

**BYLAWS OF THE
SPARKMAN SOCCER BOOSTER CLUB
HARVEST, AL**

ARTICLE I: NAME

Section 1: Name. The name of this club shall be Sparkman Soccer Booster Club, hereinafter referred to as the Club.

ARTICLE II: PURPOSE

Section 1: Purpose. The Club is organized for the purpose of supporting the student soccer program at Sparkman High School in Harvest, Alabama. The Club is organized as a non-profit organization. Further, the objectives of the Club include, but are not limited to, the following:

- a. improving and promoting quality and excellence in the Sparkman High School soccer program in Harvest, Alabama and fostering the local and regional amateur play of participants in such a program;
- b. providing the required support, financial or otherwise, to insure the continuation of the Sparkman High School program;
- c. providing, maintaining, and improving the facilities and equipment used by the Sparkman High School soccer program;
- d. encouraging the involvement of parents and guardians of participating players and other supporters of the Sparkman High School soccer program.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility. (Amended – November 17, 2003) The members of the Club shall possess the rights and privileges and meet the terms and conditions required by these Bylaws. Any person, firm, partnership, corporation or other legal entity (hereinafter “person”) shall be eligible for membership providing said person is: (a) a team coach (defined as the head coach of the boys’ and girls’ varsity and junior varsity teams), (b) a parent or legal guardian of a player participating in the Sparkman High School soccer program, or (c) otherwise interested in the promotion of soccer upon approval by the Executive Board. Membership shall begin upon the completion of soccer team tryouts and shall last until completion of tryouts of the next immediately succeeding season thereafter.

Section 2: Categories of Members and Dues. The categories of membership of the Club will be:

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| (1) Full Member: | One vote per parent or guardian and all club privileges. |
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- (2) Scholarship Member: One vote per parent or guardian and all club privileges; but not required to pay dues.
- (3) Associate Member: as specified above in Article III, Section 1 ©; no vote, all club privileges, not required to pay dues.

(Amended – November 17, 2003) The Executive Board shall establish the membership fees, dues, and other charges to be paid by the members based on the expected needs of the Club for the upcoming/new membership year. Dues shall be established and published before the first membership meeting of the new membership year. A member shall be deemed in good standing when all current dues and other charges have been paid and all other requirements for membership in the class to which a member belongs which are set forth herein or adopted by the Executive Board have been met. Coaches are considered members in good standing. Members not in good standing shall not be afforded any Club privileges or the privilege of voting or holding office. Additionally, no student shall participate in any sanctioned soccer games until membership dues are paid or arrangements made thereof with the Executive Board as specified in paragraphs (1) and (2) above.

Section 3: Scholarship. The Executive Board shall receive and rule on all scholarship applications. Those selected by the Executive Board shall be exempt from Club dues. All parents and guardians of players participating on a scholarship basis shall be considered members in good standing.

Section 4: Membership Meetings. Membership meetings shall be held at Sparkman High School, Harvest, Alabama, or at such other place as shall be specified in the notice. The membership shall have at least two business meetings during each soccer season. At these meetings the Executive Board shall report to the members the activities and proposed activities of the Club. At the last membership meeting during the Spring soccer season, the members shall elect Officers, and the Officers shall take office upon their election.

Section 5: Special Meetings. Except as otherwise provided by law, special meetings of the members of the Club whenever called by the President or by a majority of the Executive Board are permitted upon written application to the Secretary stating the time, place and purpose of the meeting.

Section 6: Notice of Meetings. (Amended – November 17, 2003) Notice of meetings stating the time, place and purpose for which such meetings are called, shall be given by the President or the Secretary or by one of the members entitled to call a special meeting of the members. Such notice shall be given by e-mail not less than seven (7) and not more than thirty (30) days prior to the date of the meeting, or by telephone or in person at least thirty-six hours prior to such meeting, in all events, to each member of record entitled to receive notice thereof under the laws of the State of Alabama. Notice shall be sent to the member's e-mail address as it appears on the membership register of the Club or telephone communication to the member's telephone number as it appears on

the Club's records. Announcement of the meeting shall also be made over the school's intercom system at least one day prior to the meeting.

Section 7: Quorum. The quorum for a meeting of the members shall be ten (10) voting members attending a membership meeting. Constituting less than a quorum may adjourn the meeting from time to time without notice other than announcement at a meeting until a quorum shall be present. At such meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting originally called.

Section 8: Voting and Proxy Rights. Each member in good standing who holds a membership having the right to vote on a question shall be entitled to one (1) vote at every meeting of the members at which a vote is called on such a question. The membership register maintained by the Secretary of the Club shall be determinative of a member's right to vote at any particular meeting. No member shall have the right to vote by proxy.

