

HOPEWELL HIGH SCHOOL BOYS SOCCER BOOSTERS

Organization By-Laws

Revised January 6, 2025 (proposed)

Article I: Name

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

Article II: Purpose

The purpose of the Hopewell High School Boys Soccer Boosters is to promote athletic participation, sportsmanship, and physical fitness for students at Hopewell High School by supporting, organizing, and facilitating support activities defined in annual objectives set forth by the Organization.

Article III: Membership

Section 1: Eligibility

- a. Any parent or legal guardian of any player on the active varsity or reserve roster who desires to support the Purpose of this Organization shall become a member of this Organization, subject to its rules and regulations and entitled to its privileges.
- b. Any parent or legal guardian of any player who is in 8th grade in March of a calendar year and who has declared their intent to participate in the team during their freshman year shall become a member of this Organization, subject to its rules and regulations and entitled to its privileges.
- c. Members are active participants in meetings, committees, and fundraisers.
- d. Any player on the active varsity or reserve roster who meets the academic and conduct requirements of the school and district and 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 it does not entitle them to any voting privileges.

Section 2: Membership Dues and Fees

- a. There shall be no dues collected as a requirement for membership of this organization.
- b. Fundraising opportunities shall be presented throughout the season for players to generate funds to pay for team-related expenses as identified in the budget.

Section 3: Rights and Privileges

- a. Members of the organization have the right to:
 1. Participate in general membership meetings and events and committees of the organization.

2. Vote in elections for officers
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Article IV: Executive Board and Governance

Section 1: Officers

The Executive Board shall be composed of the Executive Officers of this Organization and of the soccer team coaches along with the chairpersons of the standing committees.

The Executive Officers of this Organization shall be the:

a. President

1. The President of this Organization shall preside over the meetings of the Executive Board and all general meetings.
2. The President shall call all Executive Board meetings.
3. The President is a member ex-officio of all committees excluding the Nominating Committee.

b. Vice President

1. The Vice President of this Organization shall have satisfied the same requirements as apply to the office of the President.
2. 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

1. The Recording Secretary of this Organization shall have satisfied the same requirements as apply to the office of the President.
2. The Recording Secretary shall record the minutes of all meetings and correspondence of the Organization and shall maintain a permanent file of all records.
3. The Recording Secretary shall be responsible for taking roll at all meetings and for keeping a permanent record of its membership.
4. In addition, the Recording Secretary shall temporarily assume the duties of the President in the event of a temporary absence of both the President and Vice President.

d. Treasurer

1. The Treasurer of this Organization shall have satisfied the same requirements as apply to the office of the President.
2. The Treasurer shall collect all monies due and owing to the Organization and shall disburse all authorized expenses.
3. The Treasurer shall keep a permanent set of books on account.

Section 2: Election of Officers

Officers shall be elected annually by the members of the Organization.

a. Nominations

1. A Nominating Committee Chairperson shall be nominated and subsequently elected by a show of hands vote at the October membership meeting.
 2. Members may nominate themselves or other eligible members for one or more of the Offices by communicating their intention to the Chairperson prior to the November membership meeting.
 3. The Chairperson will inform the nominated member of their nomination prior to the election.
- b. **Eligibility**
1. In order to be elected to Office, a member shall have been an active member of the Organization for a period of one (1) year at the time of taking office, attending at least four (4) of the general membership meetings since the prior election, and shall not be a member of the Hopewell High School Administration, Hopewell School District Administration, or School Board.
 2. Should an insufficient number of eligible candidates be available due to poor meeting attendance, the Board may approve, and membership may vote on willing candidates with the approval of the Hopewell High School Athletic Director.
- c. **Election**
1. The election shall be held at the November membership meeting.
 2. The Nominating Committee Chairperson shall present a slate of nominated candidates for the offices of President, Vice President, Recording Secretary, and Treasurer to the general membership at that meeting.
 3. At that time, additional nominations may be presented from the floor.
 4. Nominees may accept or decline their nomination.
 5. Voting shall be conducted by secret ballot and tallied by the Chairperson at the meeting.
 6. The President's votes shall not be included in the tally but shall remain secret and be used in the case of a tie.
 7. The election shall then be closed, with the results announced to the membership at that meeting.

Section 3: Terms and Term Limits

- a. The elected officers from the November membership meeting will assume their duties on January 15 of the following year.
- b. Elected officers shall serve on the board in the same role for a term of one (1) year and not for more than two (2) years consecutively.

