

# **Indiana Area Soccer Booster Club**

## **By-Laws**

**Revised February 1, 2020**

### **Article I – Name**

This organization shall be known as the “Indiana Area Soccer Boosters.”

### **Article II – Purpose**

This shall be a non-profit club formed for the purpose to promote, support, encourage, develop, educate, and provide an opportunity to participate in and administer soccer in Indiana and the surrounding area at all levels, for both male and female players. In addition, the club shall promote and support Indiana Area School District soccer programs.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Article III – Rules of Order**

This club shall not attempt to govern or interfere with the coaching staff of the Indiana Area School District. With respect to the school soccer program, the club shall abide by the rules and policies of the IASD School Board at all times. With respect to youth soccer programs, the club and its coaches shall abide by these By-Laws, rules and policies of the PAWEST Soccer Association (PAWEST) and the United States Soccer Federation (USSF), as they may apply.

The club shall conduct meetings using Robert’s Rules of Order.

### **Article IV – Membership and Dues**

Participation in IASB programs requires membership in the IASB and registration with PA West. Membership fees shall be incorporated into fees collected for IASB programs. Membership is limited to the operating year in which a parent or guardian pays fees for any IASB program (i.e.,

February through January). A member (or member family) is entitled to one vote at general membership meetings.

## **Article V – Organizational Structure**

The structure of the IASB includes Executive Board Officers, Program Directors, and Program Committees. Executive Board Officers shall be President (operating as an Executive Director), Vice-President/Registrar, Secretary, and Treasurer and are responsible for the overall management of program operation. Three Program Directors oversee the operation of the divisions that make up the sum of IASB programming (i.e., Scholastic Programming, Travel Programming, and In-House Programming).

Officers shall be elected by a majority vote of the members, or member families, present at the regular general meeting held in January of each year, and those so elected shall assume their duties February 1<sup>st</sup>. A call for nominations will be sent to the general membership in December of each year. Candidates do not have to be present to be elected. At the President's discretion, a secret ballot may be called for any position election where more than one candidate has been nominated. The President shall select at least two members who are not candidates to count the ballots and announce the results.

Program Directors shall be selected by the President and approved by the remainder of the Executive Board Officers. Program Directors shall be free to develop Program Committees deemed necessary to support the activities of the programs under their direction. Program Committees shall be filled at the discretion of the Program Directors with representatives from the general membership. Program Coordinators are responsible for communicating routinely with and meeting the expectations of the Program Directors.

The Executive Board shall meet monthly to plan and implement IASB programming. At monthly Executive Board meetings, Program Directors shall file reports on the activities of their divisions.

Ancillary positions within the Executive Board include Referee Assignor, Director of Publicity, Past President, and Scholastic Division Coaches. The Referee Assignor shall be appointed by the President and approved by the remainder of the Executive Board after meeting the qualifications deemed necessary by PA West. The Director of Publicity reports directly to the President and is responsible for publishing all content related to IASB programming that is released to the public (e.g., maintaining the club webpage, announcements regarding program registration, and other newsworthy items). Past Presidents have no responsibility to the Executive Board. Scholastic Coaches at the Junior High and Senior High have no responsibility to the Executive Board.

Members filling these ancillary positions are encouraged to attend Executive Board meetings as non-voting members.

## **Article VI – Executive Board Responsibilities**

**President:** The IASB President is responsible for the overall operation of IASB programming, conducting monthly Executive Board meetings and biannual general membership meetings, and assisting the recruitment or appointment of volunteers to serve as Program Directors. The President is the primary contact with PA West. The President is responsible for attending meetings deemed necessary by PA West or identifying an appropriate alternate (e.g., another member of the Executive Board).

**Registrar:** The IASB Registrar is responsible for scheduling program activities and the registration of all program participants. The IASB Registrar will serve the duties of the President if the President is unavailable or unwilling to serve the remainder of the President's elected term of office. The Registrar is responsible for coordinating with PA West to identify requirements for all coaches. The Registrar is responsible for planning and scheduling all activities administered by the IASB (e.g., field reservations, coaching clinics, and security clearances). The Registrar is responsible for preparing and submitting a report on program activities for every Executive Board meeting.

**Treasurer:** The IASB Treasurer is responsible for the collection and disbursement of all program funds. The Treasurer is responsible for preparing and submitting a report on all program funds, income, and expenses for every Executive Board meeting. The Treasurer is responsible for leading the development of a prospective annual budget and a retrospective annual finance report to be submitted for approval at the first general membership meeting of every year.

**Secretary:** The IASB Secretary must be present at all IASB meeting and is responsible for recording minutes of these meetings. Minutes from each meeting will be reviewed, discussed, and approved at the next subsequent IASB meeting. The Secretary is responsible for maintaining an archive of past meeting minutes.

