolving

In the event of the dissolving of the PVASC, any remaining assets will be deposited into the Athletic Fund with the Pleasant Valley School District for use by all officially recognized PIAA sports in grades 7-12.

Article XIII
Waiver/Disclaimer

All members of the Pleasant Valley All Sports Club are expected to maintain a level of decorum and behavior in accordance with the Pleasant Valley School District Policies.
All members of the PVASC are volunteers. But in the case of officers who represent the group at large are expected to present themselves as agents of this group above suspect. Any officer/member who knowingly defrauds the Club or acts in an illegal or unethical manner will be remanded to the proper authorities, to include but not limited to Pleasant Valley Administration/Board of Education, Pleasant Valley Athletic Director, Pleasant Valley Security, District Magistrate and/or the Pennsylvania State Police.