

KAUKAUNA HIGH SCHOOL SOCCER CLUB BY-LAWS

Mission Statement:

It shall be the mission of the Kaukauna High School Soccer Booster Club (KHSSBC) to promote excellence and further achievement in the boys and girls high school program.

Article I - Soccer Booster Club Purpose

- The KHSSBC is organized for the purpose of promoting the future of high school soccer within the Kaukauna Area School District.
- The group shall be a non-partisan, non-sectional, and non-sectarian organization.
- The group shall consist of those interested in Kaukauna High School soccer, including an executive committee composed of a president, vice president, secretary, and treasurer.
- Ex-officio (non-voting) member shall be a member of the Kaukauna High School coaching staff.
- The executive committee shall appoint a liaison with the Electric City Youth Soccer Association, who may or may not be a member of the executive committee.

Article II - Offices

- The Organization may have such offices as the Executive Committee may require. The principal office of the Corporation shall be located at Kaukauna High School public meeting room.

Article III- Members

Section 1. The group shall consist of those interested in Kaukauna High School soccer.

Section 2. Each parent of guardian of a registered participant shall be a voting member of the organization as well as any party with an interest in Kaukauna High School soccer.

Section 3. The eligibility and qualifications for membership and the manner of and admission into membership shall be by such rules and regulations as may be prescribed

by the executive committee. All such rules and regulation relating to member adopted by appropriate resolution of the Executive committee shall be affixed to the Bylaws and shall be deemed part thereof. Such rules and regulation shall describe with respect to all members:

- a) The manner of suspension or termination of membership and reinstatement of membership; and
- b) The other rights, liabilities, and other incidents of membership, as the Executive Committee deems necessary.

Section 4. The members and executive committee will meet monthly at a time and place to be fixed by the Executive Committee.

Article IV - Executive Committee

Section 1. The executive committee shall manage the affairs of the organization.

Section 2. The executive committee shall be a president, vice-president, secretary and treasurer, who shall be elected by the organization members at the annual meeting. Any member may be elected to any Executive committee position. An executive committee member may not serve for more than two consecutive years in the same office.

Section 3. One family (guardian) member per household may serve on the executive committee at any one time.

Section 4. The members and executive committee will meet monthly at a time and place to be fixed by the Executive committee.

Section 5. The order of business shall be as follows:

- A. Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Secretary's Report (Reading of Communications)
- D. Treasurer's Report
- E. Committee Reports
- F. Issue Discussion
- G. Unfinished Business and General Matters
- H. New Business
- I. Adjournment

Section 6. Any two (2) Officers may call for a special meeting of the Executive committee and shall provide notice of the time, place, and purpose of such special meeting as set forth in Section (9) below.

Section 7. The executive committee may elect to meet periodically in telephonic conference calls. Such meetings shall be subject to the notice provisions set forth in Section (9) below.

Section 8. The Executive committee may take action in writing, in lieu of a formal meeting, so long as the committee unanimously consents in writing to such action,

Section 9. Executive committee members shall be notified of any special meeting by advance notice in writing which shall be sent by mail at least (3) days prior to said meeting, or by email or personally delivered at least (2) days prior to the date for the special meeting. Notices shall be sent to the addresses maintained by the Secretary of the Organization. Written waiver or attendance at the meeting without protest shall waive advance, the Secretary or committee member that called the meeting shall also attempt to notify each executive committee member of the meeting by telephone or in person as circumstance permit.

Section 10. A majority of the Executive committee members must be present in order to conduct business. However, a majority of those present may adjourn a meeting from time to time without further notice.

Section 11. Any vacancy on the committee may be filled by the affirmative vote of a majority of the remaining executive committee members, even if less than a quorum of the Committee is present, so long as proper notice of the meeting has been given in accordance with section (9) above.

Section 12. Executive committee members shall receive no salary or wages.

Section 13. The Executive Committee may remove any committee members at any time If, in its sole judgment, the best interest of the Organization would be served thereby. However, Officers elected by the membership may not be removed by the membership; however, the Executive committee for cause may suspend the authority of an officer to act as an officer to the Organization.

Section 14. The act of a majority of the executive committee members present at a meeting shall be deemed an act of the Executive Committee, provided a quorum is present.

Section 15. The Executive committee shall hold office for a term of one year. Except in the case of filling a vacancy, the term of office for newly elected committee members shall begin on July 1st in the year of the election. Except in cases of removal or resignation, each member shall hold office until his or her successor is elected and qualified.

Section 16. The Executive committee may, from time to time, establish duties and responsibilities for each of the director, including officers, by adoption of written job descriptions. In the case of offices, any such duties and responsibilities shall be in addition to the duties and responsibilities provide for in Article V, below.

