



**South Forsyth High School**  
**Soccer Booster Association, Inc.**  
**August 2025**

**Article I. Name and Purpose**

**Section 1.01. Name.** The name of this organization shall be **SFHS Soccer Booster Association, Inc.**

**Section 1.02. Purpose.** The organization is organized and operated for the charitable and educational purposes of *promoting competitive youth soccer and supporting SFHS High School*. We are a non-profit volunteer organization comprised of parents, coaches, and youth. The Association shall strive to accomplish its goals by promoting safety and fair competition within its programs while teaching and encouraging the principles of good sportsmanship, physical fitness and the development of athletic skills.

**Article II. Membership**

**Section 2.01. Qualification.** All parents and guardians with a child attending SFHS who are part of the Soccer Program (Varsity and/or JV) are considered members of the Soccer Program, which grants eligibility for booster club executive board positions (see requirements below). Parents and guardians of former participants in the soccer program are considered "lifelong members" and are also eligible for the booster club executive board. Community members can also be approved as members with eligibility for the executive board if approved by the Principal, Athletic Director, and Head Coach.

**Section 2.02. Rights and Responsibilities.** The members shall have the right and responsibility to attend events sponsored by the organization, volunteer in various roles for the program, and be eligible for nomination to the booster club executive board. The Principal and Athletic Director may revoke rights and responsibilities of members if negative behavior is exhibited and is considered "harmful" to the program.

**Section 2.03. Meetings.** One general "parent meeting" will be held each January post-tryouts, where all members are encouraged to attend. General information along with open executive board positions will be presented.

**Article III. Executive Board**

**Section 3.01. Membership.** The Executive Board shall consist of the Soccer Head Coach and the elected officers of the organization. The Principal and Athletic Director shall be non-voting, advisory members of the organization as needed.

**Section 3.02. Authority.** The events, volunteers and overall operation of the organization shall be managed by the Executive Board. The Executive Board will maintain communication with members about action items and upcoming

events. It may create special committees, approve work plans, and prepare and submit a budget for approval to present for a vote to the entire Executive Board.

**Section 3.03. Meetings.** The Executive Board shall meet as determined by the Head Coach & Executive Board to prepare for officer meetings and to conduct the affairs of the organization.

- a. Roll Call
- b. General Updates
- c. Review of Previous Meeting Action Items
- d. Discuss Current Action Items
- e. Assign Tasks
- f. Outline Plan for Next Meeting
- g. Adjournment

At all meetings that require voting, voting shall take place via voice, and results reflected in the minutes of the meetings. The Head Coach and/or booster board president shall initiate the voting process. In case of conflict or tie vote (even number of officers), the Athletic Director reserves the right to add to the final vote.

**Section 3.04. Quorum.** A quorum of the Executive Board for the conduct of business shall consist of at least the majority (over 50%) of the Executive Board members (officers) in attendance.

**Section 3.05. Action without a Meeting.** Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) may be taken without a meeting if all the members of the Board or committee consent in writing (email, text message, etc.) to taking the action without a meeting and to approve the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board.

**Section 3.06. Participation in Meeting by Conference Telephone.** Members of the Board may participate in a meeting through use of conference telephone, FaceTime, Zoom or similar communications equipment, so long as members participating in such meetings can hear one another.

**Section 3.07. Reimbursement.** Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business can be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

## **Article IV. Officers and Their Elections**

**Section 4.01. Officers.** The recommended officers of this organization are the Head Soccer Coach, one President, one Vice President, a Secretary and a Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board when needed.

**Section 4.02. Election.** A nominating committee composed of the Head Coach, current President and at least one additional officer shall begin seeking nominees following the end of the season and develop a slate of candidates. The candidates shall be voted on, elected, and announced to the membership. Elected candidates may assume duties immediately after election.

**Section 4.03. Qualification.** All parents and guardians with a child attending SFHS who is part of the Soccer Program (Varsity and/or JV) are eligible to be considered as officers of the Soccer Program. Parents and guardians of former participants in the soccer program ("lifelong members") are also eligible for the officer positions. Community members can also be approved as officers if approved by the Principal, Athletic Director, and Head Coach.

**Section 4.04. Term.** Officers have no limit on maximum terms served, but terms are served year-to-year with agreement from the elected officer and Soccer Head Coach/Booster president.

