



# **Lady Warriors Soccer Booster Club, Inc. Bylaws**

## **Preamble**

We, the members of the Lady Warriors Soccer Booster Club, establish these bylaws to support the student-athletes of the West Nassau High School Lady Warriors soccer program. Our purpose is to promote school spirit, encourage parent and community involvement, and provide financial and organizational support to enhance the experience of all players.

## **Article I – Name**

The name of this organization shall be **Lady Warriors Soccer Booster Club, Inc.**

## **Article II – Purpose**

This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The Booster Club exists to support the Lady Warriors soccer program through fundraising, volunteer efforts, and community engagement while ensuring all activities align with nonprofit regulations.

## **Article III – Dissolution**

Upon dissolution of the organization, all remaining assets shall be used exclusively for purposes consistent with Section 501(c)(3). After all liabilities are satisfied, remaining assets shall be distributed to the West Nassau High School Athletic Department for the sole benefit of the Lady Warriors soccer program or another qualified nonprofit organization.

## **Article IV – Governance and Financial Authority**

- All powers of the organization shall be vested in the duly elected Board of Directors.
- All expenditures must be approved by the Board of Directors.

- The Head Coach shall serve as a **non-voting advisor** and may provide recommendations regarding team needs and expenditures.
- The Board shall approve an **annual budget**.
- Any expenditure exceeding a predetermined amount (set by the Board) must be approved by a majority vote of the Board.
- The organization shall maintain proper financial controls, including:
  - At least two authorized individuals on the bank account
  - Regular financial reporting to the Board and membership
  - No commingling of personal and organizational funds

## **Article V – Membership**

### **Eligibility**

Membership in the Lady Warriors Soccer Booster Club shall be open to individuals who support the purpose and mission of the organization without regard to race, color, national origin or sexual orientation.

Voting membership shall be limited to parents or legal guardians of current players officially rostered on the Lady Warriors soccer team for the current season.

Parents or guardians of students intending to try out, alumni parents, community supporters, and other individuals interested in supporting the Booster Club may participate as Associate (Non-Voting) members.

Parents or guardians of students intending to try out are welcome to attend meetings and participate in activities but shall not be considered voting members until their athlete is officially rostered on the team.

### **Loss of Membership**

If a member's athlete is no longer an active participant (due to graduation, not making the team, or leaving the team), membership shall automatically terminate. Any individual holding a Board position at that time must immediately resign. The vacancy shall be filled in accordance with these bylaws.

Associate Members may remain involved in a non-voting capacity unless otherwise determined by the Board for cause.

## **Membership Process**

Membership shall be granted upon:

- Verification of player roster status
- Completion of a membership form
- Payment of dues (if applicable)

The organization shall maintain an up-to-date membership roster identifying Board Members and Associate Members.

## **Membership Types**

### **Board (Voting) Members**

Voting Members shall have the right to:

- Vote on Booster Club business
- Hold elected office
- Serve on committees
- Participate in decision making matters of the organization

Each family shall be entitled to one (1) vote, regardless of the number of players on the team.

### **Associate (Non-Voting) Members**

Associate Members may:

- Attend meetings
- Volunteer for events and fundraisers
- Serve on committees as approved by the Board

Associate Members may not:

- Vote on official Booster Club business •
- Hold elected officer positions

## **Article VI – Officers and Elections**

Officers The officers shall consist of:

- President

- Vice President
- Secretary
- Treasurer
- These officers shall serve as the governing body of the Lady Warriors Soccer Booster Club and shall be responsible for conducting official board business between general meetings.

## **Elections**

- Officers shall be elected annually at the annual meeting.
- Officers shall serve a **one-year term**.
- Elections may be conducted by ballot or approved proxy

## **Assumption of Duties**

New officers shall assume duties following the conclusion of the season or final meeting of the year.

## **Vacancies**

Vacancies shall be filled by majority vote of the Board for the remainder of the term.

## **Article VII – Duties of Officers**

### **President**

- Presides over all meetings of the organization and Board
- Serves as the primary spokesperson for the organization
- Maintains communication with the Head Coach and Athletic Director
- Coordinates and leads the preseason parent meeting
- Oversees and supports all fundraising efforts, including major fundraisers and sponsorships, and banner sponsorship program.
- Manages or oversees social media platforms and the organization's website
- Maintains oversight of banner sponsorships, including securing new sponsors, tracking current sponsor information, managing renewals, and ensuring sponsor recognition and fulfillment are completed each season.
- Provides overall leadership and direction to the Board and committees
- Provides oversight and support to appointed coordinators to help ensure successful planning and execution of team events, concessions, and volunteer operations.

