

BY-LAWS
of the
RINGGOLD MEN’S SOCCER BOOSTERS
Ringgold School District, 1 Ram Drive, Monongahela, Pennsylvania

Article I. Name and Purpose

1. The name of the organization shall be *Ringgold Men’s Soccer Boosters*, hereinafter referred to as “organization” and/or “boosters.”
2. Ringgold Men’s Soccer Boosters is organized exclusively for the purpose to support and promote the interest in the Ringgold Men’s Soccer Program, including Varsity, Junior Varsity, and Middle School teams. The Boosters will follow the school district policies and regulations.

Article II. Membership

1. Voting Membership consist of all parents or guardians with a child in the Ringgold Men’s Soccer Program, including Varsity, Junior Varsity and Middle School teams.
2. All voting members are required to participate in all mandatory booster fundraisers. In addition to this, each member is also required to work in the concession stand at at least one home game during the fall season. If you choose to forego participation in a mandatory fundraiser, a fee will be assessed accordingly. Members must be informed of the fee amount prior to each mandatory fundraiser.
3. Member(s) who do not participate in the mandatory fundraisers nor pay the fee nor fulfill their concession stand duties, will lose voting priviledges until concession stand duties are fulfilled, and the member has cooperatively participated in two fundraisers.
4. Non-Voting Membership shall include any person who is interested in the purpose of this organization without a child in the Ringgold Men’s Soccer Program. These members may attend and participate in meetings and events, but not vote.

Article III. Meetings

1. Meetings of the membership will be held the second Wednesday of each month at 7:00 at Ringgold High School. If a meeting must be cancelled or rescheduled, members will be notified as soon as possible.
2. Any officer can call a meeting of the membership upon notifying the President of the meeting purpose.
3. Meeting Notice: Notice of meetings shall be made public to all members at least 48 hours prior to the meeting. Notice may be through correspondence sent out by the secretary, correspondence or verbal notification given by the coach of the soccer program to participants with the intent that it reaches the parents/guardians of those participants, by telephone notification process, newspaper notices, or electronic mail.
4. There must be at least three board members and a quorum of eleven members present to conduct a meeting.

5. There must a written record of the attendance, agenda, and minutes for each meeting.
6. Meetings shall be conducted by parliamentary procedure according to the most recently published version of Roberts Rules of Order.
7. All motions shall be decided by a majority vote. Voting, when so requested, may be by ballot.
8. Meeting conduct should exhibit positive character, attitude, and action. Failure to abide by this will result in dismissal from the meeting.

Article IV. Officers

1. Officers of this organization will be: President, Vice-President, Secretary, and Treasurer.
2. Officers shall be nominated at the regular meeting in October. The consent of each nominee must be obtained before placing his/her name on the election ballots. Elections of officers will take place at the regular meeting in November and will be by ballot vote. Officers will consume duties at the regular meeting in December.
3. Each officer shall hold his/her elected office from December to November. No officer, regardless of office, can hold any office on the board for more than four consecutive years.
4. It is the role of the elected officers to preside over and direct the membership in all activities that have a direct or indirect bearing upon the fulfillment of the booster club's purpose as outlined under Article I, Section 2. All officers are expected to turn over all administrative paperwork and any records pertaining to the operation of the club to the newly elected officers as soon as possible but not later than November 30.
5. There is no compensation for any person or persons acting as or in the capacity of any Officer of the booster club. It is done on a strictly voluntary basis with all proceeds generated by or for the boosters directed to and for booster activities.
6. No two family members may hold an office at the same time.
7. No rostered coach, paid or volunteer, may hold an elected office.

Article V. Duties

1. President
 - a. Presides over all meetings and presents an agenda to be covered.
 - b. Form organizational committees when necessary.
 - c. Appoint committee chairperson(s) if necessary.
 - d. Secure notification that membership is notified of meetings and purposes thereof.
 - e. Be the executive head of the Ringgold Men's Soccer Boosters with the full power to endorse the By-Laws of the organization.
 - f. Consult with the coaches as to all issues and act as a booster liaison.
 - g. Provide co-signature of all checks written.

