

# THE D.C. EVEREST SOCCER BOOSTER CLUB ARTICLES OF ASSOCIATION AND BY-LAWS

## ARTICLE I – NAME AND PURPOSE

- 1.1 The name of this organization shall be the D.C. Everest Soccer Booster Club, hereafter referred to as the Organization. Any parent/guardian of a D.C. Everest 7<sup>th</sup>/8<sup>th</sup> Grade, Junior High and/or Senior High School soccer player, in good standing, is eligible for membership. The fiscal year of the organization is August 1 through July 31.
- 1.2 The purpose of this Organization is:
  - A. To create a better understanding of the soccer needs and soccer activities in the D.C. Everest Junior and Senior High soccer program and the Everest Youth Soccer (EYS) Recreation League.
  - B. To promote the soccer program in the school district and community.
  - C. To aid in the planning and implementation of various soccer clinics and tournaments.
  - D. To plan, organize and effect fund raising to support the soccer program.
  - E. To work with and assist the soccer coaches.
- 1.3 This Organization is Internal Revenue Code Section 501(c)(3) tax exempt and is organized exclusively for charitable and educational purposes, including, for such purposes the making of distributions to organizations that qualify as exempt organizations under sections 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. It's activities shall be conducted for the aforesaid purposes in such a manner that no part of its net earnings shall inure to the benefit of any member, officer or individual.

## ARTICLE II – LOCATION

- 2.1 The mailing location of this Wisconsin based Organization is:  
PO Box 612, Schofield, WI 54476.

## ARTICLE III – LEADERSHIP/BOARD MEMBERS

### 3.1 Officers

- A. The following officers shall be elected: President, Vice-President, Secretary, Treasurer, EYS Chairperson and Fund Raising Chairperson. EYS and Fundraising may have Co-Chairs while the remaining officer positions may not. Co-Chairs have 1 vote as an officer.
- B. Elected term of office is two years (or as circumstances require) and are open for reelection. Expiration of officer terms will be staggered so as to avoid more than 3 departures from the board in any one year. Elections will occur at the February meeting. The terms for President, Treasurer, and EYS Chairperson will expire at the same time (even #'d years) and the terms for Vice President, Secretary and Fund Raising Chairperson will expire together on the alternate year. All other positions will be reviewed annually, also at the February meeting.
- C. The duties of the officers shall be:
- 1) To serve as a liaison between the soccer coaches and the Organization in meeting the purposes stated above.
  - 2) To receive and disseminate information among the Organization, players, parents and students.
  - 3) To maintain a close relationship with school officials to assure that required guidelines for the Organization are followed.
  - 4) President:
    - a. To preside at all meetings of the Organization
    - b. To provide leadership for the Organization
    - c. To prepare a slate of nominations for officers
    - d. To meet with the soccer coaches as necessary to discuss matters regarding the program
    - e. To serve as spokesperson for the Organization (unless otherwise delegated) before school officials and others
  - 5) Vice President:
    - a. To preside at any meetings of the Organization where the President is unavailable
    - b. Serve as liaison with the school district and coaches regarding field maintenance and inventory on equipment
    - c. Serve as liaison with the Concession Stand Coordinators

- d. Serve as liaison with the Senior High Guidance Counselors regarding our 2 female/2 male annual scholarships.
- 6) Secretary:
- a. To keep the records of the Organization
  - b. To record the proceedings (minutes) of the Organization and distribute such minutes
  - c. To keep record of meeting attendance
  - d. To perform such duties as may be delegated to him/her
  - e. Shall send notice of meetings to all officers of the Organization. Notice shall include time and date which are subject to change if 5 days notice has been given.
  - f. Reserve meeting room for monthly board meetings.
- 7) Treasurer:
- a. To receive all moneys of the Organization: to keep an accurate record of receipts and expenditures; to pay all bills as sanctioned by the approved budget of Officers of this Organization.
  - b. To present a statement of account, check register and bank statement at each meeting.
  - c. To work with the soccer coach on an annual budget outline for the Organization to review and approve.
  - d. Shall deposit all funds of the Organization in the name of the D.C. Everest Soccer Boosters to the established bank account as determined by a quorum vote of officers.
  - e. To complete all fiscal-year-end reconciliation, reporting and filing of the organization's annual tax return.
  - f. He/she is responsible for signing all orders for payment of money as authorized.
- 8) Fund Raising Chairperson:
- a. To plan, organize and effect the Organization fund raising requirements for his/her period of office.
  - b. To assure full records are maintained of all fund raising events.
- 9) EYS Chairperson:
- a. To preside over the EYS Recreation League.
  - b. Serve as liaison for Everest-area youth soccer programs and the community at large.
  - c. To appoint and oversee volunteer committee members who help facilitate the management and operations of EYS.

### 3.2 Other Volunteer Board Positions :

The following volunteer positions may be awarded by officers of the Organization:

- 1) Concession Coordinators for girls and boys seasons. They will oversee concession stand.

