

HUNTINGTON BEACH HIGH SCHOOL BOYS' SOCCER BOOSTER CLUB

2016-2017 School Year

The membership of the Huntington Beach High School Boys' Soccer Booster Club is made up of, but not limited to, the parents of the Boys' Varsity, Junior Varsity, and Frosh-Soph Soccer Teams.

Executive Board Members are as follows:

Board Positions	Name	Phone #
President:	David Wiley	714-615-7267
Vice President:	Ken Radzai	714-514-4528
Secretary:	Stacey Savage	562-743-6100
Treasurer:	Gillian Jensen	714-330-6731
	Amy Saude	
Communications:	Amy Wiley	714-615-7318
Fund Raising	Open	714-418-7610
Uniforms/Equipment	Marvin Springer	714-269-0203
	Lesli Obert	

Committee Chairs	Name	Phone #
All Turf Tournament Coordinator	Ken Radzai	
Spirit Wear Coordinator		
Yearbook Coordinator		
Banquet Coordinator	Collette Marlatt/Jeanne Fults	
Pictures Coordinator	Jenny Smith	
Publicity Coordinator		
Website Coordinator	Sean Dick	
Senior Game Coordinator		
Videographer Coordinator		
Varsity Team Rep		
J/V Team Rep		
Frosh/Soph Team Rep		
Varsity Photographer		
J/V Photographer		
Frosh/Soph Photographer		

Money will be raised through collection of player fees, HBHS hosted tournament fees and other fund-raising activities to be identified throughout the course of the year. Anticipated earnings from both fundraising and player fees are estimated to be approximately \$30,000.

Funds remaining at the end of the school year will be retained in the Booster Club General Fund and Student Accounts for use in the following year.

The Boys' Soccer Booster Club will be supporting approximately 60 student players who will be participating in one of the three soccer teams.

Liability insurance coverage has been purchased through the Huntington Beach Union High School District.

HUNTINGTON BEACH HIGH SCHOOL BOYS' SOCCER BOOSTER CLUB BY-LAWS

ARTICLE I. IDENTITY

- A. The name of this organization is: HUNTINGTON BEACH HIGH SCHOOL BOYS' SOCCER BOOSTER CLUB. The name may be abbreviated as "HBHS BOYS' SOCCER BOOSTER CLUB" and, where the context makes it clear, "SOCCER BOOSTER CLUB" or "BOOSTER CLUB".
- B. The fiscal year for the HBHS BOYS' SOCCER BOOSTER CLUB is July 1 through June 30.

ARTICLE II. PURPOSE

The purposes of the organization are:

- A. To promote and support the activities of the Huntington Beach High School (HBHS) Boys' Soccer Program, whose components currently consist of: Varsity Team, Junior Varsity Team, and Frosh-Soph Team;
- B. To maintain liaison with the HBHS Athletic Director;
- C. To maintain appropriate liaison with school officials.

ARTICLE III. ORGANIZATION OF THE HBHS BOYS' SOCCER BOOSTER CLUB

- A. Membership in the Boys' Soccer Booster Club shall be attained by payment of annual player fees and agreement to support the objectives and purposes of the Booster Club.
- B. Booster Club membership is limited to persons who:
 - 1) Are at least eighteen (18) years of age; and
 - 2) Are not members of the Soccer Program, its Director or staff; and
 - 3) Have paid the dues for the current membership year, July through June of the following calendar year.
- C. Current membership for a particular fiscal year is required for voting at General and/or Board Meetings during that fiscal year and during the three (3) calendar months following that fiscal year.

- D. The Booster Club will be governed by the Board of Directors, which will consist of an Executive Board and appointed Board Members, each of whom may chair or co-chair Standing or Special Committees.
- E. The Executive Board consists of the following elected officers: President, Vice-President, Secretary, Treasurer, Fund Raising and Communications and Uniforms/Equipment.
- F. Committee Chairpersons are appointed by the Executive Board from the membership to head Standing or Special Committees. Committee Chairpersons may be removed or replaced at any time by the Executive Board.
- G. The Athletic Director is designated by the Administration at Huntington Beach High School and oversees all HBHS Athletic Programs.
- H. One Student Representative may be designated from each of the three soccer teams.
 - 1) The role of the Student Representative will be to represent his respective team at the Booster Club meetings, and to report actions and decisions of the Booster Club to his team members.
 - 2) The Student Representative must be the team captain or co-captain, or one player from the team, appointed by the team captain.
 - 3) The Student Representative will provide input on all issues discussed at the Booster Club meetings, but will not be a voting member of the Booster Club.

