

BY LAWS

Date approved:

ARTICLE I: NAME

The name of this association is the Austintown Fitch Girls Soccer Boosters

ARTICLE II: PURPOSES

Section 1. The objective of the Association is:

- a. To support and promote the game of soccer as a girls High School Sport.

ARTICLE III: BASIC POLICIES

Section 1. The following are basic policies of this association

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern with any partisan interest or for many purposes not appropriately related to promotion of the Objects of the association.
- c. The association shall not-directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for any public office; or devote more than insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. No part of the net earnings of the organization shall incur to the benefit of, or be distributive to its members, directors, officers, or other private persons except that the organization shall be authorized empowered to pay reasonable compensations for the services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof.

- e. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be disbursed to the Austintown Fitch High School Athletic Department.

ARTICLE IV: MEMBERSHIP AND FEES

- Section 1. Membership in this association shall be made available without regard to race, gender color, creed, or national origin to any individual who desires to be a member of this association.
- Section 2. The association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. (Refer to Article IV, Section 5)
- Section 3. Each family of the association shall pay a \$10 non-refundable annual membership due to the booster club. Payment maybe made as ealy as January for underclass students and new players.
- a. Associated fees for each player will be determined by the executive board annually.
- Section 4. Only members of the association with an athlete in the program shall be eligible to vote in the business meetings or to serve in any of its elective or appointed positions.
- Section 5. Any player whose family is not a paid member of the organization is invited to all functions, but will be responsible for all the fees incurred for their daughter, such as: banquet, senior night expenses, tournaments and preseason games.
- Section 6. Each member shall be expected to pay their dues and player fees by July 1st of each year in order to be eligible to play, receive a uniform, vote or hold office.
- Section 7. Memberships will run from July 1st to June 30th of each year.

Section 8. Member in good standing is defined as any member with all dues and fees paid in full during the current year.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1. Each officer of this booster club shall be a member of the association.

Section 2. Officers of this association shall consist of a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Section 3. Officers shall assume their official duties following the election of new officers and shall serve for a term of one year or until the elections of their successors.

Section 4. Nominating Committee

- a. There shall be a nomination committee composed of 5 members.
- b. The nominating committee, in October, shall nominate at least one eligible person for each office. These names will be presented at the November meeting. The election for these positions will be held in December for posts to be assumed in January of the upcoming year.
- c. Only, those persons who have signified their consent to serve, if elected, (at the November meeting) shall be nominated for or elected to such offices.
- d. A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the election as soon as practically possible.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. The President shall preside at all the meetings of the association and of the executive board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association or by the executive board and shall coordinate the work of the officers and committees of the association in order that the objectives of the association may be promoted.

Section 2. The Vice President shall act as an aide to the President and perform duties of the President in the absence of the officer.

Section 3. The Recording Secretary shall

- a. Record the minutes of all meetings of the association and of the executive board and shall perform such other duties as may be delegated to him/her.
- b. Serve as the Historian or assign a designee to perform these duties that include but are not limited to: being responsible for compiling a scrapbook of the soccer season to include pictures, newspaper clippings, etc. The Historian will be also responsible for present the scrapbooks at the Falcon Fair as well as making them available at all social functions and monthly meetings.
- c. Be in charge of membership will be responsible for obtaining from the Treasurer the names of families for the collection of membership. They shall be also responsible for compiling a current list of the membership and provide a copy to the nominating committee. They shall also be responsible for having the membership cards printed.

Section 4. The Corresponding Secretary shall:

- a. Conduct all the correspondence of the association and do all the readings of communications.
- b. This person will be responsible for sending out Quarterly News Letters to members and other interested parties.
- c. In the event of an unfortunate accident or illness of a team member, a card shall be sent to that person.
- d. In the event of the death of the immediate family of the team member or coach this person will be responsible for sending a \$35.00 gift to the family.
- e. This person shall be responsible for sending "Thank You" Cards as deemed necessary as well as any other correspondence.
- f. The Corresponding Secretary will keep record of all correspondence and read Thank You notes or letters received at the monthly meetings.
- g. The Corresponding Secretary or their designee will be in charge of publicity which includes being responsible for contacting the Youngstown Vindicator, Austintown Leader, and Channel 19 (Austintown Community Station) with all game scores. This person shall be responsible for promoting all monthly meetings and social events as well as other duties as designated.
- h. The Corresponding Secretary or their designee will be responsible for scheduling Team Pictures. He/she shall also be responsible for having pictures taken on Senior Night and Banquet Night, as well as any other designated events. This person shall be held responsible for notifying the photographer and coordinating these events with the photographer.

- i. The Corresponding Secretary or their designee will be responsible for the ordering and engraving of all the trophies. He/she will be responsible for contacting the coaches to obtain a list of winners. He/she shall also be responsible for the presentations of special awards and trophies. (Ex. Crisafi Award, etc.)

Section 5. The Treasurer:

- a. Shall have custody of all the funds of the association; shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the association, or the executive board.
- b. Shall present a financial statement at every meeting of the association and at other times when requested by the executive board and shall forward a quarterly report to the Board of Education.
- c. Shall be responsible for the maintenance of books of account and such records and conform to the requirements of this association.
- d. Shall have his/her accounts examined at least once a year by an auditing committee of not less than three (3) members, who, satisfied that the treasurer's report is correct, shall sign a statement of that fact at the end of the report. (An auditing committee shall be appointed by the president at least two (2) weeks before the end of the working year.)

Section 6. All officers shall:

- a. Perform the duties outlined in these by laws and those assigned to them by the President from time to time.

