

# PALMYRA-MACEDON SOCCER BOOSTER CLUB

## CONSTITUTION

### Article I. Name of Organization

Section I. The name of the organization will be:

PALMYRA-MACEDON SOCCER BOOSTER CLUB

### Article II. Purpose

The purpose of this club is to generate support for all soccer teams; to provide for additional supplies/equipment and activities; and encourage the spirit of sportsmanship and cooperation among the players, their coaches, parents, and community supporters.

### Article III. Officers

Section I. The officers of the club shall be President, Secretary, Treasurer and Trustees. Such officers shall be elected by the members. All officers shall be selected from and serve as members of the Board of Trustees. Officers shall be elected by a majority vote of the Booster Club Members. Trustees will be equal representation from the boys' and girls' team, a minimum of two parents from each team, a maximum of four.

Section II. The term of office shall be one [1] year. Officers may be elected to successive terms.

Section III. Duties of the officers:

**President:** The duties of the President shall be:

- 1] To preside at all meetings of the Club
- 2] To serve as official representative of the Club
- 3] To sign all contracts and legal documents
- 4] To appoint committees
- 5] To maintain the Club's administrative files

**Secretary:** The Duties of the Secretary shall be:

- 1] To assume responsibility of all correspondence of the Club
- 2] To keep minutes of all matters transacted at all Club meetings
- 3] To submit the minutes of the previous meetings at the opening of each regular Club Meeting
- 4] To assume full responsibility for the duties of the President in his/ her absence

**Treasurer:** The duties of the Treasurer shall be:

- 1] To file and maintain appropriate tax records
- 2] To keep financial records of the Club, including records of receipts of money collected and/or expended
- 3] To pay out Club funds on authorization of the membership, and as provided through this constitution
- 4] To provide the membership a complete year end financial statement or on an as needed basis

**Trustees:** The duties of the Trustees shall be:

- 1] To plan and develop all Club activities
- 2] To participate in the budget process
- 3] To approve, interpret and administer Club policies
- 4] To help establish sub-committees
- 5] To establish scholarship criteria and funding

#### **Article IV. Management**

Section I. The management of the Club shall be carried out by the President, Trustees, Secretary and Treasurer. Their authority shall be as follows:

- 1] To control and manage the Club and its property
- 2] To formulate the policies, rules and regulations of the Club
- 3] To authorize the expenditures of the funds of the Club
- 4] To hear and adjudicate any other matters arising within or growing out of activities sponsored by the Club

Section II. Vacancies created by an officer leaving the Club shall be filled by special election by the members.

## **Article V. General Membership**

Section I. Membership in the Club shall be open to any adult interested in the development of the Palmyra-Macedon School District Soccer Program. All members of the Club are eligible to hold office with the exception of the Athletic Director or active coaches.

Section II. All adult members of the Club shall be eligible to vote and serve on committees

## **Article VI. Meetings**

Section I. The Club shall meet on an as needed basis with an annual meeting to elect Officers

Section II. The vote required to pass a motion will be a simple majority of the Members present at the meeting. The President will cast the deciding vote to break any ties. There must be a quorum of members present to constitute an official meeting.

Section III. The Order of Business in a Club meeting will be as follows:

- 1] President will call the meeting to order.
- 2] Secretary will read minutes from the previous meeting.
- 3] Approval and/or modifications of the minutes read.
- 4] Reports of Committees.
- 5] Announcements.
- 6] Unfinished business.
- 7] New Business.
- 8] Suggestions for the good of the Club.
- 9] Adjournment.

## **Article VII. Funds**

Section I. Funds will be raised by the Club through activities.

A. The funds so raised and any other funds received by the Club shall be administered and controlled by the Club.

Section II. Authorization and approval for expenditures of funds in excess of \$4999.00 shall be voted upon by the general membership prior to making the actual expenditure.

Section III. Method of disbursing funds of the Club.

- A. Upon receipt for operating expenses, such bills shall be presented to the chair of the activity in which the expenses was incurred.
- B. Funds not to exceed \$500.00 may be approved by the President and paid by the Treasurer. Expenditures greater than \$500.00 up to \$4999.00 must be approved by full committee. Expenditures greater than \$5000.00 must be voted upon by the general membership.

**Article VIII.** Property

All property owned by the Club shall be controlled and administered by the elected officers, under the supervision and control of the President.

**Article IX.** Fiscal year

The fiscal year of the Club shall start January 1 and end December 31 of each year.