ARTICLE IV. ELECTION OF OFFICERS

- A. Election of Executive Board Members is held at the General Meeting in June of each year, or when appropriate.
- B. Candidates for each Executive Board position shall consist of individuals who have:
 - 1) Been nominated by an Executive Board member, and have accepted the nomination, or
 - 2) Volunteered to fill the position, or
 - 3) Have received a nomination from the floor at the Election Meeting.
- C. Election for each office shall be by a majority of the votes cast for that office at the Election Meeting.
- D. Elected officers serve a term of approximately one year.

- E. Elected officers may serve successive terms if re-elected.
- F. Vacancies in the Executive Board shall be filled in the following manner:
- 1) For the President, the Vice President, which causes the Vice Presidency to become vacant; or
 - 2) For all other Executive Board members, by unanimous agreement of all remaining Executive Board members and approval by a majority of votes cast at the next General meeting, or
 - 3) By Special Election if:
 - a) The remaining Executive Board members are unable to agree, or
 - b) Any or all of the replacement officers are not approved, or
 - c) The vacancies reduce the membership of the Executive Board to less than a majority of its full membership.
- G. Any elected Executive Board member may be removed from office at any meeting by vote of a majority of all current members of the Booster Club. If any or all officers are so removed, the members may also decide whether a Special Election is to be held at the same meeting; otherwise the normal manner of filling vacancies applies.
- H. If a Special Election is required, it may be held when a majority of all current members are present or at a meeting occurring at least seven (7) days after completion of a diligent effort to notify all current members of its time, place, and purpose. In a Special Election, election for each office shall be by the majority of the votes cast if seven (7) days notification has been given, otherwise by a majority of all current members. Officers elected at a Special Election serve the uncompleted terms of the officers replaced.

ARTICLE V. DUTIES

- A. General:
- 1) Officers and committee chairpersons must maintain current membership.

2) Officers and committee chairpersons are required to cooperate with their successors to transfer information, historical records, financial records, and all property and assets belonging to the HBHS Boys' Soccer Booster Club.

B. President:

-Prepares agenda for General, Special and Executive Booster Club Meetings.

-Conducts Board of Director and General Booster Club Meetings

-Serves as representative between Booster Club, HBHS Administrative Staff, and Head Coach of the Huntington Beach School Boys Soccer Program.

-Appoints special committees with Board Approval.

-Has the authority to conduct business of the Booster Club within the framework of the BY-LAWS.

C. Vice President:

-Shall assume the duties of the President in his/her absence.

-Shall coordinate and chair HBHS Turf Tournaments.

-Shall work collaboratively with Fund-raising chairperson to schedule, advertise, champion planned fund raising activities, if one is designated.

-Will be instrumental in encouraging and coordinating creative ideas to demonstrate school/team spirit within the athletic program.

D. Secretary:

-Shall be responsible for recording minutes of all Booster Club Meetings.

-Shall prepare and distribute the minutes of all meetings within one week of each meeting.

-Prepares and maintains record of Booster Club official business correspondences.

E. Treasurer:

-Shall keep an accurate account of all financial transactions authorized by the Board of Directors and/or President.

-Shall keep a Booster Club Account as per the HBHS School Guidelines.

-Shall make deposits into the HBHS ASB account for payment of coaching staff per HBHS Guidelines.

-Shall provide a Treasurer's Report and Budget as requested at Executive, Special and General Meetings.

-Shall deposit all funds in an accredited banking institution and make all disbursements.

-Shall not be an employee of HBHS Unified School District per the recommendation of HBHS Administrative Staff.

F. Communications:

-Maintains and provides all Booster Club members with current season contact information, to include a list of current team members with their addresses and contact information.

-Serves as liaison between Booster Club, Coaches, parents and players ensuring all necessary information is communicated accurately.

