

BY-LAWS FOR THE HOPEWELL HIGH SCHOOL BOYS SOCCER BOOSTERS

Article I: Name

The name of this Organization shall be The Hopewell High School Boys Soccer Boosters.

Article I: Purpose

The purpose of the Hopewell High School Boys Soccer Boosters is to promote and advance the interest of Hopewell High School Soccer by providing support as needed for the major annual objectives set forth by this Organization.

Article III: Membership

Section 1: There shall be no dues collected as a requirement for membership to this Organization. Any parent or legal guardian of any player on the active varsity or reserve roster, who desires to promote and advance the interest of Hopewell High School Boys Soccer, shall become a member of this Organization; subject to its rules and regulations and entitled to its privileges. Members are active participants in meetings, committees, and fundraisers.

Section 2: Active varsity or reserve team roster players who wish to become members of the Hopewell High School Boys Soccer Boosters may do so. Membership entitles them to student representation at meetings, but no voting privileges.

Section 3: An active member, in order to be elected to office, must have attended at least four (4) of the general membership meetings from the previous school year. However, if the meetings have been poorly attended all year, and not enough candidates meet this requirement, the board may approve and membership may vote on willing officer candidates with the approval of the Hopewell High School Athletic Director.

Section 4: Ten percent (10%) of the membership shall be considered a quorum.

Article IV: Executive Board

Section 1: The Executive Board shall be composed of the Administrative and Judicial Officers of this Organization and of the Soccer Coaches, along with the chairpersons of the standing committees, who shall serve on said board in the same role for a term of 1 year and not for more than 2 years consecutively.

Section 2: The Administrative Officers of this Organization shall be the President, Vice President, Recording Secretary, and Treasurer, all whom shall be elected by secret ballot.

Article V: Filling Executive Vacancies

Section 1: A vacancy occurring in the office of the president shall be filled by the Vice President

Section 2: Whenever a vacancy occurs on the Executive Board, except for the office of President, the Executive Board shall appoint a successor from the members of the Organization qualified to hold this office.

Article VI: Duties and Qualifications of Officers

Section 1: Executive Officers

a) President: The President of the Hopewell High School Boys Soccer Boosters shall have been an active member of the Organization and shall not be a member of the Hopewell High School District Administration or the School Board. The President shall preside over the meetings of the Executive Board and all general meetings. The President shall call all Executive

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Board meetings.

In the event of a temporary absence of the Recording Secretary, the President shall appoint a member from among the active membership to serve in that capacity for the duration of the meeting. The President is a member ex-officio of all committees excluding the nominating committee.

b) Vice-President: The Vice President of this Organization shall have satisfied the same requirements as apply to the office of the President. The Vice President shall assist the President in his/her duties and shall assume the duties of the President in his/her absence, or upon a vacancy of that office.

c) Recording Secretary: The Recording Secretary of this Organization shall have met the same requirements as apply to the office of the President. The Recording Secretary shall record the minutes of all meetings of the Organization and shall maintain a permanent file of all records.

(1) All minutes will be kept for a maximum of three (3) years.

In addition, the Recording Secretary shall assume the duties of the President in the event of a temporary absence of both the President and Vice President.

The Recording Secretary shall also be responsible for taking roll at all meetings and for keeping a permanent record of its membership.

d) Treasurer: The Treasurer of this Organization shall be an active member of the said Organization for a period of one (1) year at the time of taking office. The Treasurer shall collect all money due and owing the Organization and shall disburse all authorized expenses. The Treasurer shall keep a permanent set of books of account.

(1) All financial records shall be kept for a period of seven (7) years.

(2) All money shall be deposited in the name of the Organization in a designated bank and all checks shall be signed by both the Treasurer and one other executive board member.

(3) All disbursements must be made by check upon receiving receipts for expenditures. All monies must be turned over to the Treasurer immediately and be deposited within a reasonable timeframe, but no later than seven (7) business days from receipt of the funds.

(4) There shall be no expenditures without the approval of the Executive Board. Any expenditure over \$200.00 must be approved by the membership.

(5) All disbursements shall be itemized.

(6) The Treasurer shall prepare an itemized monthly report and present it at the regular Organizational meeting. Said report shall be typed and a copy shall be given to each member present at said meeting.

(7) When the outgoing Treasurer relinquishes the possession of the financial records for the purpose of an audit, he/she may not have access to them again. The new Treasurer shall not accept the books unless they have first been audited and found to be correct.

(8) Should any member of the Executive Board, including but not limited to the Treasurer, be found to have mishandled Boosters Club funds outside the limitations of the Boosters By-Laws, then that member and their immediate family members are no longer eligible to hold an Executive Board position.

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Article VII: Elections

Section 1: Elections shall be held at the November membership meeting. The Nominating committee shall present a slate of officers to the general membership at that meeting, and at that time nominations may be presented from the floor.

Section 2: Elections shall be closed with the results announced to the membership at that meeting.

Section 3: The new officers will assume their duties January 15.

Section 4: A Nominating Committee Chairperson shall be elected at the October membership meeting.

Section 5: The Nominating Committee shall present a slate of officer candidates for the offices of President, Vice President, Recording Secretary, and Treasurer.

Article VIII: Meetings

Section 1: Each year the first meeting of the Organization shall be held in March.