Article IV: Executive Board

(Amended – November 17, 2003) ~~Section 1: Executive Board Members and Qualifications. The number of Officers on the Board shall include the President, Vice President (boys' program parent or guardian), Vice President (girls' program parent or guardian), Secretary and Treasurer. All committee chairpersons shall be voting members of the Executive Board. All Executive Board members must be voting members in good standing with the Club.~~

Section 1: Executive Board Members and Qualifications. The Officers on the Board shall include the President, Vice President for Boys (boys' program parent or guardian), Vice President for Girls (girls' program parent or guardian), Secretary, Treasurer, Director of Operations, and Director of Concessions. All committee chairpersons shall consist of voting members of the Executive Board. All Executive Board members must be voting members in good standing with the Club.

Section 2: Terms. Officers shall serve for a term of one year beginning with the last membership meeting during the Spring soccer season at which the Officers elections are held and until their respective successors are duly elected and qualified. In the event of a vacancy, such vacancy shall be filled as elsewhere provided in the bylaws, but only for the balance of the unexpired term of the Officer with respect to which such vacancy exists. Each Officer shall serve until the election and qualification of their successor and their office shall not become vacant by expiration of term without a successor having been elected and qualified; provided, however, that in the event an Officer continues in office beyond their term, the same such continuance shall in no manner alter or change the length of term of the office, and a successor to an Officer holding over shall serve only for the balance of the fiscal year remaining at the time he qualified to succeed such holdover Officer.

Section 3: Election. Officers of the Executive Board shall be elected by the members of the Club at the last membership meeting held during the Spring soccer season or at a special meeting of the membership called for such purpose, and in all events by a majority of the members attending the meeting and entitled to vote thereon, provided a quorum is present. A slate of proposed Officers of the Executive Board shall be offered to the membership by the Nominating Committee as described in Section 4 below. Only voting members may be nominated to serve as Officers. The consent of each candidate must be obtained before his/her name can be placed in nomination. The newly elected Officers shall take office immediately following the meeting and serve until their respective terms expire or until their respective successors are named.

Section 4: Nomination. A Nominating Committee, designated by the Board, shall present a slate of Officers for election at the last membership meeting of the Spring soccer season or at a special meeting of the membership called for the purpose of electing Officers. The Board shall, from time to time, adopt procedures for nominations to be presented by any member and shall advise all members of such procedures in writing.

Section 5: Place of Meeting of Executive Board. Meetings of the Executive Board shall be held at the Sparkman High School or elsewhere within or without the State of Alabama, as specified in the notice of the meeting.

Section 6: Regular and Special Meetings of the Executive Board. Regular meetings shall be held on such dates and at such times and places as may be determined by the Executive Board. Notice of regular meetings shall be given by the Secretary, or other person appointed by the Board, either personally, by telephone, or by e-mail, not less than seven (7) and not more than thirty (30) days before such meeting. Special meetings of the Board may be called by the President, or by a majority of the Officers, by giving to each Officer either personally, by e-mail, or by telephone, not less than five (5) nor more than thirty (30) days notice of the time, place and purpose of the meeting. Any notice by telephone for regular or special meetings is effective only if the Officer is actually a party to the telephone conversation in which notice is given.

Section 7: General Provisions Relating to Meetings of the Board. Any meeting of the Board at which all the Officers are present and consent to same shall be as valid as if held pursuant to proper notice. Attendance by an Officer at a meeting shall constitute a waiver of notice of such meeting, except where an Officer attends such a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

Section 8: Action by Executive Board Without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all the members of the Executive Board. Such consent shall have the same force and effect as a unanimous vote at a meeting duly called. The signed consent, or a signed copy, shall be place in the minute book.

Section 9: Telephone and Similar Meetings. The Executive Board may participate in and hold a meeting by means of conference telephone or similar telecommunications equipment. Participation in such a meeting shall constitute a presence in person at the meeting, except where a person participates in a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawful or convened, if all persons participating in the meeting can hear each other at the same time.

Section 10: Quorum of Executive Board. A majority of the members of the Executive Board shall be necessary to constitute a quorum for the transaction of business at any meeting, but a smaller number may adjourn the meeting to a future date.

Section 11: Powers of Executive Board. The Executive Board shall regulate and supervise the management and operation of the Club. It shall attend to all internal affairs of the Club, shall make arrangements for carrying on the business it deems best and in addition to the powers by the bylaws expressly conferred upon the Board, it may exercise all of the powers of the Club and do all such lawful acts and things as are not by statute or by the bylaws required to be exercised or done by the members. The Board is subject to the orders of the Club and none of its acts shall conflict with actions taken by the Club.

