

EAST PAULDING HIGH SCHOOL BOYS SOCCER BOOSTER BYLAWS

Rev 1 – 10/3/2023

Constitution of the East Paulding High School Boys Soccer Booster Club

Article I: Name and Location

Section 1. East Paulding High School Boys Soccer Booster Club Inc

Section 2. The meeting place for the booster club will be an appropriate location on the school campus: 3320 East Paulding Drive Dallas, Ga. 30157 or other announced location.

Section 3. The organization may at its pleasure by a vote of the membership body change its name.

Article II: Purpose

Section 1. To promote interest, participation, continued growth and development of the East Paulding High Schools Boys Soccer team.

Section 2. Increase school spirit and sportsmanship among students, faculty, staff, administration, parents, and the community at large.

Section 3. To raise money through various activities to support the purpose of the club.

Section 4. The booster club is a not-for-profit organization. All monies collected via dues or other activities will be used to benefit the boys' soccer program.

Article III: Membership

Section 1. Membership fee is determined by the Executive Board (refer to Article IV) and shall accompany each application for membership and become property of the club. Each paid membership entitles the member to voting privileges for the calendar as set by the Executive Board. Membership dues shall be paid yearly.

Section 2. Executive Board reserves the right to revoke membership.

Section 3. Membership in Booster Club has no effect on playing time of student athletes.

Section 4. Members Right to Privacy: Any personal information gathered or requested by the Booster Club is for sole use of the Booster Club and will not be made available to any other organization.

Section 5. The fiscal year for the organization shall be Aug 1 to July 31 – in line with the Paulding County School Year.

Article IV: Executive Board

Section 1. The Executive Board shall consist of a President, Vice President, Secretary, Treasurer and Members at Large. The term of office for all Executive Board positions will be elected on an annual basis.

Section 2. The board shall be responsible to act on behalf of the Booster Club in the management of the business affairs of the organization.

Section 3. The Executive Board will request nominations from the Booster Club for each of the officer positions and ask members for any volunteers interested in running for an executive position.

Section 4. In the event of more than one candidate receiving nomination for any position, an online ballot will be conducted.

Section 5. In order to ensure a smooth transition to the new Executive Board, outgoing officers will meet with incoming officers to turn over bank accounts, and financial records, as well as other files and information within 30 days of the election of Executive Board Officers.

Section 6. Member Meetings of this organization shall be held on the 1st Thursday of each month except if such day be a legal holiday, then and in that event, by vote of the members of the organization, a future day shall be determined

Section 7. The Executive Board shall set the time and date of the Booster Club's meetings and give member's a (7) day notice via email or phone. Special meetings may be called for by the President with the same notice.

Section 8. The Executive Board shall have the duty and power to prepare and propose a budget of income and expenses, based on input from the Advisory Board.

Section 9. Executive Board meetings are closed to the general membership of the club.

Section 10. A board member may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any board member. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

Any director may resign effective upon giving written notice to the chairperson of the Board, the President or the Secretary. Unless otherwise prohibited by the Articles of

Incorporation, these Bylaws, or provisions of law, vacancies on the board may be filled by members of the organization.

A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the members of the organization. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment of the President until such time as the members vote to fill the vacancy.

Article V: Officers

Section 1. The President shall preside at all meetings, functions, and activities of the organization. The President shall provide leadership, organization, and direction to the Booster Club. The president shall be the liaison with the Administration and Athletic Director for all official Booster Club matters. The President shall also serve as the official spokesperson for the club. The President shall direct goals and budget performance. In the case of a tie at any meeting, the President shall cast the deciding vote. The President shall have an official signature card/check card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

Section 2. The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws. The Vice President shall also oversee compliance with these By-Laws.

Section 3. The Secretary shall handle all internal and external correspondence and communication for the organization, including email notices of meetings and other Booster Club announcements to the membership. Any communication from the Executive Board to the members of the Booster Club shall receive prior approval from the Advisory Board. The secretary shall keep the minutes of the meetings and be the custodian of Booster Club records. He/she shall also keep a database of all members, including current home address, email address and phone numbers.

