# BY-LAWS

# OF THE CRHS

# GIRL'S SOCCER

# BOOSTER CLUB

## Article I - Name

Section 1 - Name:

A. This organization shall be known hereafter as the CRHS Girls' Soccer Booster Club.

## Article II - Purpose and Policy

Section 1 - Purpose:

A. To support encourage, and promote the Girl's Soccer program at Cedar Ridge High School for the benefit of the students, the school, and the community.
B. To promote good sportsmanship on the part of the participants and spectators.
C. To encourage the extension of school activities in the Girl's Soccer program.
D. To promote school spirit.
E. To support the school administrations and the professional staff in promoting constructive student attitudes toward Girl's Soccer and related school activities.
F. To sponsor fund raising activities to provide additional funds for the Girl's Soccer program.
G. This organization is organize and operated exclusively for charitable and educational purposes within the meaning of the 501 (c) (3) of the Internal Revenue Code.

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to

such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501 (c) (3), or shall be distributed to the federal government, or to a state or local government, for public purpose.

No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 2 - Policy:

A. The Booster Club shall not interfere with the Program's coaches or staff.

**Article III - Membership and Dues**

Section 1 - Membership

A. Any person of legal age (18 years or older) in the CRHS Girl's Soccer program may become a member of the Booster Club upon payment of dues as set by the Board of Directors.

Section 2 - Dues:

A. Dues will be collected at the beginning of the season.
B. Dues will be collected on a family basis

**Article IV - Government**

Section 1 - General Provisions:

A. The governing body of the Booster Club shall consist of a President, Vice President(s), a Secretary, a Treasurer, and a Parliamentarian. These officers constitute the Board of Directors and shall be elected and serve a one year term of office. The Board of Directors shall have a general supervision of the club as specified by these By-Laws. The Parliamentarian is appointed by the President after each election.
B. Elections shall be held in May from the slate of candidates formed by the Nominating Committee (see Article IV, Section 3.A). Term of office begins at the end of the meeting at which they were elected.
C. Elections shall be by majority vote or shall be by ballot if more than one person is nominated.
D. Only a member who has paid dues is entitled to vote at any meeting.
E. Voting is based on one vote per player, per family.

F. At all meetings of the members, the President of the Booster Club shall preside.

G. Any person elected to an office may not serve for more than two (2) consecutive terms in that office. A member can hold only one office per term.

H. Only one family member may hold a board position. The other member may hold a chair position.

I. Any elected official missing three (3) consecutive scheduled meetings, without presenting acceptable reasons to the Board shall be judged as unable to fulfill that position. The Board will nominate and elect from the membership a replacement for the reminder of the unfulfilled term.

J. In the event any elected member is required to move from the area and/or resign from office, his or her place shall be filled in the same manner as stated in Article IV, Section 1.C.

Section 2 - Duties of Elected Officers:

A. PRESIDENT: The President shall preside at all Booster Club Meetings, manage membership activities, oversee committees, and maintain a line of communication with the Head Coach.

B. VICE PRESIDENT(S): The Vice President(s) shall act as the President's representative in his/her absence. They must remain familiar with the organization's activities. The major duties include, but are not limited to the following:

- Preside at meetings in the absence or inability of the President to serve;
- Perform administrative functions delegated by the President;

- Perform other specific duties as outlined in the by-laws of the organization.

C. SECRETARY: The Secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The Secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's by-laws. The major duties include, but are not limited to the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the by-laws;
- Maintain the records of the minutes, approved by-laws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the by-laws of the organization.

D. TREASURER: The Treasurer is the authorized custodian of the funds of the association. The Treasurer receives and disburses all monies indicated in the budget and prescribed in the local by-laws or as authorized by action of the association. All persons authorized to handle funds of the association should be covered by a fidelity bond in an amount based upon the organization's

annual income and determined by the executive board. The major duties include, but are not limited to the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed with the by-laws of the organization;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed $250.00);
- Present a current financial report including bank statements, bank reconciliations, and financial statement to the executive committee within thirty (30) days of the previous month end; Copies should be available for review by the general membership within a reasonable timeframe, if requested.
- File current financial reports at the end of each semester (December and June) with the campus Principal/Campus Bookkeeper and the Director of Financial Service in Administration;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990, 990-N or 990-EZ in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Other specific duties as outlined in the by-laws of the organization.