Section 12: Vacancies in the Executive Board. Any vacancy in the office of any Officer, however occasioned, shall be filled, pending the election of his successor by the members, by the majority vote of all the remaining Officers.

Section 13: Compensation of Executive Board Members. Board Members shall receive no remuneration or compensation for their services in attending annual, special or regular meetings of the Executive Board, nor shall they be employed by the Club in any capacity for which compensation is paid. However, Board members may be reimbursed for their actual and necessary expense incurred in attending meetings and performing services for the Club, upon approval thereof by the Board.

Section 14: Committees. The Club shall maintain four (4) ongoing committees: Field and Equipment, Ways and Means, Finance, and Programs plus any other committees designated by the Executive Board. The President shall be an ex officio member of all committees.

- (1) (Amended – November 17, 2003) The Fields and Equipment Committee, co-chaired by the Vice Presidents and consisting of at least one representative for each soccer team in the program, shall be established each year during the first business meeting following the announcement of the formation of the teams. The Fields and Equipment Committee shall be responsible for planning, programming, coordinating, and supervising efforts required to maintain soccer facilities and equipment. While the co-chairs of this committee will work in tandem, it is generally accepted that one of the

Vice Presidents shall oversee grounds keeping efforts while the other will oversee facility infrastructure issues.

~~(2) (Amended – November 17, 2003) The Ways and Means Committee, chaired by the other Vice President, and consisting of at least one representative from each of the teams in the program, shall be established as fund-raising requirements/activities are identified. The Ways and Means Committee shall be responsible for the planning, coordination, and supervision of approved club fund-raising activities.~~

(2) The Ways and Means Committee, chaired by the Director of Operations, and consisting of at least one representative from each of the teams in the program, shall be established as fund-raising requirements/activities are identified. The Ways and Means Committee shall be responsible for the planning, coordination, and supervision of approved club fund-raising activities to include, but not limited to, the sale of sponsor signs, apparel, and hosting soccer tournaments.

(3) The Finance Committee shall be chaired by the Treasurer and consisting of at least three (3) and not more than five (5) members. The Finance Committee shall be responsible for preparing an annual budget and yearend audit.

(4) (Amended – November 17, 2003) The Programs Committee shall be chaired by the Secretary and consist of at least three and not more than five members appointed at the first general membership meeting each year following the announcement of the formation of the teams. The Programs Committee shall plan, coordinate and conduct Senior Day and the annual soccer program banquet.

(5) The Executive Board may, at its discretion, appoint such other committees from its membership as it deems necessary or proper, and delegate to such committees such powers of the Board as it sees fit, not contrary to the bylaws. The Executive Board may also appoint advisory committees or task forces, the members of which are drawn from the Executive Board and/or the membership of the Club, but shall not have the authority to delegate to any such committee or task force the powers of the board. Each committee of the Executive Board shall have the authority to establish its own attendance and other rules and to elect its chairperson, unless otherwise provided by law or the bylaws of the Club or the resolution establishing such committee.

Section 15: Board Attendance. Any member of the Board who fails to attend three consecutive meetings of the Board shall be removed from the Board, provided, however the Executive Board may waive this requirement upon the demonstration of good cause.

ARTICLE V: OFFICERS

Section 1. Duties of the President. The President shall preside at all meetings of the members, Officers, and Executive Board. He or she shall see that all orders and resolutions of the Board are carried into effect and shall perform such other duties as the Board may direct. The general management of the Club shall be vested in the President, who shall have authority and responsibility for the executive operation of the Club. He/she shall appoint chairpersons of all standing committees (not chaired by officers) to serve during the current membership year.

(Amended – November 17, 2003) ~~Section 2. Duties of the Ways and Means Vice President. This Vice President shall serve as chairperson of the Ways and Means Committee; and as such, shall provide recommendation with supportive information to the Executive Board for potential fund raising for the Club and coordinate and execute projects approved. Additionally, this Vice President shall coordinate Board and membership meetings.~~

Section 2. Duties of the Vice President for Boys. This Vice President shall serve as co-chairperson of the Fields and Equipment Committee; and as such, coordinate all efforts required to maintain playing facilities and equipment, and so forth, purchased with Club funds.

(Amended – November 17, 2003) ~~Section 3. Duties of the Fields and Equipment Vice President. This Vice President shall serve as chairperson of the Fields and Equipment Committee, and as such, shall coordinate all efforts required to maintain playing facilities and equipment, and so forth, purchased with Club funds.~~

Section 3. Duties of the Vice President for Girls. This Vice President shall serve as co-chairperson of the Fields and Equipment Committee; and as such, coordinate all efforts required to maintain playing facilities and equipment, and so forth, purchased with club funds.

