

BROKEN ARROW ATHLETICS



**SOCCER BOOSTER CLUB GUIDELINES
2021-2022**

BROKEN ARROW ATHLETIC SOCCER BOOSTER CLUBS

ARTICLE I

The name of this organization shall be the Broken Arrow Soccer Booster Club.

ARTICLE II

The objectives of the Broken Arrow Soccer Booster Club are as follows:

- A. To promote and maintain an enthusiastic interest and participation level in the sport of Soccer in the Broken Arrow School System.
- B. To provide financial support to Broken Arrow Soccer to include, but not limited to, the purchase of uniform accessories, awards, awards banquets, other team related equipment, support of coaching activities such as seminars, clinics, tournaments, and support of entry, travel, and accommodation needs related to tournaments and other Soccer activities deemed necessary.
- C. To coordinate and cooperate with the Soccer Coaching Staff, Athletic Department, and school administration to enable Soccer to maintain the highest possible degree of efficiency and participation.

ARTICLE III - MEMBERSHIP

All members shall conduct themselves in accordance with the bylaws of the organization and in a manner that will reflect positively on the organization and Broken Arrow High School Soccer

- A. Active Membership - The membership of this booster club shall be limited to Parents or Guardians of students currently enrolled in the Broken Arrow Soccer Program. All active members are entitled to vote.
- B. Special Membership - Membership in the association is extended to any member of the community. These non-parent or guardian members will be special members and invited to participate in the association as non-voting members.
- C. Membership Dues – Membership fees and dues will be voted on by the Booster Club Executive Board based on the needs of the annual budget. Only Active Members who have paid annual dues have voting rights.

Booster Membership - \$75.00	Yard Sign
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ARTICLE IV: OFFICERS AND THEIR ELECTION

The Officers of this booster club shall be a President, Vice President, Secretary, and Treasurer. Other officers may be elected as designated in the standing rules. Any active member shall be considered qualified for the above offices. Officers shall be elected by a majority vote of active members present. Vacancies shall be filled by appointment by the President and Head Coach for the balance of the school year. When there is but one candidate for an office the ballot for that office may be dispensed with and election held by voice vote. Officers shall assume their official duties on the date designated at the end of

the school year as agreed upon in the last general meeting and serve for a term of one year or until their successors are elected.

Section 1: Nominating Committee:

- a. There shall be a nominating committee of an uneven number of members (no less than three) who shall be elected by the executive board at least 30 days prior to the election of officers. The committee shall elect its own chair. The President does NOT serve as a member of this committee.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general membership meeting designated for elections.
- c. Only those members who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

ARTICLE V: DUTIES OF OFFICERS

- A. Duties of the President: The President shall in general supervise and oversee all business and affairs of the Booster Club, preside at all meetings of the Booster Club, create meeting agendas, maintain communication between the booster club and team parents, maintain communications with Head Coaches, work with Head Coaches to appoint all committees necessary, and shall be ex-officio member of all committees
- B. Duties of the Vice President: The Vice President shall assume all duties of the President in his or her absence. Supervision of committees may flex between positions as needed based on availability.
 - Vice President Operations: shall in general supervise and oversee all committees and activities related to the operation of the Concessions, including coordination and ordering of supplies, food, and scheduling of volunteers, as well as Fundraising activities of the Booster Club in support of the individual teams and program, including but not limited to the JV Festival, restaurant nights, logo wear, etc
 - Vice President Activities: shall in general supervise and oversee all committees related to the promotion of the soccer program, including but not limited to Game day snacks, Away Game Day meals, Photo Day, Soccer programs, etc
- C. Duties of the Secretary: The Secretary shall keep records and minutes of all meetings and attend to the correspondence; create and maintain master contact list; publish booster club, player and parent directory. The Secretary will oversee the communications of all forms of social media related to the Booster Club, including, but not limited to e-mail communications, Facebook, Twitter, Instagram, etc.
- D. Duties of the Treasurer: The Treasurer shall keep an accurate record of all receipts and disbursements, shall show each activity separately, shall receive all funds due the club, and shall deposit all funds in the account of the Broken Arrow Soccer Booster Club Fund. The Treasurer will also keep an accounting of funds raised by individual players for tracking purposes of meeting individual goals.
- E. An Executive Board shall be established and consist of the Booster Club Officers, Head Coach and three active board members determined by the Head Coach and Booster President.

ARTICLE VI

Financial Procedures:

- A. The Soccer Booster Club Fund shall be used for the purpose of purchasing uniform accessories, awards, awards banquets, other team related equipment, support of coaching activities such as seminars, clinics, tournaments, and support of entry, travel, and accommodation needs related to tournaments and other Soccer activities in accordance with an agreement with the Broken Arrow Athletic Department and the Board of Education.
- B. Activity Fund Accounting and Expenditure Procedures, defined by Oklahoma State School Law and the Broken Arrow Board of Education, shall be observed.
- C. Purchases shall be approved and signed by either the Booster Club President or Treasurer who is responsible for maintaining Booster Club Accounts. All requests shall be communicated to the respective parties mentioned previously.
- D. Purchases for operating funds shall be approved by the Club President and the Head Coach, but shall not require the vote of the membership
- E. A detailed financial report will be given and handed out by the Soccer booster treasurer of the income and expenses from the Soccer booster activity account upon request. Audited financials will be provided to The Athletic Department at the end of the fiscal year.
- F. The Soccer Booster organization will provide receipts to parents and students for all items sold as a part of their fundraising effort (i.e. warm-ups, travel, etc.) upon request. All receipts will be turned into the Athletic Department Financial office.

ARTICLE VI

Meetings:

- A. A minimum of four meetings per school term must be called for the purpose of electing officers, reviewing treasurer's reports, and conducting any other business as required to fulfill the objective of this club. Special meetings may be called by the President or Head Coach on written or email notice to all Active Members. The required four meetings shall be called by the elected officers at a date, time, and place agreed to by them with written or email notice to all active members.
- B. A minimum of two elected officers and 3 active members shall constitute a quorum at all meetings.
- C. Booster Club Board Voting may be taken via email if the item being voted on has been discussed previously and thoroughly at a board meeting with a quorum present.

ARTICLE VII

Parliamentary Authority:

The rules contained in Roberts Rules of Order or Demeter's Manual of Parliamentary Law shall govern this club in all cases in which they do not conflict with rules of this club.

ARTICLE VIII

Amendments to the bylaws:

These bylaws shall be amended or replaced by a majority vote of the Executive Board at their meeting followed by a majority vote of the active members present at the next general meeting of the Booster Club. Proposed amendments shall be published and given one (1) month public view prior to such votes being taken