Article V - Officers

Section 1. The officers shall be a president, vice-president, secretary and treasurer, whom shall be elected by the organization members at an annual meeting in May.

Section 2. Officers shall be elected by the membership to a term of one year. Vacancies may be filled at any meeting of the Organization. Each officer shall remain in office until his/her successor is elected and qualified, subject to earlier termination by removal or resignation. All terms of officers shall begin on July 1st ~~in~~ the election.

Section 3. President- The President shall be the principal officer of the Organization and shall supervise and control all of the business and affairs of the Organization subject to the meetings of the membership and the Executive Committee. He/she shall appoint committee chairpersons subject to the approval of the organization members.

Section 4. Vice President - It shall be the duty of the vice-president to take charge of the duties of the president when the latter is unwilling and/or unable to do so and to assume the role of president when the president's term is over, if approved by the group.

Section 5. Secretary - It shall be the duty of the secretary to keep the minutes and records of all proceedings of all meetings, including those of the executive committee. He/she shall be responsible for all records and reports to the group and shall be responsible for carrying on correspondence and reporting to members. The Secretary is also responsible that notices are given in accordance with these bylaws, or as provided by law and in general, performs all duties incidental to the office of Secretary and such other duties as may be assigned by the President or Executive Committee.

Section 6. Treasurer - It shall be the duty of the treasurer to keep a record of all finances of the organization. He/she shall be responsible for all money belonging to the group and of collections and disbursements of monies. He/She will also be responsible in general, perform all duties incidental to the office of Treasurer and other duties as may be assigned by the President of the Executive Committee.

Article VI - Annual Meeting & Elections

Section 1. Annual Meeting shall be held on the third Wednesday of May. The Executive Committee shall determine the time and place of the meeting and will provide notice to the membership in accordance with section (3) below. The Board of Directors may change the date of the annual meeting to avoid legal holidays. The meeting will be for the purpose of holding elections and for the transaction of such other business as may come before the meeting.

Section 2. Any member of the executive committee may call special meetings of the organization. Notice of the meeting shall be given to the membership.

Section 3. A minimum of five members of the organization or three of the four members of the executive committee shall constitute a quorum at any regular or special meeting of the group.

Section 4. At all meetings the membership shall vote as follows:

- (a) Except as otherwise set forth below, the membership shall vote by a showing of hands.
- (b) Written ballots shall be used for all elections and when otherwise requested by a simple majority of the members present.

Section 5. The Executive committee shall appoint two members of the Organization to verify voting membership eligibility and tabulate votes. The two members shall announce results of the election at the annual meeting.

Section 6. In addition, the Executive committee will be responsible for the collection of candidates to run for office prior to the commencement of voting. The Executive Committee shall recognize any Voting member who has given a member of the Executive Committee written notice of his/her intent to run for office 15 days prior to the annual meeting (May meeting of the year in which the election will occur). The executive committee can waive this requirement with a majority vote.

Article VII - Finances

Section 1. The fiscal year shall begin July 1st of each year and end June 30th of the following year.

Section 2. The Treasurer is authorized to open accounts in the name of the Corporation for the purpose of deposit and expenditures of Organization monies. Opening and closing accounts must be given Executive committee approval before the action is taken. The Treasurer shall keep a record of all monies received for the Organization from all sources and proper vouchers indicating the monies in a timely manner into such accounts in its name

Section 3. The accounts of the Treasurer shall be reviewed at the end of the term year by the President, Vice President, and Secretary and/or other qualified individuals the Executive Committee would appoint. The review shall consist of a detailed review of all income and expenses and the corresponding documentation. The group shall act on all financial matters at any regular or special meeting.

Section 4. Reports by the Treasurer on the financial condition of the Organization shall be presented to the Executive committee at its meetings and a financial report at the annual meeting.

Section 5. Disbursements in excess of \$500 shall be approved by the members and Executive Committee. For disbursements under \$500.00 the signature of the Treasurer or President is sufficient.

Section 6. All contracts and commitments entered into in the name of and on behalf of the Organization shall be authorized and approved by the Executive committee.

Article VIII - Membership Compensation

No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to, its members, directors, officers, or any private persons, except the Organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Article IX - Committees

Section 1. The Executive committee may appoint any number of committees deemed necessary to fill the needs of the organization. Members of any such committee shall receive no compensation the committee shall report to the Executive committee.

Section 2. The initial committees of the group will be as follows:

1. General Fund-raising
2. Concessions
3. Cancer Night
4. Others as appointed by the Executive Committee

Article X - Political Influence

No substantial part of the activities of the Organization shall be involved in propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate or public office.

Article XI - Amendments

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