

DANVILLE AREA SCHOOL DISTRICT GIRLS SOCCER BOOSTERS

BY-LAWS

Article I- Official Name

A. Official Name:

- The official name of the Boosters shall be the Danville Area School District Lady Ironmen Soccer Boosters.

Article II – Nonprofit Purposes

Purpose:

- The purpose of this Booster Club is to support the DASD Girls Soccer program in order for it to remain a viable entity and to enhance communication between the school and community.

Article III – Directors/Officers/Executive Board

Because the Booster Club is made up of the parents/guardians of students selected as team members of the girls' soccer team at DASD, there are no permanent Directors or Officers. An Executive Board will be elected from the parents/guardians to serve as leaders of the Booster Club for the ensuing year.

The Executive Board and other designated Positions shall not be personally liable for the debts, liabilities, or other obligations of the Booster Club.

The Executive Board and other designated Positions of the Booster Club shall be indemnified by the Booster Club to the fullest extent permissible under the laws of the State of Pennsylvania.

A. Executive Board:

- The following elected positions will comprise the core of the Executive Board:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Assistant Treasurer

B. Executive Board Responsibilities:

- The Executive Board shall:
 - Comply with the DASD District Policies.
 - Present a summary financial report to the general membership during all General Meetings.
 - Operate within the BY-LAWS of the Booster Club.

C. Executive Board Term of Office:

- The term of office will consist of a 1-year commitment until his/her successor is appointed at the first meeting of the year. There are no term limits; the Executive Board members may be re-elected to the same or another Executive Board position each year. Appointed positions may be renewed annually.

D. Executive Board Vacancies:

- If an Executive Board member is unable to fulfill their term of office, the Executive Board will recruit another member to fill the position. The officer will be elected by a quorum of the Executive Board.

E. Executive Board Compensation:

- There is no compensation to any Executive Board Member or ANY member of the Booster Club.

F. Executive Board Job Descriptions/Responsibilities

- Each Executive Board member shall maintain a notebook with items pertinent to their office.
- The notebook will be given to the incoming elected Executive Board member to facilitate knowledge transfer and a smooth transition from year to year.

1. President:

- Prepares the agenda for the Executive Board Meetings and General Meetings of the Booster Club.
- Conducts Executive Board Meetings and General Meetings of the Booster Club.

- Serves as the representative between the Booster Club, DASD Administrative Staff, and the Head Coach of the DASD Girls Soccer program.
 - Appoints special committees with Executive Board approval.
 - Has the authority to conduct the business of the Booster Club within the framework of the BY-LAWS.
 - Can be used for alternate signature on any expenses.
2. **Vice President**
- Assist President in their duties
 - Fulfills the President's duties in their absence.
3. **Secretary:**
- Shall be responsible for recording minutes of all Booster Club Executive Board Meetings and General Meetings.
 - Shall prepare and distribute minutes of all meetings at the next scheduled meeting for Executive Board approval.
 - Shall be responsible for all correspondence.
4. **Treasurer:**
- Shall keep an accurate account of all financial transactions authorized by the Executive Board and/or the President.
 - Shall keep a Booster Club account as per the DHS Guidelines.
 - Shall provide a Financial Report at each Executive Board Meeting and General Meeting.
 - Shall deposit all funds in an accredited banking institution and make all disbursements.
 - The Treasurer may request assistance from the Team Representatives for collection of player fees.
5. **Assistant Treasurer**
- Assist Treasurer in financial records.
 - Provide secondary signature on all out going expenses.
 - Provide financial report for all income to Boosters on a weekly basis. i.e. fundraisers and concession stands.
 - Assist in concession cash box balancing.

Article IV – Other Positions of the Booster Club

Positions:

- The following **Committee Chair** positions are appointed by and work collaboratively with the Executive Board in the noted area of focus:
 - Fundraising Chair
 - Banquet Chair

- Concession Chair
- Equipment Chair

A. Fundraising Chair Job Descriptions/Responsibilities

- Work with the Treasurer to collect and deposit all fundraising funds.
- Solicit and encourage parents to work and plan fundraising events.
- Present and plan fundraising events that will benefit the program.
- Maintain status of projected and actual funds raised by each event.
- Coordinate raffle gifts for Banquet.
- Attend Board meetings.

B. Banquet Chair Job Descriptions/Responsibilities

- Work with the Treasurer to establish budget for banquet.
- Solicit and encourage parents to help participate in banquet support.
- Arrange a location, confirm date and time, establish menu and cost, invitations, decorations, RSVP's etc. for banquet. (Senior Night)
- Work with Fundraising Chair for raffle gifts.
- Attend Board meetings.

C. Concession Stand Chair Job Description/Responsibilities

- Work with the Treasurer to establish budget for the concession stand.
- Solicit and encourage parents to help participate in the concession stand support.
- Create a schedule for the parents to volunteer their time during games.
- Acquire misc. items for the concession stand.
- At the end of each game, concession chair and either the Treasurer or Assistant Treasurer shall balance the cash box.
- Responsible for transportation of equipment from the soccer park to the stadium.

D. Equipment Chair Job Description/Responsibilities

- Work with the Treasurer and Coaches to establish a budget for any equipment needed.

Article V – Membership/Meetings

A. Membership:

- All parents/guardians of students selected as team members of the girl's soccer team at DASD are eligible to participate as members of the Booster Club.

B. Meetings:

- General Meetings:

- General membership meetings shall be held at a minimum of twice a year. One mandatory orientation/registration meeting shall be held in August prior to the start of the soccer season. A second meeting shall be held at the end of the season in February or March for Executive Board elections for the following season. Additional meetings may be held, as the Executive Board deems appropriate.
- Executive Board Meetings:
 - The Executive Board shall hold meetings as necessary with a goal of a minimum of one meeting per month during the school year.

Article VI – Tax Exempt Provisions

A. Prohibitions Against Private Inurement:

- No part of the net earnings (if any net earnings exist) of this Booster Club shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons.

B. Distribution of Assets:

- Any funds remaining in the Booster Club account at the end of a given season or school year will remain in the Booster Club account for the continued future support of the DASD Girls Soccer program.
- If for any reason this organization does not continue or is not authorized to continue in the future, upon dissolution of the Booster Club, any remaining funds or assets after payment of any outstanding debts and liabilities, will be deposited into the Danville Area School District (Public) Student Body General Account of the Danville Area School District athletic program. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of Pennsylvania and the Federal Government.