-Supports all Standing Committees, Committee Chairs and Team Reps with necessary correspondence to keep HBHS Soccer community informed of all fund raising, team events and solicits/organizes volunteers as needed.

G. Standing Committees, Committee Chairpersons, and Team Reps:

Carry out the purposes of the committees to which they were appointed. Each Committee Chairperson shall report as requested by the Executive Board at the General or Special Meetings. Committees may be added or deleted as appropriate.

The following Committee Chairpersons are volunteer/appointed positions to work collaboratively with the Executive Board for the areas of focus:

Picture Day Coordinator
Tournament Coordinator
Yearbook Coordinator
Banquet Coordinator
Publicity Coordinator
Videographer Coordinator

The following Team Representative positions are volunteer/appointed positions identified annually, usually, after team memberships are announced for the up-coming season:

Varsity Team Representative
JV (Junior Varsity) Representative
Frosh/Soph Team Representative
Team Photographer – Varsity
Team Photographer – Junior Varsity
Team Photographer – Frosh/Soph

G. Student Representatives:

Provide liaison between the players of the Boys' Soccer program and the HBHS Boys' Soccer Booster Club.

ARTICLE VI. MEMBERSHIP DUES

The amount of the membership dues for a particular fiscal year shall be equal to the Player Fees, established by the Executive Board prior to the beginning of that fiscal year, based on documented costs for running the program, which shall be presented by the Treasurer at the Election Meeting, and may not be changed during that year.

ARTICLE VII. MEETINGS

A. Meeting Quorum:

A quorum is the minimum attendance by current members normally required to conduct the business of a meeting. Unless otherwise required herein, a motion may be approved by a simple majority of the votes cast at that meeting, a quorum being present. If deemed necessary in special cases, a proxy vote on a particular issue may be approved at a previous General Meeting. The presence of a member's proxy is counted as attendance for the particular issue is concerns.

B. General Meetings:

- 1) Are called by the Executive Board on a monthly or bi-monthly basis during the months leading up to, during, and following the HBHS Soccer season. The frequency and schedule of meetings will be as determined necessary by the President. At a minimum, meetings shall be held at least once per Soccer Season.
- 2) Must be noticed to all members of the Booster Club;
- 3) May conduct all business of the Soccer Booster Club;
- 4) Have a quorum of at least two of the elected officers and, in addition, at least the lesser of:
 - a) one quarter of the current members, or
 - b) five (5) current board members,

However, in the absence of the two required officers, a majority of all current members constitutes a quorum.

C. Special Meetings:

- 1) Are called by the Executive Board or by a majority of all current members;
- 2) Must be noticed to all members of the Booster Club;
- 3) May be limited to a specified topic;
- 4) Have a quorum of at least two of the elected officers and, in addition, at least the lesser of:
 - a) one quarter of the current members, or
 - b) five (5) current board members,

However, in the absence of the two required officers, a majority of all current members constitutes a quorum.

D. Executive Board Meetings:

- 1) Are called by any Board Member;
- 2) Report any business conducted to the next General Meeting;
- 3) Have a quorum of the majority of the Executive Board.

*Addendum – If spouses hold Board positions, only 1 vote per family is carried (approved as per vote 4/13)

E. Committee Meetings:

- 1) Are called by each Committee Chairperson;
- 2) Conduct the business of the committee as directed by the charter of that committee.

ARTICLE VIII. FUNDS DISBURSEMENT

- A. Funds may be disbursed from the treasury after a request or expense report has been submitted to the treasurer with appropriate invoices and/or receipts, and only under the following circumstances:

- 1) A current, approved budget exists which authorizes the disbursement, and the amount of the disbursement is consistent with the approved fiscal year budget; or
 - 2) A specific authorization for the disbursement has been approved at a General, Special, or Executive Board Meeting and recorded in the minutes; or
 - 3) The disbursement is one of a specific series of expenditures for which an authorization has been approved at a General, Special or Executive Board Meeting within the previous twelve months, and recorded in the approved minutes; or
 - 4) The disbursement is a refund authorized by an established Student Account policy, as described in Article X, Section D.4.
- B. When authorized, funds may be disbursed from the treasury only by the signature of the treasurer or other authorized signatory.
- C. The treasury may not disburse funds under any conditions that would compromise the non-profit tax status of the HBHS Boys' Soccer Booster Club.