Section 4. Duties of the Treasurer. The Treasurer shall serve as the chairperson of the Finance Committee, and as such shall provide a proposed budget and recommend membership dues for the next membership year at the last membership meeting of the current such year of the Club. The Treasurer shall supervise the keeping of full and accurate accounts of receipts, the keeping of financial records and books of the Club and records of the property of the Club, and deposit of all monies as allowed by law or his designee and return receipt to treasures in the name of and to the credit of the Club as designated by the Executive Board. The Treasurer shall approve all disbursements of the club according to the bylaws and as may be ordered by the Board. Budget charges which are within twenty (20) percent of approved budget line item may be made at the discretion of the Treasurer, and a report made at the next meeting of the Executive Board/membership. The Treasurer shall provide the membership with a final report of expenditures and receipts, presented not later than the last day of school of the season

elected. All deposits shall be made to the Secretary of Sparkman High School promptly upon receipt.

(Amended – November 17, 2003) ~~Section 5. Duties of the Secretary. The Secretary shall attend and keep the minutes of the meetings of the Executive Board and the membership. He/She shall have charge of the records and shall in general perform all duties incident to the office of Secretary of the Club, subject at all times to the direction and control of the Executive Board.~~

Section 5. Duties of the Secretary. The Secretary shall coordinate all Executive Board and membership meetings; and as such, shall attend and keep the minutes of said meetings. He/she shall have charge of the records and shall in general perform all duties incident to the office of Secretary of the Club, subject at all times to the direction and control of the Executive Board. The Secretary shall serve as chairman of the Programs Committee.

(Amended – November 17, 2003) Section 6. Duties of the Director of Operations. The Director of Operations shall serve as chairperson of the Ways and Means Committee; and as such, shall provide recommendation with supportive information to the Executive Board for potential fund raising for the Club and coordinate and execute projects approved.

(Amended – November 17, 2003) Section 7. Duties of the Director of Concessions. The Director of Concessions shall have full responsibility for the operation of the concession stand and the gate; to include but not limited to, assigning/scheduling workers, stocking and purchasing of supplies, and receipt and return of monies from the school bookkeeper.

(Amended – November 17, 2003) Section 8: Removal of Officers. At a meeting of the elected Officers called expressly for such purpose, or by unanimous written consent, one or more Officers can be recommended for removal with or without cause by a vote of a majority of all the members of the Executive Board then in office; thereafter, the Officers may, at such meeting, by a vote of a majority of all the members of the Executive Board then in office, or by such unanimous written consent, elect a successor Officer or Officers for the unexpired term of the Officer or Officers so removed.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE VII: MISCELLANEOUS PROVISIONS

Section 1: Disbursement of Funds. Requisitions shall be signed only by those designated by the President at the beginning of the school year. Any requisition of more

than \$500 must be verbally approved by the Treasurer and the President of the Club. Any requisition, which varies by more than 20% from the budget line item must be signed by the Treasurer and President of the Club. All requisitions must be signed and submitted to the school secretary for further action before any purchasing actions are taken.

Section 2: Amendments. The bylaws may be amended at any regular meeting of the Club by a two thirds vote. The amendments must have been submitted in writing at the previous regular meeting.

RECORD OF AMENDMENTS

May 6, 2003

- Article IV, Section 1.
 - Paragraph superseded.

November 21, 2003

- Article III, Section 1.
 - Added: (defined as the head coach of the boys' and girls' varsity and junior varsity teams)
- Article III, Section 2.
 - Added: Additionally, no student shall participate in any sanctioned soccer games until membership dues are paid or arrangements made thereof with the Executive Board as specified in paragraphs (1) and (2) above.
- Article III, Section 6.
 - Added: Announcement of the meeting shall also be made over the school's intercom system at least one day prior to the meeting.
- Article IV, Section 14, paragraph (1)
 - Added: co-chaired by the Vice Presidents
 - Added: While the co-chairs of this committee will work in tandem, it is generally accepted that one of the Vice Presidents shall oversee grounds keeping efforts while the other will oversee facility infrastructure issues.
- Article IV, Section 14, paragraph (2).
 - Paragraph superseded.
- Article IV, Section 14, paragraph (4).
 - Added: chaired by the Secretary and
 - Added: Senior Day and
- Article V, Section 2.
 - Paragraph superseded.
- Article V, Section 3.
 - Paragraph superseded.
- Article V, Section 5.
 - Paragraph superseded.
- Article V, Section 6.
 - Section added.
- Article V, Section 7.
 - Section added.
- Article V, Section 8.
 - Number changed from Section 6 to Section 8.