**Scholastic Program Director:** The Scholastic Program Director is responsible for developing and organizing all program activities that support soccer activities administered by the Indiana Area School District (e.g., Junior High and Senior High varsity and junior varsity teams). The Scholastic Program Director is responsible for the recruitment and management of volunteers to lead committees that support these scholastic programs. Scholastic committees may include, but are not limited to, Labor Day Tournament, Concessions, Fundraising, Travel Comfort, and High School Banquet. The Scholastic Program Director is responsible for identifying needs within the

Scholastic Division and reporting these needs to the Executive Board. The Scholastic Program Director is required to coordinate all activities of the Scholastic Division with the appropriate Executive Board Officer (e.g., fundraising activities should include the Treasurer). The Scholastic Program Director is encouraged to develop committees of volunteers drawn from the general membership to support the Scholastic program activities. The Scholastic Program Director is responsible for submitting a report of recent activities to each Executive Board meeting.

Travel Program Director: The Travel Program Director is responsible for developing and organizing all program activities that support soccer activities administered through the PA West Travel Soccer programming. The Travel Program Director is responsible for recruiting volunteer coaches within the Travel Program and ensuring that these coaches have met the requirements as outlined by PA West (e.g., security clearance and coaching certification). The Travel Program Director will work with the Registrar and Referee Assignor to coordinate a schedule for field reservations and referee assignments. The Travel Program Director is encouraged to develop committees of volunteers drawn from the general membership to support the Travel program activities. The Travel Program Director is responsible for submitting a report of recent activities to each Executive Board meeting.

In-House Program Director: The In-House Program Director is responsible for developing and organizing all program activities that support soccer activities not administered through PA West programming. The In-House Program Director is responsible for recruiting volunteer coaches within the In-House Program and ensuring that these coaches have met the requirements as outlined by PA West (e.g., security clearance and coaching certification). The In-House Program Director will work with the Registrar and Referee Assignor to coordinate a schedule for field reservations, field maintenance (e.g., painting), and referee assignments. The In-House Program Director is encouraged to develop committees of volunteers drawn from the general membership to support the In-House program activities. The In-House Program Director is responsible for submitting a report of recent activities to each Executive Board meeting.

Referee Assignor: The Appointment of the Referee Assignor is at the approval of the Executive Board and must adhere to the requirements as outlined by PA West.

Any officer who misses three (3) consecutive membership meetings and/or scheduled executive board meetings without prior notice and valid reason shall automatically forfeit his or her office and the vacancy may be filled by appointment of the Executive Board.

## **Article VII – Quorum**

A quorum of the Executive Board shall consist of a majority of the members of the Executive Board.

A quorum for the general membership meeting shall consist of the voting members present with at least two (2) Executive officers present. Voting members for voting purposes shall include officers and general members present as defined in Article IV. A quorum must be present to conduct any meeting.

### **Article VIII – Amendments**

These By-Laws may be amended by submitting a proposal of the amendment at any general membership meeting, whereupon it may be adopted at the next scheduled general membership meeting by a 2/3 affirmative vote of those members present that have voting rights.

Any officer who misses three (3) consecutive membership meetings and/or scheduled executive board meetings without prior notice and valid reason shall automatically forfeit his or her office and said vacancy may be filled by appointment of the Executive Board.

### **Article IX – Membership Meetings**

The club shall conduct general membership meetings regularly from August to May at dates and times as the Executive Board may deem necessary, but there shall be no fewer than four (4) scheduled meetings. These meetings shall be advertised to the membership of the club at least one week prior to the meeting date. The president may choose to combine an executive board meeting and a general membership meeting as he or she sees fit. Special general membership meetings may be called upon with five (5) days notice by any of the officers.

### **Article XII – Expenditures**

After elections at the January meeting, but before the February meeting, the President, Vice-President, Treasurer, and Registrar shall meet to create a proposed budget for the following year. This proposed budget must be presented and approved by the Executive Board and the General Membership at either separate meetings or a combined meeting in February. This budget shall be made available for inspection one week prior to the February meeting via email, or paper copy if requested.

Once approved, any expenditure that falls within a budgeted category is considered to be an approved expenditure.

Expenditures that fall outside of budgeted items or categories, require approval.

- Expenditures that are less than \$200 may be approved by the President.
- Expenditures greater than \$200 but less than \$2000 may be approved by the Executive Board.

- Expenditures in excess of \$2,000 must be approved by the membership at a general membership meeting. Said expenditure shall be made known via email.

### **Article XIII – Fiscal and Playing Year**

The Fiscal Year shall run from July 1 through June 30.

The Playing Year shall run from August 1 through July 31. Playing seasons are designated by fall and spring.

### **Article XIV – Dissolution**

In the event Indiana Area Soccer Booster Club is dissolved, the Executive Board shall transfer any and all assets to any organization whose main purpose is to promote youth and high school soccer (junior and senior high) in the Indiana Area.

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **Article XV – Miscellaneous**

Savings Clause – Failure of liberal or complete compliance with the provisions of these By-Laws in respect to dates and times of notice, or the sending or receipt of same, or errors in phraseology of notice of proposals, which in the judgment of the voting members in attendance at any general or special meeting are held to not cause or result in substantial injury to the membership, shall not invalidate the actions or proceedings of the members at such meeting.

Incorporation of PAWEST Rules – All PAWEST playing rules currently in effect and as may be amended are incorporated herein by reference.

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President, Indiana Area Soccer Boosters

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Registrar, Indiana Area Soccer Boosters