

## **CONSTITUTION**

### ARTICLE I – NAME

The name of this co-curricular activity shall be the LINE MOUNTAIN SOCCER BOOSTER CLUB.

### ARTICLE II – PURPOSE

The purposes for which this co-curricular activity has been formed are to support the soccer program at and for the Line Mountain School District.

### ARTICLE III – AFFILIATION

This co-curricular activity shall be the organization in the Line Mountain School District affiliated with the soccer program.

### ARTICLE IV – AMENDMENTS

These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

## **BY-LAWS**

### ARTICLE I – MEMBERSHIP

1.1 Membership of this organization shall be limited to parents of Line Mountain soccer players together with any other interested resident of the Line Mountain School District who supports the purpose of the organization. Students are not eligible for membership, per school board policy 915.

1.2 Each member shall be entitled to one vote on matters submitted to a vote of the membership. Any member shall have the privilege of making motions and serving on committees.

1.3. All members must adhere to Line Mountain School District policies.

### ARTICLE II – OFFICERS

2.1 The officers of the organization shall consist of president, vice-president, secretary, and treasurer.

2.2. Nominations for officers will only be accepted from the floor or in writing at the banquet in November then nominations will be closed. The person being nominated must be present to accept

the nomination. Officers shall be elected at the December meeting of the organization, by acclamation.

2.3. Outgoing officers will end their duties and new officers shall assume their duties at the close of the January meeting.

2.4 Officers shall be elected for a two-year term by the majority vote.

2.5 Terms of office shall begin on January 1 of each calendar year.

2.6 No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

2.7 Vacancies between elections shall be filled as follows:

President – A vacancy in this office shall be filled by the vice-president, who shall conclude the unexpired term. If both president and vice-president become vacant, an interim election by the members for the office of president shall be held.

Vice-President – A vacancy in this office shall remain vacant until the next election.

Secretary – Shall be filled by the Executive Board.

Treasurer – Shall be filled by the Executive Board.

2.8 Responsibilities of the officers shall be as follows:

President – The President shall preside at all meetings of the organization and shall coordinate the work of the officers and committees, in order that the objectives-mission may be promoted. The President shall be listed as a signature on the account.

Vice-President – The vice-president shall have the full power of the president in the president's absence. The Vice President shall be listed as a signature on the account.

Secretary – The secretary shall keep a true record of the proceedings of every meeting in the minutes. The minutes shall note authorization by the membership of all financial transactions and all other pertinent business discussed at meetings. The secretary shall maintain an updated copy of the organization by-laws and make it available for review by the membership. The secretary shall maintain an updated list of the membership. All meeting minutes and by-laws will be digitally kept on the [linemountainsoccerboosters@gmail.com](mailto:linemountainsoccerboosters@gmail.com) google drive.

Treasurer - The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with

the Bylaws. He/She shall present a financial statement at every meeting and at other times when requested by the board; and shall make a full report at the end of the current school year. All checks written by the organization shall have two signatures. Monthly reports should be digitally kept on the [linemountainsoccerboosters@gmail.com](mailto:linemountainsoccerboosters@gmail.com) google drive.

### ARTICLE III – EXECUTIVE BOARD

3.1 The executive board shall be responsible for the conduct of the co-curricular activity during the interim between meetings.

3.2 Voting members at executive board meetings shall be the president, vice-president, secretary, and treasurer.

3.3 The executive board shall perform such other duties as stated in the Constitution and by-laws.

3.4 The president shall call meetings of the executive board as s/he deems necessary, or at the request of any two voting officers.

3.5 A majority of the voting members of the executive board will constitute a quorum and no business may be conducted unless a quorum is present.

3.6 The board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

### ARTICLE IV – MEETINGS OF MEMBERS

4.1 There shall be regular monthly meetings of the members of the organization, held at such time, date, and place as may be determined by the executive board.

4.2 Special meetings may be called by the president at his/her discretion and shall be called by the president upon the written request of at least ten (10) active members.

4.3 A quorum shall consist of 75% of active board members and no business may be conducted unless a quorum is present.

4.4 The president shall notify or cause to be notified all members of all meeting at least ten (10) days prior to such meetings, unless the meeting is listed on the Line Mountain school calendar or Facebook pages.

4.5 Parliamentary proceedings shall be in accordance with Robert's Rules of Order, Newly Revised.

## Article V- Audits

5.1 A review the Line Mountain Soccer Boosters books shall be conducted annually and before the takeover of the new board by an appointed committee. Income/Expenditures will be documented in treasurers and secretaries report. Public review of books is available at monthly meetings and upon request.

## Article VI Funds/Budget

6.1 Authorized signatures on Line Mountain Soccer Boosters checks shall include the Treasurer and either the President or Vice President. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be signed by the President and Vice President.

6.2 To be reimbursed by the Line Mountain Soccer Boosters a reimbursement form must be submitted. The original receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. Members will only be reimbursed for items they were directed to purchase by the board.

6.4 At the end of an event where monies have been collected, a cash control slip will be filled out by the people running the event. The members cannot be next of kin. Both members should count the money, sign, and date the slip. One copy will be kept with the deposit slip by the Treasurer.

6.5 Line Mountain Soccer Booster funds should go directly from the school to the bank for deposit whenever possible. If the bank is not open, the Treasurer is responsible for the funds.

6.6 A letter will be written to the payee of checks that are written to the Line Mountain Soccer Boosters and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to Line Mountain Soccer Boosters by the bank for the check. The check will be returned to the payee upon receipt of cash, money order, or certified check. After the Line Mountain Soccer Boosters has received one check from a person for insufficient funds, the person will be given a written warning stating that if any more checks are returned due to insufficient funds the person will be placed on a Cash Only basis for the current school year. If more than one check is returned to the Line Mountain Soccer Boosters due to insufficient funds, the payee will be placed on a Cash Only basis for an indefinite period of time to be determined by the officers.

6.7 If any officer or member is found guilty of misappropriation of funds they will immediately be dismissed from office and will be barred from serving in any position on

the Line Mountain Soccer Boosters in the future. Legal action will be pursued if so deemed.

### Article VII- Student Profit Account

7.1 Treasures responsibilities for the students profit account:

- a. Maintain a record of how many years a student’s participates in soccer.
- b. Maintain a record of deposits made to each student’s individual account for fund raising profits, donations, etc.
- c. Maintain a record of withdrawals made from each student’s individual account.
- d. Send home individual student profit account information at the beginning and end of each season to the individual players.

7.2 Withdrawals from individual student profit account can be anything soccer related.

7.3 Graduating seniors with any remaining fund in their individual profit account may be transferred to a younger sibling, otherwise the remaining funds will be absorbed into the general soccer account after graduation. No profit account money, in the form of cash, will be distributed to any student or their parents at any time.

### Article VIII- By-laws

8.1 The by-laws of the Line Mountain Soccer Boosters will be reviewed every two years. A majority vote by board members and voting members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_