2. Vice-President
 - a. Aid the President in his/her duties.
 - b. Preside over meetings in the absence of the President.
 - c. Assist in organizing committees when necessary.
 - d. Provide co-signature of all checks in the absence of the President.
3. Secretary
 - a. Record minutes of all meetings.
 - b. Send out announcements and correspondence.
 - c. Record attendance.
 - d. Handle membership roles.
 - e. Distribute copies of minutes and agendas to each Officer.
 - f. Assure booster records are maintained.
4. Treasurer
 - a. Receive all monies accruing to the organization and deposit them in an approved depository under the name of the organization.
 - b. Provide a written financial report at each meeting.
 - c. Sign all checks in addition to the President.
 - d. The Treasurer will be bonded at the expense of the Ringgold Men's Soccer Boosters.
 - e. Prepare a year end financial report. The fiscal year of the organization is from Jan. 1 to Dec. 31.

Article VI. General Requirements for Booster Officers

All booster officers will be men and/or women who exhibit positive character, attitude and actions. They will recognize the purpose of the organization and behave as a responsible representative thereof. They will attend meetings, games, fundraising events, and other activities of the organization on a regular basis.

On occasion, it may become necessary to remove an individual from an elected office. This may be initiated upon the recommendation of the membership, the coaching staff, or the Athletic Director of the Ringgold School District under any of the following circumstances:

1. When the individual consistently fails to uphold the requirements in the first paragraph of the article;
2. When the individual consistently misses regularly scheduled meetings of their particular board or committee;
3. When the individual conducts himself/herself in any way that is detrimental to the success of the booster organization.

The reason dismissal is being requested must be addressed in person or in writing before the membership. Dismissal will be decided by a majority vote.

Article VII. Head Varsity Coach

1. Any club decision is subject to review by the Head Varsity Soccer Coach.
2. The Head Varsity Coach will be the liaison between the Boosters and the school district in all matters.
3. The Head Varsity Coach, in addition to the Athletic Director, is the only person authorized to contact the PIAA as a representative for the organization.
4. The Head Varsity Coach shall be recognized as an ex-officio member of the committees of the organization.

Article VIII. Committees

Each committee shall have a chairperson chosen by the committee or appointed by the President. All members who do not voluntarily sign-up for a committee will be assigned to one by the President.

1. Executive Committee

- a. Shall consist of the elected officers and the chairperson of the standing committees.
- b. The duties of the executive committee shall be to transact necessary business in the intervals between regular meetings.
- c. Meetings of the executive committee shall be held monthly as necessary to transact necessary business.
- d. The Executive Committee reserves the right to spend money outside of the budget, not to exceed \$250 per month, for purpose of necessary fees incurred by the organization, concession expenses, referee costs, coaching or player instruction fees, or general expenses accrued in typical day-to-day operations of the organization. If this occurs, the committee must notify members of the amount spent and the purpose of the spending at the next regular meeting.

2. Indoor Tournament Committee

- a. Shall consist of a minimum of 3 members.
- b. Coordinates indoor concession including beverages, snacks, hot and cold foods, desserts, candy, paper products, and other normal concession needs.
- c. Organize workers and oversee events.
- d. Works to garner sponsors.
- e. Organizes workers to work 50/50, ticket sales, etc.
- f. Work with the Head Varsity Coach on various tournament needs.

3. Outdoor Tournament Committee

- a. Shall consist of a minimum of 3 members.
- b. Work with the concession stand committee to provide outdoor concessions.
- c. Work with Head Varsity Coach to advertise tournament within the community teams.
- d. Work with concession stand committee to organize workers for 50/50, ticket sales, or other fundraising needs.

4. Concession Committee

- a. Shall consist of a minimum of 3 members.
- b. Shall be responsible to see that the outdoor concession stand is cleaned and prepared for the opening of the soccer season, and that the concession stand is closed appropriately at season's end.
- c. Shall be responsible to keep concession stand stocked with necessary items such as beverages, frozen items, oils, ice, hot and cold foods, paper products, etc.
- d. Shall be responsible for scheduling volunteers to work the concession, sell 50/50, sell spirit wear, and donate hot/cold food, desserts, etc as needed.
- e. Shall work with other committees to organize youth night, senior night, tournaments to ensure the success of the event.
- f. Must maintain budget and deliver profit statement with receipts for goods purchased at the end of each game.
- g. Must count profits less startup monies at conclusion of each game.

5. Fundraising Committee

- a. Shall consist of a minimum of 3 members.

