

Coffee County Central High School

Men's Soccer Booster Club By-Laws

Approved October 16, 2008

Official Club Name: Men's Soccer Booster Club

Club Purpose: To serve as a non-profit organization supporting the Coffee County Central High School Men's soccer program. This Club shall adhere to a nonintervention policy regarding school administration and coaching policies and/or decisions and shall comply with and Tennessee Secondary School Athletic Associations (TSSAA) regulations concerning booster clubs. The efforts of this Club will generally include fundraising activities and providing support to the team as requested and coordinated with the coaches. The Club raises funds to supplement the resources available to the soccer program through the school.

Club Membership: Any person may belong to this Club who is at least 18 years old and who is not a registered high school student.

Club Officers: The Club officers are President, Vice-President, Secretary, and Treasurer. These officers will be selected annually from the ranks of eligible Club members and they will be elected by a majority vote of members assembled at the end-of-season team Banquet. The terms of office will run from July 1 to June 30. Duties of the officers are described in Attachment 1 to these By-Laws.

An Executive Committee is appointed to meet as may be needed to address Club business and/or provide recommendations for consideration by the Club. Committee membership consists of the current officers and the varsity head coach.

Club Finances: The Executive Committee will submit an annual budget at the October meeting each year to aid the Club in planning fundraising efforts. Once the budget is approved, the Club is authorized to execute the budget under the following constraints:

- 1) If the expense results in a Club's account balance less than \$1,000, the transaction must be approved by the Club.
- 2) Expenses of budget line items that exceed 120% of approved budget must be reapproved by the Club.
- 3) Expenses for fundraising or reimbursable items (in-school sales items, concession stand products, etc) do not require approval by the Club.
- 4) Non budgeted expenses greater than \$300 must be approved by the Club.
- 5) Non budgeted expenses less than \$300 must be approved by two members of the Executive Committee.

The Treasurer will disburse funds upon the presentation of a purchase order or receipt. The President shall execute an audit each year prior to the installation of the new officers and a financial report will be filed with the school by June 30 each year.

Club Meetings: Club meetings may be called by the President, Vice-President, or Coaches. Eight members of the Club will signify a quorum with a majority vote of those present required for adoption of motions. Robert's Rules of Order shall apply at all times.

Club Committees: The President or Vice-President shall appoint the chairman and members of Committees as needed to execute the approved business of the Club.

Amendments: These By-Laws may be amended by a two-thirds majority vote of a quorum in attendance at any published meeting.

Attachment 1

Men's Soccer Booster Club Officer Job Descriptions

President: The President shall preside over all meetings and direct the affairs of the Club. He/She will select the meeting time and location, prepare agendas, and serve as presiding officer for all votes. The President shall perform similar functions for the Executive Committee meetings. He/She will be the primary interface with the Coaches and represent the Club during any invited interchanges with the school administration.

Vice-President: The Vice-President shall oversee fundraising activities and act as an ex officio member of all committees appointed for planning and execution of Club business. The Vice-President is not responsible for conducting fundraisers, only in coordinating activities of the various committees appointed to accomplish the fundraisers. The Vice-President shall represent the President in his or her absence and shall succeed the President in the event of his or her resignation.

Secretary: The Secretary shall maintain a record of the names, addresses, telephone numbers and email address of all Club members for use by the Officers as needed. The Secretary will maintain all official correspondence of the Club and prepare minutes of each Club and Executive Committee meeting for review and approval by the Club at the next scheduled meeting.

Treasurer: The Treasurer is responsible for all financial transactions of the Club. The Treasurer will maintain accurate records of transactions and associated receipts and prepare periodic reports of the financial status for presentation at Club and Executive Committee meetings. The Treasurer will prepare and submit a financial report to the school by June 30 each year. The treasurer will prepare for and support an annual audit of Club financial records and authorized transfer of bank accounts to his/her successor.