ARTICLE IX. FUNDS ACCEPTANCE

- A. Funds accepted into the treasury become the sole property of the HBHS Boys' Soccer Booster Club and may only be used as described in the Bylaws.
- B. The treasury may not accept funds under any conditions that would compromise the non-profit tax status of the HBHS Boys' Soccer Booster Club.
- C. Any funds remaining in the HBHS Boys Soccer Booster Club account at the end of the season or school year will remain in the HBHS Boys Soccer Booster Club Account for the continued use in this program. If for any reason this organization does not continue or not authorized to continue in the future, any remaining funds will be deposited into the HBHS ASB General account with the designation that they are allocated for HBHS Athletic Programs.

ARTICLE X. STUDENT ACCOUNTS

- A. The HBHS Boys' Soccer Booster Club shall establish a hardship assistance policy for Student Accounts, which shall ensure fairness and appropriate confidentiality.

- B. The Booster Club shall allow the establishment of a “Student Account” for individual soccer players in the HBHS Boys’ Soccer Program with specific financial needs related to satisfying the player’s financial obligation to the Boys’ Soccer Booster Club.
- C. Funds may be deposited into a Student Account at any time throughout the calendar year, and may be derived from:
 - 1) Money earned by the parent or guardian of the player by working Bingo.
 - 2) A portion (50% unless the Booster Club specifically sets a different proportion) of the proceeds of designated fund-raising activities; each individual Student Account receiving an amount in proportion to the student member’s participation (and/or his or her supporters’ participation) in the activity as determined by the Booster Club.
 - 3) A specific amount for a specific purpose from the Boys’ Soccer Booster Club General Fund, or other Scholarship Funds or contributing programs (such as Bingo), but only under the provisions of an established hardship assistance policy;
 - 4) A donation to the Boys’ Soccer Booster Club from an individual or outside organization, some or all of which is designated by the donor for the benefit of one or more players;
 - 5) A specific amount for a specific purpose from another Student Account with the permission of a parent or guardian of that other member, but only under the provisions of an established hardship assistance policy.
 - 6) A specific amount from the Student Account, of another student member who has the same parent or guardian.
- D. Funds in the Student Account shall be applied toward that student’s financial obligations to the Boys’ Soccer Program, which may include:
 - 1) Boys’ Soccer Program player fees, whether current, or from previous seasons.
 - 2) Reimbursement by the player to the Booster Club for the cost of replacement of lost or damaged equipment or uniform items issued to the player.
 - 3) Additional expenses above and beyond regular seasonal Player Fees associated with the student’s participation in the Boys’

Soccer Program, such as travel and lodging for an out-of-town tournament.

- 4) Funds may be disbursed to the parent or guardian as a refund for a cash payment that was already paid by the parent or guardian in the current fiscal year, or in the just-past fiscal year, if requested no more than 60 days after the end of that fiscal year.
- E. Funds remaining in the Student Account after full payment of the students' financial obligations to the Boys' Soccer Program may be carried over in the Student Account to the next year, or, with the authorization of the parent or guardian, may be transferred from the Student Account:
- 1) In a specific amount for a specific purpose to another Student Account with the permission of a parent or guardian of that other member, but only under the provisions of an established hardship assistance policy.
 - 2) In a specific amount to the Student Account of another student member who has the same parent or guardian.
- F. Funds will be maintained as "active" cumulatively from year to year while the student member remains in the program.
- G. The amounts in Student Accounts are considered confidential and are available only to the officers of the Booster Club, the Athletic Director, the particular student member and his or her parents or guardians, and as needed by other persons, who must maintain that confidentiality; however, the total of all of the amounts in Student Accounts may be included in the Treasurer's reports.

ARTICLE XI. AMENDMENT

- A. These By-Laws may be amended by a two-thirds majority vote of all current members, or by a two-thirds majority of the votes cast at a meeting held for that purpose at least seven (7) days after the completion of a diligent effort to notify all current members of its time, place, and purpose.