Section 4: Vacancies

- a. The Vice President shall assume the duties of the President upon a vacancy of that office.
- b. If a vacancy occurs in any officer position during the year, except for the office of President, the Executive Board will appoint a replacement from the eligible members of the Organization qualified to hold the office to serve for the remainder of the term.

Section 5: Grounds for Removal

- a. Officers shall be subject to removal either for failure to attend at least six (6) of the nine (9) regularly scheduled meetings in a calendar year, or for failure to perform duties as described in Article IV, Section 1.
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Article V: Meetings

Section 1: General Membership Meetings

- a. Regular meetings of the organization shall be held monthly, beginning in March and continuing through November, with the date, time, and location determined by the Executive Board. Additional meetings may be called as necessary.
- b. All general meetings shall be open to all members of the Organization.

Section 2: Special and Board Meetings

- a. Special meetings may be called by the Executive Board. Eligible attendees will be determined by the Board at the time the meetings are announced.
- b. Board meetings may be called by the Executive Board at any time.

Section 3: Parliamentary Authority

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

Section 4: Quorum

- a. A quorum for conducting business at any meeting shall consist of at least ten percent (10%) of the active eligible members, including at least two Officers.
- b. Officers who are present are included in the tally to determine eligibility for a quorum.

Section 5: Records

- a. As noted in Article IV, Section 1.c, the Recording Secretary shall record the minutes of all meetings and correspondence of the Organization and shall maintain a permanent file of all records.
- b. In the event of a temporary absence of the Recording Secretary, the President shall appoint a member from among the active membership present for the meeting to serve in that capacity for the duration of that meeting.
- c. All minutes will be kept for a maximum of three (3) years.
- d. Requests to review minutes on record may be made by any member of this Organization.

Section 6: Voting

- a. Each member shall have one vote, and a majority of votes shall be required to pass any motions or proposals.
 - b. Voting may be conducted by show of hands, voice, or secret ballot, as determined by the presiding Officer.
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Article VI: Committees

Section 1: Committee Roles and Responsibilities

- a. There shall be such committees as are designated by the Executive Board.
- b. The Executive Board shall make any additions, modifications, or removals of any committees.
- c. Chairpersons shall be in charge of establishing their committees.
- d. All monies and receipts shall be turned in to the Treasurer within two (2) business days after an event or activity.

Section 2: Standing Committees

The following standing committees shall be established:

- a. **Concessions Committee:** This committee is responsible for operating the concession stand at home soccer games. Each player's family will be asked to assist with the operation of the concession stand on a rotating basis, donate concession items, and provide one (1) hot food item per season.
- b. **Banquet Committee:** This committee is responsible for organizing the Fall Soccer Banquet, which honors the team and coaching staff.
- c. **Senior Recognition Committee:** This committee is responsible for recognition of senior team members (those in 12th grade) with individual uniform number signage, pictures, and coordinating of parent and senior recognition at a designated game during the regular season.
- d. **Fundraising Committee:** This committee is responsible for organizing fundraisers to assist and support the boys' soccer team and program. Funds will be raised by the operation of the concession stand, selling advertisements, car washes, donations, or any other legitimate and appropriate method that the Board determines. There may be special fundraising projects to meet specific needs.
- e. **Spirit Wear Committee:** This committee is responsible for ordering team apparel used to support the team and program. This does not include the team uniform which is provided by the school.
- f. **Team Food Committee:** This committee is responsible for having food, snacks, and/or drinks available for the team during away games.

Section 3: Ad-Hoc Committees

Ad-hoc committees may be established by the President or Executive Board as needed for specific tasks or events.

Article VII: Financial Management

Section 1: Fiscal Year

- a. The fiscal year for the organization shall run from January 1 to December 31.

Section 2: Budget

- a. The Treasurer shall lead the preparation of a proposed annual budget in collaboration with the Executive Board.
- b. The Treasurer shall present the proposed annual budget to the membership of the Organization at the first meeting of the year in March, as defined in Article V, Section 1.a.
- c. The budget will include anticipated income, expenses, and funding needs for the year.
- d. The membership shall vote by show of hands and/or voice to accept the proposed budget or revise the budget as deemed necessary and appropriate.
- e. The revised budget shall be presented at the subsequent membership meeting in April. The membership shall vote by show of hands and/or voice to accept the revised budget.
- f. In the event that the approved budget should fall short of reasonable financing expectations toward a practical number of projects or activities during the term of any committee, such committee shall have leave to apply to the general contingency fund for additional monies.

