

# **SOUHEGAN HIGH SCHOOL FOOTBALL BOOSTER CLUB**

## **BY-LAWS**

### **Article 1: NAME**

The name for this organization shall be the Souhegan High School Football Booster Club (hereafter referred to as the Booster Club).

### **Article 2: PURPOSE**

The purpose of the Booster Club, organized as a non-profit charitable organization, is to provide positive and active moral support and assistance for the benefit of the football program of Souhegan High School, and by providing sound financial assistance through fund raising activities and by the acceptance of donations; and to do all things incidental or desirable in connection with the foregoing.

### **Article 3: MEMBERSHIP**

The membership of this club shall include all parents of SHS football players. Any other person interested in the progress and development of the Souhegan High School football program who wishes to be a member needs to be approved by the Booster Club Executive Board. The Booster Club shall be governed by elected officers.

### **Article 4: OFFICERS AND ELECTIONS**

**Section 1:** Officers shall include a president, one or more vice-presidents, a secretary, a treasurer, and such others as the Booster Club shall find necessary and as shall be elected by the membership. These officers along with the head football coach shall be known as the Executive Board (hereafter referred to as the Board).

**Section 2:** The Board may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper. A quorum, as defined in Article 9, of the duly elected officers and members shall act on issues presented by or to the officers by a majority vote.

**Section 3:** Executive Board meetings shall be held as needed.

**Section 4:** A majority vote by a majority of the Board along with those members present will elect the officers. Members must be present at the meeting to vote.

**Sections 5:** All officers shall serve for one (1) year, beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

**Section 6:** In the event the office of president shall become vacant, the first vice-president shall serve the remainder of the term as acting president. In the event of a vacancy of the treasurer, the president or his/her appointee shall assume the duties of the treasurer until the Board approves a new appointment.

## **Article 5: MEETINGS**

**Section 1:** General meetings of the Booster Club will be held once a month. The meeting schedule for the year will be established at the July meeting. Notice of the time, date and place of the regular meetings shall be posted on the Souhegan Sabers High School Football website ([www.souheganfootball.org](http://www.souheganfootball.org)). Meetings shall be open to all interested persons.

**Section 2:** Special meetings of the Booster Club may be called at the discretion of the President.

**Section 3:** The officers may conduct business between meeting dates in order to keep the organization in good standing.

**Section 4:** The budget will be presented to the general membership at the June meeting.

**Section 5:** The November meeting will be designated as the election meeting.

**Section 6:** All members present at meetings have voting privileges. Passage of a motion requires a majority vote.

## **Article 6: DUTIES OF OFFICERS**

**Section 1:** The president shall preside at all meetings of the club, appoint all committee chairmen with the concurrence of the Board, appoint and/or dissolve all other committees as required, serve as ex-officio member of all committees, serve as co-signer on bank account, serve as primary spokesperson for the Club, except as otherwise specified, and oversee goals and budget performance.

**Section 2:** The 1<sup>st</sup> vice-president shall perform all the duties of the president in his/her absence and other duties as may be assigned by the president. The 1<sup>st</sup> vice-president shall be responsible for the coordination of all fundraising activities.

**Section 3:** The 2<sup>nd</sup> vice-president shall be responsible for the coordination of all social activities of the Club, securing required chairpersons, and finding a grade level coordinator for each grade.

**Section 4:** The treasurer shall take care of all funds and assets and pay out all monies, keep books and accounts of receipts, keep records of expenditures of funds, provide financial statements at each meeting, deposit all money received in an account in the name of the Booster Club, obtain board approval for all unbudgeted expenditures in excess of \$100, establish an annual budget to be approved by the board, arrange for an informal audit of the books at the end of the fiscal year by a person other than the treasurer.

**Section 5:** The secretary shall keep a record of all the proceedings of the general membership meetings of the Club, keep a record of the decisions of the Executive Board, conduct the official correspondence of the Club and maintain a file for all such correspondence, work with the web site administrator to keep the Club's website maintained and updated, maintain and update as required the player and parent email distribution lists, keep membership informed of football activities via email messages as required.

**Article 7: FUNDS**

**Section 1:** The Booster Club will raise funds through various fund raising activities.

**Section 2:** All unbudgeted requests for money must be presented to the Board for approval.

**Section 3:** The Board shall present the proposed fiscal year budget at the general membership meeting in June for approval by Membership. Any expenditure/commitments required to be made prior to the June general membership meeting will be through majority vote by the Board. Any unbudgeted expense requests following the June general membership meeting in excess of \$1,000 must be approved by the Membership.

**Section 4:** When preparing the budget or determining how to disperse funds, the following spending priorities, in the order presented, shall be taken onto account:

1. Any needs of the football team that are not included in the school or town budgets; (i.e. officials and busses for preseason scrimmages, coaches’ clinics, etc.)
2. **Player Safety** - focus mainly on equipment, medical supplies
3. **Player Development** – practice equipment, game films, weight room equipment, or other needs as identified by the Head Coach
4. **Infrastructure Support** – Capital funds to support major expenditures such as fitness center, turf field, stadium upgrades, etc.
5. **Coaches’ Extras** – i.e. golf fees, shirts, jackets, etc.

Note: “Coaches”, as referred to above, shall be defined as only those coaches who are employed by the school district to coach football.

**Article 8: FISCAL YEAR**

The fiscal year for the Booster Club shall begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup>.

**Article 9: QUORUM**

A representation of the general membership and majority of the Board shall constitute a quorum for the transaction of business.

**Article 10: DISSOLUTION**

Upon dissolution of the Booster Club, all funds on hand after payment of all legal obligations, shall be distributed to the Souhegan High School Football Activities Fund.

**Article 11: UNCOVERED SITUATIONS**

All situations not covered by the by-laws shall be dealt with by the Board.

**Article 12: AMENDMENTS**

The by-laws shall be reviewed annually by the Board. Any changes must be ratified by the Membership.

(As revised by Board and approved by Membership October 2006)