E. PARLIAMENTARIAN: The primary duty of the Parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested.

- The President or presiding officer of the organization alone has the power to make decisions or rule on point of order. Thus, after the Parliamentarian has given his or her advice, the presiding officer must make the ruling to the organization – he or she is not obligated to follow the recommendation of the Parliamentarian;
- The Parliamentarian should be thoroughly familiar with the by-laws and any standing rules of the group on which he serves. A copy of the most recent version of Roberts Rules of Order should be maintained by the organization and referenced as needed.

Section 3 – Nominating Committee:

A. A nominating committee shall be formed by the President and composed of an odd number of members (at least three (3)) and shall meet in the Spring to nominate a slate of officers to be presented to the Booster Club membership at the end of the year meeting.

**Article V – Meetings**

Section 1 – General Meetings:

A. The Board of Directors will call general meetings. There must be at least one general meeting per season.
B. The meetings will be held at a location and time to be determined by the President or the Head Coach.

Section 2 – Board Meetings:

A. A Board Member or the Head Coach will hold Board Meetings as determined necessary.
B. At least on Board Meeting will be held following election of the officers, and one prior to the beginning of the season.

Section 3 – Quorum Definition:

A. Five (5) Booster Club members will constitute a quorum.

**Article VI – Finances**

Section 1 – Banking:

A. Finances belonging to the Booster Club will be deposited into a checking account established through a local bank.

Section 2 – Signature Requirements:

A. Withdrawals from the account will require two (2) signatures from any two (2) elected officers listed on the signature card at the bank.

Section 3 – Expenditure Approval:

A. Only expenditures identified in the approved budget of the Booster Club will be permitted. The budget may be amended at any meeting.

B. Funds must be supported by some type of record documenting the source and amount of funds (tabulation of monies collected form, cash receipt form, ticket sales record, etc.).
C. Documentation shall be readily available for audit purposes.
D. Cash should be adequately safeguarded at all times.
E. Every effort should be made to balance funds collected the day of the event, prepare appropriate deposit documentation and submit to a bank or bank night drop for deposit and safekeeping.
F. Checks should not be generated without proper documentation (i.e. invoice, original receipts, etc.). Documentation should also include the signature of the President or Vice President.

Section 4 – Fiscal Year:

A. The Booster Club's fiscal year begins July 1 and ends June 30.

Section 5 – Petty Cash

A. The Booster Club will keep $100 in petty cash. The amount of the petty cash must be reflected in the budget and approved by the membership.
B. The petty cash must be kept in a locked box accessible by only the Treasurer and one (1) other officer. Control of the petty cash account by a district employee is not allowed.
C. The petty cash funds should be used for emergency purchases only.
D. All other purchases should be made with a booster club check.
E. Upon disbursement through the petty cash account, a receipt for the purchases should be retained. At any given time, the amount of petty cash remaining and the aggregate total of receipts on

hand should equal the amount of the established petty cash account.

Section 6 – Financial Audits:

A. At the end of the Booster Club's fiscal year, an independent audit must be performed and the report given to the Board of Directors in a timely fashion
B. The audit is to be performed by a committee appointed by the President and consisting of a least three (3) people. Members with signature authority on the financial account cannot serve on the audit committee. The audit committee shall make a report to the general membership upon completion of the audit. A copy of the signature page detailing the results of the audit should be forwarded to the RRISD Director of Financial Services.

Section 7 – Dissolution:

A. In the event that the Booster Club is dissolved, any remaining monies will revert to the Cedar Ridge High School Girls' Soccer program, to be used as the Head Coach determines.

**Article VII – Parliamentary Authority**

Section 1 – Rules of the Club:

A. The rules contained in the current edition of "Robert's Rules of Order" shall govern the Club in all cases to which they are applicable. In the event of inconsistencies between those rules and these By-Laws or other special rules of order adopted by the

Booster Club, the By-Laws and rules shall supersede "Robert's Rules of Order".

## Article VIII – Amendments

Section 1 – Amendments to the By-Laws:

A. The Board of Directors may amend these By-Laws at any time by presenting to a regular meeting of the membership at which there is a quorum. The must be passed by a two-thirds (2/3) majority of those attending the meeting.