Section 4. The Treasurer shall have charge of and be responsible for all funds and securities of the Booster Club. He/she shall maintain all bank accounts in the name of the organization keep full and accurate records of all receipts and initiate payments of bills and reimbursements authorized by the Executive Board and/or Booster Club membership. The Treasurer shall ensure that money handling guidelines be followed. Treasurer to ensure that a Quarterly, or as requested by Executive Board or Advisory Board, Audit of records take place. The Treasurer shall report profit and loss on fundraising; pay bills, set-up and maintain banking functions. He/she will prepare a financial report to be given at each meeting and make a copy available upon request. He/she will prepare a year-end financial statement and oversee preparation of the required tax related documents.

Section 5. Member At Large will be a part of the executive board and will fill in as needed.

Section 6. The Executive Board positions shall be held by volunteers who have been a part of the program for a minimum of 1 years.

Article VI: Committees

Section 1. Executive Board and Advisory Board reserve the right to set up any committee as deemed necessary by the Booster Club. Examples but not limited to: Concession, Field Maintenance, Membership, and Team Spirit Apparel.

Article VII: Order of Business for Meeting

1. Call to order
2. Review of preceding meeting's minutes
3. Treasurer's Report
4. Committee Reports
5. Advisory Board Member Comments
6. Unfinished Business
7. New Business
8. Adjournment

Article VIII: Meetings and Voting

Section 1. Topics for the Booster meetings must be given to the Booster Secretary 5 business days prior to meetings via Topic Request Form. Topics will be added to meeting agenda at the discretion of both the Executive and Advisory Boards.

Section 2. Booster Club meetings are open to the public.

Section 3. Booster Club meetings are to be held twice a year, beginning of season and at the end of season. Additional meetings can be held at the discretion of the Executive and Advisory Boards.

Section 4. Voting shall be conducted by a show of hands, voice vote, electronic ballot or paper ballot. A simple majority of paid members present will pass a motion. In the case of a tie, topic will be tabled until a special meeting is called by the Executive Board to further review the topic and vote with the consideration of Advisory Board and in the best interest of the program.

Article IX: Finances

Section 1. This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code.

Section 2. Funds raised by the club that have a specific advertised purpose, shall be deposited (and tracked separately) in the Booster Club's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Booster Club and school.

Section 3. All monies given to Booster Club must be recorded in the Booster Club receipt book.

Section 4. Approval is needed for any withdrawal or purchase from the Booster Club account over \$150 to be approved by the Executive Board. Verbal approval must be obtained and followed up by a signed check/purchase order by President for said withdrawals or purchases that exceed \$150.

Section 5. If purchase, and or bill presented is not previously enclosed in clubs budget an email or written approval from president must be completed.

Article X: Amendment of these By-Laws

Section 1. These By-Laws may be altered, amended or replaced by making proposed changes known at a Booster Club meeting. A vote will be held at the next meeting regarding proposed changes to the By-Laws. A simple majority must be present for voting purposes. The By-Laws will be reviewed each year.

Article XI: Dissolution of Club

Section 1. Dissolution of the Club entity. Should the EPHS Boys Soccer Booster Club cease to operate as a legal entity, all of the Booster Club's assets and cash in total will be distributed to East Paulding High School Boys Soccer Program Account maintained by the High School to use at their discretion after all invoices are paid.

Article XII: Compensation

Section 1. The Board of Directors shall hire and fix the compensation of any and all employees or contractors which they in their discretion may determine to be necessary for the conduct of the business of the organization.

Section 2. No Board of Director member, or officer of this organization shall receive compensation for any duties performed for the organization as listed in these Bylaws.

Article XIII: Terms

Section 1. If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this corporation, the provisions of the Articles of Incorporation shall

govern. Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of this corporation filed with an office of this state and used to establish the legal existence of this corporation.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

Current Officers:

President: Bobby Zertuche – term ends: June 30th 2024

Vice President: Jeremy Staelens – term ends: June 30th 2024

Secretary: Candi Faria – term ends: June 30th 2024

Treasurer: Maria Staelens - term ends: June 30th 2024

Member At Large: TBD - term ends June 30th 2024