

*final  
draft*

## **SHILOH SOCCER BOOSTER CLUB BY-LAWS**

### **Article I: Name & Location**

**Section 1:** The name of the organization shall be the **Shiloh Soccer Booster Club**, located at 4210 Shiloh Road, Snellville, Georgia 30039, hereafter referred to as the Booster Club.

### **Article II: Purpose**

**Section 1:** The primary purpose of the Booster Club shall be to support the academic, athletic, and fundraising needs of the soccer teams at Shiloh High school. The boosters shall encourage and support the participation of the Shiloh Soccer players in its athletic events; to provide the means to promote instructional and training activities within the sport through public support, seminars, training camps, and any and all other appropriate means. At all times, the Booster Club will foster the values of academics over the outcomes of events in furthering the growth and development of all participants.

### **Article III: Membership & Dues**

**Section 1A:** Each membership will consist of a family which, in part, or in whole, can consist of any parent, guardian, adult relative of a soccer player, and/or any person having an active interest in the Shiloh Soccer program, is entitled to membership upon payment of the assigned membership dues.

**Section 1B:** Voting privileges shall be limited to only those members with players active in the program and in good standing. Each family will have one vote per player.

**Section 1C:** All members shall participate in designated fundraisers of the Booster Club.

**Section 2:** The Secretary shall make available to any member of the Booster Club a roster of active members and/or a schedule of planned meetings, events, and activities.

**Section 3:** Membership shall be made available without regard to race, color, creed, RELIGION, or national origin.

**Section 4:** Each membership of the Booster Club shall pay annual dues to be determined by the Executive Committee.

**Section 5:** Membership and membership fees are non-refundable.

**Section 6:** Any outstanding individual balances must be cleared prior to tryouts for the next school year.

**Section 7:** Hardships shall be determined on a case-by-case basis, to be determined by the Executive Committee.

### **Article IV: Meetings**

**Section 1:** Regular meetings of the full membership shall be convened at least, but not limited to, three meetings during the school calendar year at a date, time, and location specified by the President of the Booster Club.

**Section 2:** Special meetings may be called by the President or a majority of the membership having been given a minimum of forty-eight (48) hours notice.

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- Section 3:** The Nominating Committee shall meet in April of each year to begin process of selecting Officers and positions for the following school calendar year.
- Section 4:** The last regular meeting of the Booster Club shall be held in May and shall be known as the annual meeting for annual reports.
- Section 5:** The privilege of holding office, making motions, debating, and voting shall be limited to the voting members of the Booster Club who are in good standing.
- Section 6:** A majority of the voting members in attendance shall constitute a quorum for the transaction of business in any meeting of the Booster Club.
- Section 7:** No vote shall be counted nor any motion entertained, except those coming from voting members in good standing. Members shall be considered in good standing and have voting rights if dues are current at the time of the vote to be taken.
- Section 8:** Vote will be by a show of hands from all voting members in good standing present at the time of the vote to be taken.

## **Article V: Officers & Elections**

- Section 1:** Each Officer of the Booster Club must be a voting member in good standing.
- Section 2:** The Officers of this organization shall consist of a President, Vice President, Secretary, and a Treasurer. No more than two persons may share an office.
- SECTION 3:** Officers shall serve a term of one year unless otherwise specified, or until their successors are duly elected.
- Section 4:** With the exception of the Treasurer, Officers shall assume the official duties when elected. The Treasurer shall assume his/her duties after the books have been audited, which must be completed within two (2) months of the annual meeting.
- Section 5:** The Nominating Committee shall consist of the President, both of the Varsity head coaches, and two (2) voting members at large who shall be appointed by the President. This committee shall make nominations for Officers at a special called meeting held prior to the annual meeting.
- Section 6:** Only those persons in good standing who have signified their consent to serve if elected shall be nominated for or elected to such office.
- Section 7:** The Nominating Committee will present Officers for election at the annual meeting.
- Section 8:** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the voting membership at the next scheduled regular meeting, notice of such election having been given; or, in case of vacancy of the office of the President, the Vice President shall serve notice of the election.