**Section 4.05. Removal.** The Soccer Head Coach, with agreement of either the Principal or Athletic Director, has the right at any time to remove a member of the Executive Board. If an Officer is no longer qualified pursuant to Section 4.03, the Head Coach may remove such member of the Executive Board without agreement of either the Principal or Athletic Director. Per Forsyth County policy the principal may disband the Booster Club.

**Section 4.06. Vacancies.** A vacancy occurring in any office shall be filled by a person elected by a majority vote of the remaining members of the Executive Board.

## **Article V. Duties of Officers**

**Section 5.01. Head Coach.** The Head Coach shall be the principal executive officer of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The Head Coach shall be a member of the Executive Board and, when able, shall preside at all meetings of the Executive Board and all meetings of the membership.

**Section 5.02. President.** The President shall assist the Head Coach with general supervision and control all of the activities of the organization. The President shall be a member of the Executive Board and shall preside at all meetings of the Executive Board. The President shall help select and appoint the candidates to be brought forth for election when officer positions become open.

**Section 5.03. Vice-President(s).** The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

**Section 5.04. Secretary.** The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes in the booster shared drive, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

**Section 5.05. Treasurer.** The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and school administration upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the Executive Board.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by an approved budget, or an amendment to the budget.
- Present a Gender Equity Report (financial report including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), to the Athletic Director by the end of **May** each year.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board.
- Maintain financial records (including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and turn all over to the new treasurer.

## Article VI. Finances

**Section 6.01. Budget.** The Executive Board shall present a summary of the budget for the year to the membership at the parent meeting. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures.

**Section 6.02. Obligations.** The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization once approved by the school administration.

**Section 6.03. Loans.** No loans shall be made by the organization to its officers.

**Section 6.04. Checks.** All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board.

**Section 6.05. Banking.** The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

**Section 6.06. Financial Controls.** The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the Executive board by way of approval of an annual budget, or amendments thereto, within deviation thresholds permitted pursuant to 6.01, or be approved by separate resolution of the Executive Board;
- Head Coach *per Forsyth County policy* has the final say on all purchases.

**Section 6.07. Financial Report.** The Treasurer shall present a financial report to the Executive Board at the start of the fiscal year of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. A copy should be kept at the school and given to the A.D (Gender Equity report). The Executive Board shall have the report, and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

**Section 6.08. Fiscal Year.** The fiscal year of the organization shall be from June 1 to May 30 but may be changed by resolution of the Executive Board.

**Section 6.09. Financial Record Retention.** All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

| RECORD   | HOW TO STORE   | PERIOD OF TIME  |
|--|--|---|
| Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s                               | Store in corporate record book, binder, or cloud-based software.                   | <u><b>At least seven (7) years</b></u><br><br>Consider keeping permanently.                   |
| Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents | Compile & file records on a yearly basis. Store in binder or cloud-based software. | <u><b>Seven (7) Years</b></u><br><br>Store w/financial records.<br>Destroy after seven years. |

## **ARTICLE VII. Conflicts of Interest**

**Section 7.01. Existence of Conflict, Disclosure.** The Executive board, members, and employees of the Booster Association should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Association. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any Executive board officers, members, and employee competes or appears to compete with the interests of the Association. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for a resolution. If the conflict relates to a matter requiring board action, such a person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict. The Principal & Athletic Director have ultimate say if there is disagreement regarding the conflict of interest.

**Section 7.02. Nonparticipation in Vote.** The person(s) having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting.

However, the person may be permitted to provide the Board with any and all relevant information.

**Section 7.03. Minutes of Meeting.** The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

**Section 7.04. Annual Review.** A copy of this conflict of interest statement shall be furnished to each officer and employee, who is presently serving the Association, or who hereafter becomes associated with the Association. This review must also be provided to the Principal and Athletic Director. This policy shall be reviewed annually for information and guidance of the Executive board, members, and employees of the Booster Association. New officers shall be advised of the policy upon undertaking the duties of their offices.

## **ARTICLE VIII. Indemnification**

Every member of the Executive Board and membership may be indemnified by the Associations against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, membership or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, membership, or employee of the Association, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Association. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, membership or employee is entitled.

## **ARTICLE IX. Amendments**

These Bylaws may be amended at any regular or special meeting of the Executive Board by a majority vote of all members of the Executive Board, provided that at least fourteen (14) days' notice of the proposed amendments has been made to the Head Coach & Board Officers, or alternatively the membership waives the required notice.