Section 3: Fundraising

- a. The Organization may raise funds through various methods, including but not limited to donations, sponsorships, and fundraising events and activities.
- b. All funds raised will be used to support the Hopewell High School Boys Soccer program as identified by the team and subsequently in the proposed annual budget.

Section 4: Operations

- a. All monies must be turned over to the Treasurer immediately following an event or activity.
- b. All monies shall be deposited in the name of the Organization in a designated bank account within a reasonable timeframe that shall not exceed seven (7) business days from receipt of the funds.
- c. All disbursements must be made by check upon receiving receipts for expenditures.
- d. All disbursements shall be itemized.
- e. All checks shall be signed by both the Treasurer and one other Officer.
- f. There shall be no expenditure incurred without the approval of the Executive Board.
- g. Any expenditure in excess of \$200 must be approved by a majority vote of the membership.
- h. The Treasurer shall prepare an itemized monthly report and present it at the general membership meeting. The report shall be typed, and a copy shall be made available to

each member either electronically in advance of the meeting or on paper during the meeting.

Section 5: Auditing

- a. All financial records shall be kept for a period of seven (7) years.
- b. An audit of the organization's financial records shall be conducted annually by a person not involved in the day-to-day financial management of the organization.
- c. The results of the audit will be presented to the membership.
- d. When an outgoing Treasurer relinquishes the possession of the financial records of the Organization for the purpose of an audit, he/she may not have access to them again.
- e. The new Treasurer shall not accept the books unless they have first been audited and found to be correct.

Section 6: Fiduciary Responsibilities

- a. Should any member of the Executive Board, including but not limited to the Treasurer, be found to have mishandled Organization funds outside of the limitations set forth in the Organization By-Laws, that member may be immediately removed from Office, and they and their immediate family members are no longer eligible to hold an Executive Board Office.
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Article VIII: Financial Responsibility

Section 1: Parent-Guardian Responsibility

- a. Parents and/or legal guardians are responsible for all individual player's financial obligations not paid for by the school district.
 - b. If a financial need is experienced, parents may petition the Organization annually for assistance. To qualify for assistance, the following criteria must be met:
 1. Reasonable attempts to participate in available fundraisers must be made.
 2. The student must meet the eligibility requirements for free or reduced lunches.
 - c. If financial assistance is offered, soccer-related duties may be assigned in exchange for payment received.
 - d. If a player joins the boys' soccer team after the majority of the fundraising efforts for the season have passed, the Organization is not obligated to provide the player with items purchased with those funds raised. Parents and/or legal guardians may have the option to purchase the items if they are available from the boosters.
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Article IX: Special Events and Activities

Section 1: Annual Soccer Banquet

- a. The annual soccer banquet will be held to honor the players and coaching staff of the Hopewell High School Boys Soccer team.

- b. The Organization shall provide for the costs of the banquet in full for the following persons, provided that there are sufficient funds available: players, coaches, and coaches' spouses of the Hopewell High School Boys Soccer team, team trainer(s), Executive Board members, School Board President, Athletic Director, Superintendent, and Building Principals.
- c. Additional people may be invited as paying guests.

Section 2: HBSB Annual Scholarship

- a. The Scholarship in the amount of \$500 will be awarded to one senior player from the Hopewell High School Boys Soccer team at the annual May Day ceremony.
 - b. To be eligible, the senior player must write an essay on one of the following topics:
 - 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?
 - c. The due date for Scholarship essay submissions shall be December 15.
 - d. Each essay will be numbered and judged blindly by freshman parents, teachers, and/or community members.
 - e. The Organization reserves the right to revoke this scholarship if the recipient ends the school year with a GPA of less than 1.6.
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Article X: Amendments

Section 1: Proposal

- a. Any member may propose an amendment to these by-laws by submitting the proposal in writing to the Secretary at least fourteen (14) days prior to the next scheduled meeting of the Organization.
- b. The proposed by-law amendments shall be advertised for review by all members before the presentation.

Section 2: Adoption

- a. Amendments to these by-laws must be approved by a two-thirds majority of the voting members present at the meeting in which the amendments are presented.
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Article X: Dissolution

In the event that the Hopewell High School Boys Soccer Boosters is dissolved, any remaining assets or funds shall be donated to the Hopewell High School Girls Soccer Boosters, or, in the event that that Organization no longer exists, to the Hopewell High School athletics fund.

Certification

These bylaws were adopted by the membership of the Hopewell High School Boys Soccer Boosters on [Date]. All previous Constitutions and Amendments are hereby replaced.

Signature of President: _____

Signature of Secretary: _____

Date: _____