

EAST RIDGE HIGH SCHOOL GIRLS HOCKEY  
Hockey Booster Club Bylaws  
Approved June 14, 2010

**ARTICLE I. NAME**

The name of the Organization shall be East Ridge Raptors Girls Hockey Boosters.

**ARTICLE II. PURPOSE**

The East Ridge Raptors Girls Hockey Boosters (hereinafter referred to as the “Organization” or “Club”) is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The purpose of the Organization is to assist East Ridge High School (ERHS) girl hockey student athletes with the opportunity to pursue excellence in high school athletics by providing financial support to the girls’ hockey program not otherwise provided for by the South Washington County School District 833.

In addition, the Organization shall assist individual ERHS girl hockey student athletes with their ability to participate fully in the program. By doing so, all the girl hockey student athletes of ERHS shall have access to quality athletic facilities, equipment and programs. The Organization will work closely with the East Ridge Parent, Staff Organization (hereinafter referred to as “PSO”) that oversees every student’s educational experience with equitable and fair distribution of support for all academic, individual activity and athletic programs for East Ridge High School.

**ARTICLE III. MEMBERSHIP AND DUES**

**Section 1 – Membership**

Membership shall be open to any adult person or business in the community who is interested in promoting the purpose of the club and who agrees to abide by these Bylaws. Membership is granted after completion and receipt of a membership application and payment of annual dues. A maximum of one membership shall be granted to each family unit. All members in good standing have the right to vote in any duly called general membership meetings and club elections. The Board of Directors shall determine membership dues annually.

**Section 2 - Annual Dues**

The minimum amount required for annual dues shall be determined and established by the Board of Directors (hereinafter referred to as the “Board”) as defined by article IV below) at the beginning of each season. Additional membership levels may be established by the Board; each membership level shall have the same voting rights.

**Section 3 – Eligibility**

Eligible persons shall become members by paying the prescribed membership dues per family unit per school year. Upon payment of such dues, a member shall be considered in good standing and is entitled to any and all rights and privileges of membership. Each member shall be eligible to cast one vote in general membership meetings, the annual club meeting, and club elections. Voting is in person or by personal email as authorized by the Board and cannot be granted via proxy.

**ARTICLE IV. BOARD OF DIRECTORS AND ELECTIONS**

**Section 1 - Board of Directors**

The Board of Directors shall be a president, vice president, secretary, and treasurer. Any of the positions can be shared, if agreed upon by the Board and the persons sharing the position. Any shared position will be allowed only one (1) vote representing the position in a Board of Directors only vote. The duties of each position can be assigned to either another Board Officer or any other Board Member if agreed upon by the Board, prior to the assignment.

- a) **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the Activities Director, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b) **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c) **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership lists, and any other necessary supplies, and brings them to meetings.
- d) **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year. He or she shall submit all required financial information as required by state and federal governments.

## **Section 2 - Nominations and Elections.**

Board members will be elected by a simple majority of members present at the annual meetings.

## **Section 3 – Eligibility**

Any member in good standing is eligible to serve on the Board of Directors.

## **Section 4 - Terms of Office**

All Directors shall serve one (1) year terms but are eligible for re-election for up to four consecutive terms. Each person elected shall hold only one office at a time.

## **Section 5 – Vacancies**

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

## **Section 6 - Removal from Office**

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **ARTICLE V. MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the members shall be held quarterly or more often if deemed necessary, at a time and place designated by the President.

### **Section 2. Annual Meetings**

An annual meeting of the members shall take place in March or at the end of each season. The specific date, time and location will be designated by the Board of Directors. At the annual meeting, the members shall elect Board officers, receive reports on the activities of the Organization, and determine the direction of the club for the coming year.

### **Section 3. Special Meetings**

The President, Secretary or a simple majority of the Board of Directors may call special meetings. A petition signed by a minimum of 20 voting members of the club is also sufficient to call a special meeting.

### **Section 4. Notice of Meetings**

Printed notice of each meeting shall be given to each voting member by email not less than one week prior to the meeting. Additionally, all meeting notices may be posted on the Team Pages site or distributed by email to all voting members.

#### **Section 5. Quorum**

The members present at any properly announced meeting shall constitute a quorum. The act of the Board members present at a meeting at which a quorum is present shall be the action of the Board of Directors.

#### **Section 6. Voting**

All issues to be voted upon shall be decided by a simple majority of those present at the meeting in which the vote takes place.

### **ARTICLE VI. COMMITTEES**

#### **Section 1. Membership**

Committees may consist of members and board members, with the president acting as an ex officio member of all committees. The treasurer is not allowed to sit on the auditing committee.

#### **Section 2. Standing Committees**

The following committees shall be held by the organization: Fundraising and Nominating.

#### **Section 3. Additional Committees**

The board may appoint additional committees as needed.

#### **Section 4. Out-of-Town Trips**

Mothers are required to attend all out-of-town trips with their daughters.

### **ARTICLE VII. FINANCES**

**Section 1.** A tentative budget shall be drafted annually and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Authorized signers shall be the president and treasurer(s).

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Board of Directors and submitted to the PSO Treasurer.

**Section 6.** *Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills.*

**Section 7.** The fiscal year will coordinate with the school year (July 1 to June 30).

### **ARTICLE VIII -- PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern meetings when they are not in conflict with the bylaws.

### **ARTICLE IX. STANDING RULES**

Standing rules may be approved by the Board of Directors and the secretary shall keep a record of the standing rules for future reference.

**ARTICLE X. DISSOLUTION**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. All funds after dissolution expenses should be turned over to the PSO Parent Organization.

**ARTICLE XI. AMENDMENTS**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notices may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.