## **Article VI: Robert's Rules of Order**

- Section 1:** All meetings shall be conducted using Robert's Rules of Order as a guide publication. Any situation not covered in this document, or under consideration by the Executive Officers, shall be governed by Robert's Rules of Order.

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## **Article VII: Officer's Responsibilities**

- Section 1A:** The President shall preside over all meetings of the Booster Club. The President shall sign all contracts on behalf of the Booster Club, which are approved by the Executive Committee. In case the President is unable to serve for any reason, the Vice President shall perform the duties of the President. The President also has the authority to delegate duties as necessary.
- Section 1B:** The President shall prepare a written agenda for each meeting; be co-custodian with the Secretary and the Treasurer of all valuable and legal papers of the Booster Club; chair the budget committee; be an ex-officio member of all committees; and perform all responsibilities which are incident to the office. The President shall appoint chairpersons for all standing and special committees.
- Section 2A:** The Vice President shall work closely with the President and shall be prepared to act accordingly in the absence of the President. The Vice President shall ensure that the Booster Club actions are in compliance with the Georgia High School Association rules and regulations and the Gwinnett County Board of Education requirements.
- Section 2B:** The Vice President will aid the President in his oversight of all standing committees. The Vice President is empowered to appoint individuals or committees as required to assist in the administration of their specific program responsibilities.
- Section 2C:** The Vice President is authorized, after consultation with the President and the Treasurer, to approve any budgeted expenditures not to exceed five hundred dollars (\$500).
- Section 2D:** Should the President relinquish the office for any reason, a new President shall be elected at the next scheduled regular meeting.
- Section 3:** The Secretary shall record the minutes of all meetings, including general meetings of the Booster Club and sessions of the Executive Committee. The Secretary shall issue all notices of general meetings and Executive Committee meetings. The Secretary shall maintain a listing of all active members, including names, addresses, and telephone numbers. The Secretary shall be responsible for scheduling and reserving the location of all general meetings.
- Section 4:** The Treasurer shall receive and maintain custody of all finances relating to the Shiloh Soccer Booster Club business, dues, and fundraisers; shall sign checks for the disbursement of Booster Club funds; and shall keep accurate and up to date books and records of all financial transactions, including receipts and disbursements. These records, vouchers, and receipts shall be provided to the Officers for their examination as necessary. An annual audit shall be performed after the Treasurer's Report is approved at the annual meeting. Said audit shall be performed by an outside, qualified, independent auditor. If the Treasurer should become incapacitated, checks may be signed by the President.

## **Article VIII: Executive Committee**

- Section 1:** The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer (the executive Officers)
- Section 2:** Additional duties of the Executive Committee shall be:
- A. To transact necessary business meetings.

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- B. To create or dissolve special or standing committees.
- C. To approve the plans or work of the special or standing committees.
- D. To present a report at the regular meetings of the Booster Club.
- E. To review all projects and activities proposed by committee or from the floor.
- F. To make observations and recommendations that shall promote the best interest of the Shiloh Soccer program.
- G. To select an auditor to audit the Booster Clubs account(s).
- H. To prepare submit to THE SHILOH SOCCER Booster Club for adoption a budget for the fiscal year.
- I. To approve unbudgeted expenditures, as funds are available, and individual project expenses, such as but not limited to banquets, supplements, bonuses, and travel expenses.

**Section 3:** Meetings of the Executive Committee are to be held at a time set by the President. A majority of the Executive Officers shall constitute a quorum. A meeting of the Executive Committee may be called by the President or by a majority of the members.