- Works along side the Vice President to support event coordination, volunteer management, and overall booster club operations.

## **Vice President**

- Assists the President in all duties and assumes responsibilities in their absence
- Provides oversight and support to appointed coordinators to help ensure successful planning and execution of team events, concessions, and volunteer operations.
- Works along side the President to support event coordination, volunteer management, and overall booster club operations.

## **Secretary**

- Records and maintains accurate minutes of all meetings
- Maintains official organizational records, including bylaws and membership roster
- Handles official communications, including:
  - Meeting notices and agendas
  - Email communications to members
  - Distribution of announcements and updates
  - Coordination of communication between Board members and general membership
- Ensures proper documentation of Board decisions and actions

## **Treasurer**

- Manages all financial records and accounts of the organization
- Pays all approved expenses in a timely manner
- Provides regular financial reports to the Board and membership
- Tracks and reports fundraising income, including raffle ticket sales
- Manages all payment platforms, including:
  - Square
  - CashApp
  - Venmo
  - Cash and checks
- Assists in preparing and monitoring the annual budget
- Ensures financial practices remain compliant with nonprofit regulations

## **Article VIII – Meetings**

- Regular meetings shall be held at least once a month during the active season and as needed during the off season.
- Members shall receive at least **14 days notice**
- Special meetings may be called with:
  - 7 days notice (special)
  - 24 hours notice (emergency)

## **Quorum and Voting**

### **Officer Voting**

A quorum for conducting official board business shall consist of a majority of the Officers.

Board matters, including operational decisions, approved expenditures, policy enforcement, scheduling, event planning, and day-to-day management of the organization, shall be decided by the Officers.

Unless otherwise stated in these bylaws, Board decisions shall be approved by a simple majority vote of those present, provided a quorum exists.

### **Membership Quorum Voting**

A quorum for conducting general membership business shall consist of majority of eligible Voting Members as defined in Article V.

Unless otherwise state in these bylaws, general membership decisions shall be approved by a simple majority vote of the Voting Members present at the properly called meeting, provided a quorum exists.

Bylaw amendments, officer removal, and dissolution of the organization shall require two-thirds (2/3) vote of eligible Voting Members present at a properly called meeting.

## **Article IX – Executive Board**

The Executive Board shall consist of the elected officers and the Head Coach (nonvoting advisor).

Responsibilities include:

- Managing business between meetings
- Approving routine expenditures within the approved budget
- Creating committees
- Ensuring organizational operations align with bylaws

## **Article X – Appointed Coordinators**

The Officers may appoint coordinators as needed to support booster club operations, including but not limited to General Volunteer Opportunities and Leadership/Coordinator Opportunities.

Coordinators serve under the direction of the Officers and may be removed or replaced by majority vote of the Board.

## **Article X – Conflict of Interest**

Board Members, Officers, Coordinators, and Associate Members must act in the best interest of the Lady Warriors Soccer Booster Club and disclose any actual or potential conflicts of interest.

A conflict of interest exists when an individual has a financial, personal, or family interest in a matter being considered by the Booster Club that could result in personal benefit or affect impartial decision-making. Examples include owning a business providing services to the Booster Club, a family member receiving payment from the Booster Club, or any financial benefit resulting from a Board decision.

Any individual with a conflict must disclose it to the Executive Board prior to discussion or voting. They may provide relevant information if requested but must recuse themselves from discussion and vote on the matter. The remaining disinterested Board Members shall determine the appropriate action, and the disclosure and decision must be recorded in the meeting minutes.

If a majority of the voting members are affected by the same conflict, the matter shall be referred to the Head Coach and Coaching Staff for review and recommendation. If further review is needed, final determination may be made by the Athletic Director of West Nassau High School.

## **Article XII – Financial Practices**

- All funds raised shall benefit the organization as a whole and shall not be allocated to individual members.

- The organization shall operate in compliance with all applicable nonprofit laws and IRS regulations.
- A financial report shall be presented regularly to the Board and membership.

### **Article XIII – Amendments**

- These bylaws shall be reviewed annually.
- Amendments may be made by a two-thirds vote of members present at a meeting with a quorum.
- Proposed changes must be provided at least 14 days in advance.
- Updated bylaws shall be signed and dated by Board members.

### **Article XIV – Records**

The organization shall maintain accurate records of:

- Membership
- Meeting minutes
- Financial documents

Records shall be retained for a minimum period as determined by the Board.

### **Article XV – Relationship with School**

The Booster Club operates independently but in support of West Nassau High School and its athletic programs. All activities shall align with school policies and regulations.

### **Board Member Signatures**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_