- b. Shall propose fundraising options to the membership (all fundraisers have to be within acceptable boundaries of the Ringgold School District). Mandatory fundraisers will be decided by a majority vote of the membership.
 - c. Shall keep record of each fundraiser including general information, profit/loss, and record of payment of members.
 - d. Provide a written report of each fundraiser to the board in a timely fashion.
6. Youth Night Committee
- a. Shall consist of a minimum of 3 members.
 - b. Shall organize a date for Youth Night with the Athletic Department and Youth Soccer Organizations.
 - c. Organize the program for half-time.
 - d. Purchase necessary items.
 - e. Provide the board with a written report and all receipts of expenditures following the event.
7. Senior Night Committee
- a. Shall consist of a minimum of 3 members.
 - b. Shall organize a date for Senior Night.
 - c. Organize line-ups, escorts, etc for the event.
 - d. Purchase necessary needs and gifts for seniors.
 - e. Provide the board with a written report and all receipts of expenditures following the event.
8. Soccer Camp Committee
- a. Shall consist of a minimum of two members.
 - b. Shall assist the Head Coach with any needs in planning, correspondence, travel, and purchasing necessary items for players attending camp.
 - c. Shall provide the board with a list of players attending camp.
9. Banquet Committee
- a. Shall consist of a minimum of 5 members.
 - b. Shall organize a date, time and location for the banquet.
 - c. Purchase necessary items for the banquet.
 - d. Shall decide on gifts for players on the Varsity, Junior-Varsity, and Middle School teams. All gifts must be in accordance with the Pennsylvania Interscholastic Athletic Association (PIAA). Permissible awards and/or gifts include items of apparel, a blanket, watch, ring, scroll, carry-on or warm-up bag, photograph, medal, plaque, or similar award which must bear appropriate institutional insignia or comparable identification. The fair market value of items to each individual may not exceed \$200. Under no circumstances, are the individual or their parent(s)/guardian(s) permitted to receive monetary gifts or gifts of property. This includes gift cards or gift certificates in any form. (*PIAA guidelines printed from www.piaa.org 12/09*). This stipulation will be enforced by the board, the coaching staff, the Athletic Director, and the Board of Directors of the Ringgold School District.
10. Photograph Committee
- a. Shall consist of a minimum of 3 members.
 - b. Shall organize the date and time of player photographs.
 - c. Organize the distribution of order forms to players as well as distribution of photographs once they are delivered from the photographer.
 - d. Shall work with the senior night committee for senior night photographs.
 - e. Shall work with the program committee to get photographs to the printer for the programs.
 - f. Make sure that the schools get copies for the yearbooks.
11. Program Committee

- a. Shall consist of a minimum of 3 members.
- b. Organize mailing of ad solicitation letters to area businesses and collection of ads from them.
- c. Collect senior profiles.
- d. Organize the assemblage of the program.
- e. Work with the printer to get the program printed.
- f. Work with the concession committee to sell the programs at the games.

Article IX. Amendments, Legal

- 1. The By-Laws may be changed or amended by a majority vote of the members present and voting at a regular meeting of the Ringgold Men’s Soccer Boosters, provided that all members have been duly notified.
- 2. Legal Intent. Any By-Law written or inferred in this document shall be considered to have been written or executed with the goodwill intent of following current state laws. Any state laws that pertain to any items written herein shall be considered to supersede those items.
- 3. Criminal Activity. Any Officer or member convicted of a felony which was performed while operating a Booster function or activity or in the name of the Boosters shall lose all rights to membership. All membership dues will be forfeited and all items belonging to the Boosters shall be returned, replaced, or paid for in full by the offending Officer or member.

Article X: Dissolvement

If for any reason, the Ringgold Men’s Soccer Boosters should dissolve, ending participation in the soccer program, all monies and property of the organization will be surrendered to the Ringgold School District Athletic Department.

These By-Laws were approved by a majority of the current membership of the Ringgold Men’s Soccer Boosters on _____.

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer

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MEMBER SIGNATURE PAGE

My signature below indicates that I have read and understand the By-Laws of the Ringgold Men's Soccer Boosters. I agree to adhere to said By-Laws and do my part as a member of the Ringgold Men's Soccer Boosters.

Member's Signature

Date

Member's Name (Printed)