### **Article IX: Standing Committees**

- Section 1:** The President shall appoint the standing committee chairperson.
- Section 2:** Membership: The committee shall recruit and inform new members of all Shiloh Soccer events and activities.
- Section 3:** Fundraising: The committee will support, plan and carry out all fundraising activities of the Booster Club. All fundraising ideas must be approved by and be in accordance with rules and regulations of Shiloh High School, Gwinnett County Public Schools, and Georgia High School Association, and not conflict with the fundraising of other programs at Shiloh High School. The entire coaching staff are spontaneous members of this committee. This committee will aid the concessions, program, events, and public relations committees in their endeavors.
- Section 4:** Field maintenance: The committee shall be responsible for establishing and maintaining the best field conditions possible (practice and game fields). This includes also all field equipment necessary for the performance of the teams. Coordination shall include the recruitment of work parties as required. A healthy relationship with other clubs which share the facilities is encouraged.
- Section 5:** Concessions: The committee shall coordinate the profitable operation of the concession stand as a viable fundraising opportunity for the Booster Club. Coordination shall include the recruitment of volunteer workers as required.
- Section 6:** Program: The committee is responsible for the preparation and distribution of the programs for the soccer season. This includes, but is not limited to, coordinating player pictures (including Yearbook) and ad sales for the program. This committee will coordinate its efforts with the fundraising committee in regards to ad sales.
- Section 7:** Historical: The committee shall create, collect, and maintain a photographic and literary journal of the events and activities of the Shiloh Soccer program. The committee will work with the coaches to obtain statistics towards this endeavor.
- Section 8:** Budget: The committee will consist of the Varsity coaches and Officers. The committee shall submit a projected budget to the membership, which will be voted upon at the October meeting.

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- Section 9:** Team Parents: The committee will coordinate and communicate the dissemination of all vital team information to the parents and players. This includes, but is not limited to coordinating team dinners, bus food, scheduling, and team rosters.
- Section 10:** Events: The committee plans and coordinates all events of the Booster Club. This includes, but is not limited to, Black & Silver Night, the Shiloh Jamboree, Senior Night, and the Banquet. This committee will coordinate its efforts with the fundraising committee to fully utilize the resources of the Booster Club and its sponsors.
- Section 11:** Public Relations: The committee is to generate interest and visibility for the Shiloh Soccer program in the community and feeder organizations that supply resources and athletes to a successful Shiloh Soccer program. This includes, but is not limited to, maintaining contacts with the media and community leaders and the maintenance of the Shiloh Soccer website, [www.shilohsoccer.com](http://www.shilohsoccer.com). This committee will coordinate its efforts with the fundraising committee to establish youth nights for various community groups within the Shiloh cluster and to promote our sponsors.
- Section 12:** Spirit Wear: The committee designs, promotes, purchases, and sells spirit wear to promote and support the Shiloh Soccer Programs.
- Section 13:** Game Day: The committee is responsible for all game day preparations and cleanup of the facility before and after each home event. This includes, but is not limited to, field preparation, stadium preparation and cleanup, filming of games, and announcers.
- Section 14:** Other: such other committees or tasks as determined by the Executive Committee.

### **Article X: Financial Structure**

- Section 1:** The Booster Club's accounting process will be structured in such a manner as to provide for the accounting of common finances for the soccer program.
- Section 2:** Common finances are defined as revenues generated and expenditures for the benefit of all Shiloh Soccer programs.
- Section 3:** The Varsity coaches will submit projected budgetary items for each fiscal year.
- Section 4:** The fiscal year of the Booster Club shall begin on July 1 and end on June 30.

### **Article XI: Amendments & Policy**

- Section 1:** Booster club by-laws may be amended at any regular meeting of the Booster Club by a majority vote of the voting members in good standing present, provided that notice in writing of the proposed amendments shall have been distributed at the prior meeting and not less than fourteen (14) days have transpired since the last meeting.
- Section 2:** Any policy or procedure not defined in the by-laws shall be decided by the vote of the Executive committee.

**Affirmation:** These by-laws were approved by the membership on October 28, 2004