

BY-LAWS OF THE BUCHHOLZ HIGH SCHOOL BOYS SOCCER BOOSTERS

NOVEMBER, 2008

ARTICLE 1: NAME & MISSION

- 1.1 The name of this organization shall be the Buchholz High School Boys Soccer Booster here in referred to as the BSB.
- 1.2 The purpose of this organization shall be to support the Buchholz High School Boys Soccer Program.
- 1.3 BSB shall serve as a volunteer organization. The organization will cooperate with the high school Principal, Athletic Director, and the boys' soccer coaches to promote the high school soccer program in cooperation with school, district, and team policies.

ARTICLE II: MEMBERSHIP

- 2.1 Membership in this organization is open to all parents and guardians of children who are members of the Buchholz High school boys' soccer teams. In addition, any person who is interested in the purposes of this organization shall be eligible for membership.
- 2.2 The Annual Meeting will be held within two months after the close of the high school soccer season. During the high school soccer season (Nov-Feb) the organization shall hold a minimum of at least one monthly meeting. The President will preside at all membership meetings. In the event of the absence of the President, an Officer will preside in the following order of priority: Vice President, Secretary or Treasurer. With regards to proper motion procedures, voting procedures, and other orders, the organization shall follow Robert's Rules of Order (revised).
- 2.3 The Secretary will provide at least seven days notice for these meetings by posting a notice on the organization's website, through the e-mail distribution list or in printed form given to the members of the BSB.
- 2.4 A quorum for a scheduled meeting with notice will be a majority of the members.
- 2.5 No financial benefit from the association will accrue to the benefit of any member or Officer.
- 2.6 Each family shall receive one vote for each player on the varsity and JV soccer teams for all motions requiring a vote.

ARTICLE III: BOARD

- 3.1 The Board will be composed of the Officers of the organization (at least one of which is represented from both the varsity and JV teams).
- 3.2 The Board is vested with the management of the business and affairs of this organization except where reserved in these By-Laws to the membership.
- 3.3 Meetings of the Board will be determined by the President or a majority of the Board. At least five days notice of each Board meeting will be given to all Board Members. Board Members can waive notice of the meeting by their attendance and participation or in advance.
- 3.4 A quorum of the Board shall consist of a majority of its members.
- 3.5 An Officer shall not be personally liable for monetary damages for any action, or any failure to take action, take as an Officer or a member, unless the breach or failure to perform constitutes self-dealing or willful misconduct. The organization will otherwise indemnify an Officer acting on behalf of the organization.
- 3.6 Outgoing Officers will relinquish all original records to the Board within 30 days.

ARTICLE IV: OFFICERS

- 4.1 The Officers of this organization shall consist of President, Vice President, Secretary, and Treasurer and shall be elected at the first meeting after tryouts have been completed.
- 4.2 The President will be a parent or guardian of a member of the Buchholz boys' soccer team. The President will serve a maximum of two one year terms. A nominee for President shall be an active member of the organization for at least one year prior to election.
- 4.3 The Vice President shall act as an aide to the President and shall perform their duties in his/ her absence.
- 4.4 The Secretary shall keep a correct record of all meetings of the organization and the Board. The minutes shall be posted on the website(s) or provided to all members via email at least seven days prior to the next membership meeting. All membership minutes shall be approved at the subsequent meeting of the membership by a majority of the quorum attending.
- 4.5 The Treasurer shall receive and have custody of all funds of the organization and deposit same in such depository that shall be selected by the Board. The Treasurer shall make all disbursements, keep a correct account of all business transaction and provide a written report at the membership meetings, a full report at the Annual Meeting and at such other times when directed by the Board. The Treasurer shall insist that the financial operations of the organization are in compliance with these By-Laws and the By-Laws and Policies of Buchholz High School and the School Board of Alachua County. In the absence of the Treasurer, one of the other officers shall perform the duties of the Treasurer.
- 4.6 In the event of a vacancy in the office of President, the Vice President shall perform those duties. Should both be unable to serve, the Secretary will act until the membership can elect a new President and Vice President. Other vacancies will be filled by the Board as needed.
- 4.7 All Officers shall serve a one-year term. Any Officers may be reelected or run for another office (the President may be re-elected one time to serve a second term).
- 4.8 Officers shall be elected at the Annual meeting, which will take place as outlined in section 2.3 each calendar year and shall serve until the next Annual Meeting unless they resign or are removed for good cause by the membership at a meeting upon two week prior written notice.
- 4.9 Any office for which a candidate has not been slated in the above process can be filled at the Annual Meeting by nomination and a majority vote of those present and voting.

ARTICLE V: OPERATIONS/FINANCES

- 5.1 Committees and committee chairs will be appointed and serve as determined by the President and Board.
- 5.2 The organization will operate on a fiscal year basis (August-July) consistent with County School Board.
- 5.3 The board will submit a Financial report at the Annual Meeting for that fiscal year. The board may subsequently approve emergency expenditures up to \$500 where there is not an opportunity for the membership to convene. Otherwise, changes to the budget will be approved at a membership meeting.
- 5.4 The Treasurer will submit a written financial report each meeting. The Treasurer will be responsible For tracking and accounting for all equipment uniforms and supplies purchased by the organization. An inventoried report will be filed with the school within 30 days of the season's end.
- 5.5 No committee or individual may exceed the budget for a particular committee or activity without approval by the Board. No reimbursement will be made to any individual in the organization without presenting a receipt from the vendor clearly showing the amount expended and the purpose. All expenditures must have a line item budget reference.

- 5.6 The organization will not be responsible for any expenditure outside of the procedure provided in By-Laws. Nor will any person or entity hold money or transact business in the name of the organization outside of the established process in these By-Laws.
- 5.7 The checks of the booster organization should include two signatures of which neither is to be a coach, sponsor, or other employee of the school.
- 5.8. At the completion of the fiscal year there shall be a minimum \$2,000 positive balance in the accounts of the organization after all bills have been paid, to provide adequate start-up money for the following year.
- 5.9 After the closing of the fiscal year, the Board will provide a detailed report to the membership and the Buchholz High School Bookkeeper for review of the organization and produce a final written report of budget versus actual results for the Annual Meeting.
- 5.10 The operation budget for the current fiscal year will be presented to the membership at the first membership meeting.

ARTICLE VI: AMMENDMENT/DISSOLUTION

- 6.1 These By-Laws may be amended at any regular meeting of the organization by a vote of two-thirds of the members then present and voting, provided that the proposed amendment has been submitted to the membership at least two weeks prior to the meeting. Once a proposed amendment is submitted, it may be changed and approved at the same meeting provided that the subject matter of the amendment does not change.
- 6.2 In the event of dissolution of this organization, any remaining funds held by the organization shall be transferred to the Buchholz Bookkeeper to be held in trust for the use of the Boys' soccer program at the high school.