

By-Laws
Arab High School Soccer Boosters

ARTICLE I ORGANIZATION

1. The name of the organization shall be Arab High School Soccer Boosters (AHSSB).
2. The organization may at its pleasure by a majority vote of the membership body change its name.

ARTICLE II PURPOSES

The purpose of the AHSSB is to advance the interests of the Arab High School Soccer Program through financial assistance and physical assistance as requested by the Arab High School Soccer program. The AHSSB must comply with the Arab High School and Arab City School System policies and have approval of the Athletic Director.

ARTICLE III MANAGEMENT AND ORGANIZATION

The management of the AHSSB shall be vested in the Elected Officers.

SECTION I. The Officers shall have the operation and management of the affairs and business of this organization. Such Officers shall have full authority to commit the AHSSB to actions in consonance with resolutions/motions adopted and approved by the vote of majority members at meetings of the AHSSB.

SECTION II. Officers are expected to attend all called meetings. Any Officer should notify the President if they are unable to attend the meeting. A quorum (defined as 4) must be present to have a meeting to conduct business. Joint decisions reached by the Officers or by booster membership about management of the organization are to be followed by each Officer. Any Officer not abiding by the decisions made by either the Officers or voted on by membership is subject to termination of office. Officers may be removed from office by majority vote of the club membership present after being given the opportunity for a hearing by the membership.

SECTION III. Members of the AHSSB in accordance with these By-Laws shall elect Officers for a one-year term.

SECTION IV. The AHSSB activity shall be June 1 through May 31 of next calendar year.

ARTICLE IV OFFICERS

The initial officers of the organization shall be as follows:

President

Vice President

Secretary

Treasurer

Fund Raiser Chairperson

Concession Manager

Any individual, Arab City School System employee or volunteer, who already holds a position of authority within the Arab High School Soccer Program, is ineligible to become an officer.

SECTION I. The President shall:

- Be the Chief Executive of the Organization
- Serve as the Chairperson of the Elected Officers
- Preside at Regular and Special meetings of the AHSSB
- Represent the AHSSB at meetings of other organizations where official representation is needed
- Provide the leadership for programs and activities for the AHSSB during term in office
- Report during all regular meetings and provide an annual report at last meeting of the school year. The annual report shall be given to the Secretary and attached to the minutes.
- Ensure that a budget for recurring booster operations is established
- Call Officer meetings as needed
- Fill, by appointment, any Officer's position that is vacated or resigned by the incumbent, until an election can be held
- Appoint Committee Members and Chairpersons with the approval of the Elected Officers
- Actively pursue the continual growth of membership

SECTION II. The Vice-President shall:

- In the event of the absence or inability of the President to exercise his/her office becomes acting president of the organization with all the rights, privileges and powers as if he/she had been the duly elected president.
- Serve as an ex-officio member of all committees
- Assist as necessary in conducting AHSSB administrative duties
- Actively pursue the continual growth of membership

SECTION III. The Secretary shall:

- Keep the minutes and records of the organization in appropriate books and distribute as required with official files being provided to the Arab High School Athletic Department
- Provide list with contact information of elected Officers to the Arab High School Athletic Department
- File any certificate required by any statute, federal or state
- Maintain active membership list

- Provide notification of all regular and/or special meetings
- Be responsible for all communications
- Provide spreadsheet with Soccer Team Player name, grade, parent name, address, and phone number to all officers and committee chairpersons for solicitation of volunteers
- Actively pursue the continual growth of membership

SECTION IV. The Treasurer shall:

- Act as liaison between AHSSB Club and Arab High School Athletic Department
- Make all deposits in a regular business bank or trust company all monies received, except as noted in Article VII, Sections III and IV.
- Keep permanent records of all income and expenditures
- Provide disbursement notification in accordance with Article VII, Section IV to the Arab High School Athletic Department of approved budgeted/non-budgeted expenditures
- Provide a monthly financial report
- Actively pursue the continual growth of the membership

SECTION V. The Fund Raiser(s) shall:

- Submit a budget for fund raising events
- Be responsible for implementing all fund raising events
- Be responsible for ensuring all fundraising information is disseminated to all team players and membership
- Actively pursue other fund raising avenues and ensure implementation of membership approved events
- Actively pursue the continual growth of the membership

SECTION VI. The Concession Manager shall:

- Submit a budget for Concession Stand activities
- Purchase and maintain concession stand equipment and supplies necessary for operation within the approved budget
- Ensure that set up of all equipment at the concession stand prior to each home soccer game is completed (prepare and update concession stand standard of operation (SOP) manual)
- Establish and supervise committees responsible for food preparation
- Ensure that concession stand and equipment have been cleaned and properly stored after each game
- Will be responsible for making Bank Deposits as noted in Article VII, Section III.
- Provide report on concession stand operations at each AHSSB meeting
- Submit all bills and/or credits for equipment and/or merchandise to the Treasurer
- Coordinate concession stand worker activities
- Actively pursue the continual growth of the membership

ARTICLE V MEMBERSHIP/DUES

SECTION I. Membership in this organization shall be open to all who desire and invest the required membership dues.

SECTION II. The dues of this organization shall be reviewed annually and set at end of year booster meeting for the coming year.

SECTION III. Any member may be terminated by a majority vote present of the AHSSB after notice and an opportunity for a hearing before the officers is given, for conduct in violation of the Arab High School and Arab City School System policies.

ARTICLE VI MEETINGS

SECTION I. Regular monthly meetings of this organization shall be held at the Arab High School Library (or other location) as announced by the Secretary of the AHSSB.

SECTION II. The Secretary shall cause to be mailed and/or emailed to every member in good standing at his/her address as it appears in the membership roll book in this organization a notice telling the time and place of such meeting.

SECTION III. If a vote is called for during regular meetings, majority vote of members present will rule.

SECTION IV. Non-scheduled meetings, as pertains to Article II, may be called by any of the following as required and notification provided by Secretary:

Soccer Coaches
AHS Soccer Sponsors
Head of the Athletic Department
AHSSB President
AHSSB Membership

SECTION V. The Officers shall meet at least one hour prior to regularly called meetings. The President may call a special meeting of the Officers at any time.

SECTION VI. Business shall be conducted in accordance with "Roberts Rules of Order" modified to be slightly less formal. A general outline is as follows:

1. Call to Order
2. Reading and approval of minutes from previous meeting
3. Reading and approval of budget
4. Committee Reports
5. Continuation of Old Business
6. New Business
7. Coaches Discussion
8. Adjourn Meeting

ARTICLE VII Handling of Funds

SECTION I. The Coaches and/or Sponsors shall submit an itemized budget in writing for the coming year to the Incoming Officers at first meeting after end of year meeting. This request is then compiled into the Booster Club Budget for submission to the membership for review/approval. The budget shall be approved by majority vote of members present.

SECTION II. The President has authority in an emergency situation to approve non-budgeted expenditures up to \$500.00. Non-budgeted items of more than \$500.00 must be approved by a majority vote of the officers and non-budgeted items of more than \$2,000.00 must be approved by a majority vote of the booster members present at a regular or special called meeting of the AHSSB.

SECTION III. All monies collected by any AHSSB member shall be turned over to the Treasurer to ensure proper accounting prior to any deposits being made. The exception to this is the Concession Stand Manager who will be authorized to make deposit(s) at end of day in absence of the Treasurer. All deposits must be made as soon as possible following the completion of an event or collection of said monies. Deposits will require two signatures on deposit slips prior to deposit.

SECTION IV. In the event the Treasurer is not present at an event, another elected officer is authorized to make deposits. Deposits will require two signatures on deposit slips prior to deposit.

ARTICLE VIII AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than a majority of membership present.

Document History

Revision 6 prepared by 2009-2010 AHSSB Officers, President - Keith Pendergrass, Vice-President - Ken Rees, Secretary - Joanne Hanson, Treasurer - Will Hanson, Concessions Manager - Tina Edwards, Fund Raisers - Melissa Black / Tina Moore
Replaces Revision 5 enacted 2005/2006 School Year