- 2) Team Coordinator for each of the Girls & Boys teams: 7<sup>th</sup>/8<sup>th</sup> grade, Junior Varsity & Varsity Teams.
- 3) Webmaster
- 4) Tournament Transportation Coordinator
- 5) Awards Banquet Coordinator
- 6) Coordinator for Parents Night and Senior Night
- 7) Other volunteer positions as deemed necessary by the elected officers.

#### **ARTICLE IV – COMMUNICATION**

- 4.1 Organization communication may be via e-mail, in person or the US mail.
- 4.2 Records of the Organization – The Secretary of the Organization should be notified of all activity and correspondence, providing written record of activity outside of meeting minutes for entry into the records of the Organization.
- 4.3 Records of the Organization will be stored at the Organization's website as much as feasibly possible.
- 4.4 Meeting Agenda and Minutes, as well as any other communication approved by a quorum of officers, shall be made available to the public via the Organization's website.

#### **ARTICLE V – MEETINGS**

- 5.1 Regular meetings of the Organization shall be held on the second Monday of the month at 6:30 p.m.
- 5.2 Special meetings may be called by the President when deemed expedient and/or the written request of a member of the Organization whenever any one of them deems it necessary.
- 5.3 Any member of the Organization may have any item of his/her choosing pertinent to the purposes of the Organization placed on the agenda of either a regular or special meeting.

#### **ARTICLE VI – VOTING**

- 6.1 The manner of voting shall be by voice vote, hand vote, ballot or e-mail, whichever applies to the proposed item. The results of the voting shall be entered upon the minutes of such meeting. In the case of a vote via e-mail, notification of the outcome of the vote must be e-mailed to the officers within 3 days.
- 6.2 All members of the Organization shall have one vote.
- 6.3 Majority vote will decide the outcome of voted items.
- 6.4 A quorum is defined as a minimum of 3 voting officers present. A quorum is required for voting to be valid.
- 6.5 The following items require board vote by a quorum:
  - Non-budgeted expense items
  - Over-budget expense items

- Significant changes to organization activities not previously voted on
- Activities and agreements between the Organization and other clubs or organizations.

### **ARTICLE VII – CHECKS AND DEPOSITS**

- 7.1 A quorum vote of officers will select and designate the depository of moneys and funds of this Organization. All of the moneys and all of the funds of this Organization shall be deposited in and with said Bank and that such moneys and funds may be withdrawn only upon checks signed by the Treasurer of this Organization.
- 7.2 The treasurer shall submit the checking and savings account records to be audited annually by the individual(s)/accounting firm chosen by, and frequency determined by, the President. A report of the audit shall be submitted to the Organization.
- 7.3 There shall always be 2 check signers for this Organization, the Treasurer & another officer, selected by the President.

### **ARTICLE VIII – SCHOLARSHIP SPONSORSHIP**

- 8.1 The D.C. Everest Soccer Booster Club promotes participation in junior high and high school soccer programs, regardless of background and/or economic resources. Any student eligible to participate in D.C. Everest soccer programs may request financial assistance for required fees from the Organization by communicating with the board, an officer of the Organization or a coach.

### **ARTICLE IX – ORDER OF BUSINESS**

- 9.1 The order of business shall follow Robert's Rules of Order

### **ARTICLE X – DISSOLUTION**

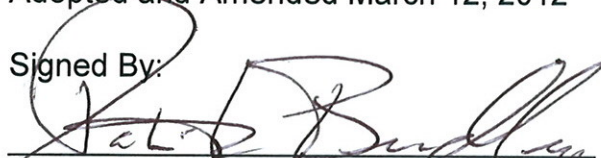
- 10.1 To effect dissolution of this Organization, these bylaws must be rescinded by a two-thirds (2/3) vote of the Membership present at a special meeting called by the Officers of the Organization.
- 10.2 Upon dissolution of this Organization, all net assets shall go to such organization or organizations exclusively for such charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), as determined by the Officers of this Organization.

**ARTICLE XI – AMENDMENTS**

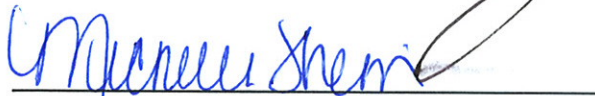
11.1 The bylaws of the Organization shall be amended only with the approval of the majority of the people present at a regular meeting. The amendment proposed at one meeting shall be voted on at the next scheduled regular meeting.

Adopted and Amended March 12, 2012

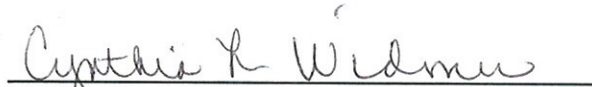
Signed By:

  
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President

  
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Treasurer

  
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Vice President

  
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Fund Raising Chairperson

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
EYS Chairperson

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