Section 2: There shall be at least one (1) regular business meeting of the Organization each month from March through November. The Executive Board shall call all special meetings. The days, times and place of the regular business meetings shall be determined by the Executive Board.

Section 3: All general meetings shall be open to all members of the Hopewell High School Boys Soccer Boosters. The Executive Board may call any special meeting or Executive Board meeting.

Article IX: Committees

Section 1: There shall be such committees as are designated by the Executive Board.

Section 2: In the event that a committee needs to be added or the status changed, it can be done by the executive board. The standing committees shall be as follows:

a) Concession Stand: This committee is responsible for operating the food concession stand at home soccer games. Each player's family will be asked to assist on a rotating basis, donate concession items, and provide one hot food per season.

b) Annual Soccer Banquet: This committee organizes the Soccer Fall Banquet which honors the team and senior members.

c) Senior Recognition: This committee is responsible for recognition of the senior team members with individualized pole-mounted signs, pictures, and coordinating parent and senior recognition at the designated game of the season.

d) Fundraising: This committee is responsible for organizing fundraisers to assist the boys' soccer program. Funds will be raised by operation of concession stand, selling of advertisements, car washes, donations or any other legitimate method that the Board determines. There may be special fundraising projects to meet specific needs.

e) Spirit Wear: This committee is responsible for ordering team apparel. This DOES NOT include the team uniform, which is provided by the school.

f) Team Food: This committee is responsible for having food/snacks/drinks available for the team during away games.

Section 3: Chairpersons will be in charge of establishing their committees.

Section 4: All monies and receipts shall be turned into the Treasurer within two (2) business days after an event or activity.

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Article X: Council on the Budget

Section 1:

- a) The Executive Board shall serve as the Hopewell High School Boys Soccer Boosters council on the Budget.
- b) The Treasurer shall serve as the President of the Council on the Budget.

Section 2: The Organization shall either approve and accept the proposed budget unconditionally by membership vote at the March meeting or revise the proposal as appropriate and accept the revised proposal budget at the April meeting.

Section 3: In the event that the approved budget should fall short of reasonable financing expectations toward a practical number of projects during the term of any committee, such committee shall have leave to apply to the general contingency fund for additional monies.

Article XI: Financial Responsibility

Section 1: Parents/Guardians are responsible for all individual player financial obligations not paid for by the school district. If a financial need is experienced, parents may petition the Hopewell High School Boys Soccer Boosters annually for assistance. The following criteria must be met: fundraisers must be attempted, and the student must meet the eligibility requirements for free or reduced lunches. Soccer related duties will be assigned in exchange for payment received.

Section 2: If a player joins the boys soccer team after the majority of the fundraising efforts for the season has passed, the Hopewell High School Boys Soccer Boosters is not obligated to provide the player items purchased with those funds raised. Parents/Guardians may have the option to purchase the items if they are available from the boosters.

Article XII: Parliamentary Authority

Section 1: Meetings shall be conducted in accordance with Roberts Rules of Order, current edition. The President and/or Recording Secretary shall have available a copy of the Roberts Rules of Order and the current By-Laws at all meetings.

Article XIII: Grounds for Removal

Section 1: Officers shall be subject to removal for either failure to attend at least six of the nine regularly scheduled meetings, or failure to perform duties as described in Article VI, Section 1.

Article XIV: Annual Soccer Banquet

Section 1: The annual soccer banquet will be held to honor the members of the Hopewell High School Boys Soccer team members and coaches.

Section 2: The Hopewell High School Boys Soccer Boosters shall pay the price of the entire event for each High School Boys Soccer member, each High School Boys Soccer coach, and also for the following guests, provided that there are sufficient funds:
Executive Board Members, Soccer Coaches Spouses, School Board President, Superintendent, Building Principals

Section 3: Others may be invited as paying guests.

Article XV: HBSB Annual Scholarship

Section 1: The scholarship (\$500) will be awarded to one senior at the annual May Day ceremony

Section 2: Seniors must write essays to be considered. Essay topics are as follows:

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A) *If you could go back in time, what advice would you give to your Freshman self at the beginning of the soccer season?*

B) *How will you utilize the skills you've gained on the soccer field to improve your future?*

Section 3: Essay will be numbered and judged blindly by Freshman parents/teachers/or community members

Section 4: HBSB Scholarship will be presented to the winner at the May Day presentations

Section 5: Soccer Boosters reserves the right to revoke this scholarship if the recipient ends the school year with a GPA of less than 1.6

Section 6: Scholarship will be an official part of the by-laws if voted in during this meeting. It was properly advertised as a bylaw change for one month

Section 7: Annual due-date for the scholarship essays is December 15th

Article XV: I Dissolution

Section 1: In the event of dissolution, all assets of this Organization shall be donated to the Girls High School Soccer Boosters, or, in the event that that Organization no longer exists, to the Hopewell High School athletics fund.

Article XVII: Amending the By-Laws

Section 1: The by-laws of the Hopewell High School Boys Soccer Boosters shall be amended upon a one fourth (1/4) vote of the quorum of this Organization. The proposed by-laws or amendments shall be presented to the membership one (1) month prior to that vote, and shall be advertised before presentation.

Article XVIII: Effective Date

Section 1: These by-laws shall become effective immediately upon ratification. All previous Constitutions and Amendments are hereby replaced. Adopted this 21st day of November, 2022.