- b. Deliver to their successors all official material no later than thirty (30) days following the election.
- c. Shall meet at the beginning of the year to determine budgets for all committees and events. Budget year is a calendar year, January to December. These include but are not limited to: Alumni Night, Senior Night, Concessions, Camps, Coaches needs, Equipment, etc.

ARTICLE VII: MEETINGS

- Section 1. Regular meetings of the association shall be held on the 2nd Wednesday of each month, unless otherwise provided by the association or by the executive committee.
(The executive committee shall convene 30 minutes prior to regular meeting.)
- Section 2. Special meetings may be called by the executive board, 24 hour notice having been given.
- Section 3. Five (5) members shall constitute a quorum for the transaction of business in any meeting of the association.
- Section 4. A two-thirds (2/3) vote of members in good standing present is needed for the passage of any proposal made.
- Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the association whose current dues have been paid.

ARTICLE VIII: RECORDS

- Section 1. Each committee shall create notebooks for each activity and maintain all of the relevant contacts, order quantities for all of the committees and events.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

- Section 1. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be under taken without the consent of the executive board.
- Section 2. The President shall be an ex-officio member of all committees except the nominating committee.
- Section 3. The term of each chairman shall be one year or until the selection of his/her successor or voted into office for another term.

ARTICLE X: COACHING STAFF

- Section 1. Any coaching or member of the coaching staff of the Austintown Fitch High School Girls Soccer Team is not permitted to hold an executive office.
- Section 2. Before ordering, coaches are required to submit in duplicate all request to be approved by executive board, for equipment to be purchased by the Booster Club. Samples may be requested.
- Section 3. A coach or member of the coaching staff from each team should be present at all regular monthly Booster meetings.
- Section 4. All soccer coaches with a contract with the Austintown Fitch school district shall have the right to vote on soccer booster business.

ARTICLE XI: AMENDMENTS

- Section 1. The Bylaws may be amended at any regular meeting of the association by two-thirds (2/3) vote of members in good standing present, provided that notice of the proposed amendment shall have been made at the previous meeting.

Standing Rules

1. **Concessions:** The person/s in charge of the concessions will be responsible for all purchasing and preparations of all things to be cooked and served in the concession stand. They will be required to keep \$50.00 start-up at all times. All money from the concessions must be given to the Treasurer at least once a week. They shall keep and maintain a current inventory list and be sure each concession has all appropriate supplies for start-up. They shall be responsible for cleaning the concession stand after each use to include proper storage of any supplies left. These persons are also responsible for supplying coffee and tea and extra pizza to be used for Senior Night. PERSONS IN CHARGE OF THE CONCESSIONS WILL BE RESPONSIBLE FOR THE INVENTORY AND START-UP.
2. **Senior Night:** The persons in charge of senior night will plan and execute an original theme. This will include the following:
 - a. Plan all Senior Day events including the reception to be held that night after the last game.
 - b. Plan and execute any events the night before Senior Day, such as a Tail Gate Party.
 - c. Plan and execute any and all decorations to be used to decorate the homes of the Seniors and the school field and cafeteria, including Senior Flags.
 - d. Plan and execute a way to bring in the game ball.
 - e. Plan and execute the way the Seniors are to be brought on to the field.
 - f. Order corsages for the Senior mothers and coaches wives.
 - g. Obtain a short biography from each senior player.
 - h. Obtain an announcer to introduce the Seniors and their parents and read the biographies.

- i. Send invitations to the Senior Parent, Board of Education, Coaches, Wives, and each School Principal.
 - j. Inform all alumni of events. (Channel 19)
 - k. THE PARENTS OF THE SENIORS ARE NOT EXPECTED TO HELP WITH THE PLANNING OR PREPARATIONS FOR SENIOR NIGHT.
6. **Banquet:** Person/s in charge of the Banquet will be responsible for reserving the hall and plan the menu. They shall send invitations to the Board of Education, the Coaches, Principals and the Crisafi Family as well as any other designated guests. They shall plan and execute all decorations and centerpieces. They shall obtain Senior Presents and a gift for the President. Senior flags shall be hung.
 7. **Ways and Means:** These persons shall be responsible for all fund raising events to include the planning and execution of all fund raising events that have been approved by the membership.
 8. **Program:** The person/s in charge of the programs will organize all ad sales to include the collection of the money for the ads, obtain a printer for the program, and compile the program books. The person/s in charge of the programs will also be responsible for collecting team rosters to be printed in the books and give the photographer a list of all needed pictures to be printed in the program books, and finally be responsible for the distribution of the programs.
 9. **Telephone:** These persons shall be responsible for telephoning all soccer parents of upcoming meetings and special events or the cancellation thereof.

10. Each committee chairperson shall be responsible for keeping accurate records of expenditures and shall be reimbursed for any personal money used upon the presentation of appropriate receipts.

11. **Individual Savings Accounts:** Student athletes will be permitted to maintain an individual savings account from proceeds that they earn as a result of individual/group fundraising activities that are not mandatory association events (i.e. participation in 3 of 4 such as pie sale, spaghetti dinner, car washes, and tag days). These individual savings accounts may be used by the student athlete to pay for fees, equipment and/or any expense associated with participating in soccer activities of the TEAM. Individual savings accounts will be accounted for separately for each athlete with a balance provided by the Treasurer at least monthly. Upon graduation or termination of the athlete's participation with the Boosters, any remaining balance in the individual savings account may be transferred to another sibling (currently active or coming up with in a one year period) or it will be transferred into the general fund of the association.