

ARTICLE I DEFINITIONS

Section 1.1

The name of the corporation shall be known as the "Champlin Park High School Girls Soccer Booster Club".

Section 1.2

The "Champlin Park High School Girls Soccer Booster Club" is herein after referred to as the "CPHS GSBC" or Booster Club as an official designation of the Champlin Park High School Girls Booster Club. Only the Board of Directors shall authorize the use of these names.

ARTICLE II GENERAL PURPOSES

The Purpose of the Booster Club is to financially support Champlin Park High School Girls Soccer program as a tax exempt, not for profit charitable organization. Promote development to achieve high academic, strong leadership capability, a concern for others, self-discipline, teamwork, and excellence in athletic performance in every student-athlete soccer player. Provide the entire Girls Soccer Program — students, players, faculty, staff, alumni, parents and friends with a common bond and source of community pride.

Core Values

Our primary goal is to provide support for a quality experience for our players.

We will promote and display good sportsmanship to all players, coaches, parents, and officials.

To promote parental/guardian support of the activities affecting the welfare and education of student athletes.

To supply parental/guardian and educational support and to enhance school spirit by sponsoring girls' soccer related activities.

To recognize student athletes who have achieved special honors and awards.

To financially assist all recognized girl soccer programs and activities when possible and with our own time and talents.

In each case to the extent permitted by the CPHS GSBC by-laws.

ARTICLE III ADDRESS

The address of CPHS GSBC shall be: PO Box 365, Champlin, MN 55316.

ARTICLE IV NONPROFIT

Section 4.1

This Booster Club shall be operated as a non-profit Minnesota corporation. In the event CPHS GSBC ceases to be in operation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Booster Club, dispose of the remaining assets of the Booster Club, in such a manner or to such organizations organized and operated exclusively for education and charitable purposes as shall at the time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

Section 4.2

This Booster Club shall have no capital stock and shall not be conducted for pecuniary profit for the Booster Club or any of its members.

Section 4.3

All monies, donations or charitable contributions collected on behalf of CPHS GSBC shall be subject to the approval of the Board of Directors for their specific use.

ARTICLE V MEMBERSHIP

Section 5.1

Any parent/guardian of a member of the CPHS Girls Soccer Team interested in the above purpose of CPHS GSBC is eligible for membership upon payment of his or her child's annual registration fees or upon Board of Directors' approval at any regularly scheduled meeting. Attendees may include coaches or volunteers who may or may not have a child in the girls' soccer program. Membership entitles a parent(s) or guardian(s) to vote at the annual meetings Election of the Board of Directors, and meetings of the membership subject to Article IX, Section 9.1.

Section 5.2

The term of membership shall be for one year.

ARTICLE VI FEES

Section 6.1

The annual registration fee of the Booster Club shall be determined by the Board of Directors.

Section 6.2

The annual registration fee for the members shall be payable at registration.

Section 6.3

Members have no voting or registration rights until all unpaid fees are current.

Section 6.4

Any member, who has paid the registration fee in accordance with Section 6.2 but fails to make proper team payment shall be given a fifteen (15) day grace period from the due date, at which time the team parent will either collect the payment or issue another fifteen (15) day grace period with approval of the Treasurer. If the member fails to pay after the second grace period, the team parent will report the failure to pay to the Board of Directors and the Treasurer, at which time, the member's player will not receive their Game Day team shirt. Financial hardship cases will be considered by the Board of Directors.

Section 6.5

Board of Directors Officers will have booster fees waived for one player's fee.

ARTICLE VII MEETINGS OF THE MEMBERSHIP

Section 7.1

The annual meeting of the members of CPHS GSBC shall be held in November of each year at such a place as designated by the Board of Directors. Members in good standing will be notified prior to the meeting. The purpose of said meeting shall be the election of directors and officers for the ensuing year. Notice of the annual meeting will be posted on the home page for the girls' soccer team on the CPHS website and/or to be notified by e-mail to the membership.

Section 7.2

There will be a minimum of three (3) and maximum of nine (9) members on the Board of Directors. The Board of Directors shall consist of the following positions (officers may also be directors): President, Vice President, Secretary, Treasurer, Director of Communications, Director of Social Media, Director of Volunteer/Fundraising and Members at Large (2 max)

Section 7.3

Meetings of the members may be held at any time, at the request of the CPHS GSBC President or a majority of the Board of Directors. Members in good standing will be notified five (5) days prior to the meeting and will be posted on the home page for the girls' soccer team on the CPHS website and/or to be notified by e-mail to the membership.

Section 7.4

Regular meetings of the members shall be a least once a month; at a time and place determined by the members.

Section 7.5

Quorum: A quorum of any meeting shall consist of no less than five (5) members of the Board of Directors. At the annual meeting a majority of the Board of Directors and general membership shall be present. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Section 7.6

Voting: Motions shall be carried by a majority vote of the CPHS GSBC for election of the Board of Directors members present at the annual meeting and a majority of the Board of Directors must be present.

Section 7.7

Order of business for the Annual Membership Meeting shall be:

- A. Call to Order
- B. Reading and Acceptance of the Minutes from the Previous Annual Meeting
- C. Treasurer's Report
- D. Directors' Reports
- E. Old Business
- F. New Business
- G. Adjournment

Section 7.8

Adoption of a new amendment or amendment change to the existing by-laws shall be proposed prior to a member meeting. For a motion to be carried, a 2/3 majority of a quorum of voting members, must pass the motion for the new amendment or amendment change to the existing by-laws to take effect. All members of the Board of Directors and officers shall be present.

Section 7.9

Meetings of the CPHS GSBC members shall generally be conducted in accordance with Roberts Rules of Order, provided, however, that the President, or in the absence of the President, the presiding officer at the meeting, shall have the final decision on all matters of procedure.

ARTICLE VIII COMMITTEES OF THE BOARD

Section 8.1

The Booster Club shall have a Fundraising Coordinator. They shall plan and coordinate fundraising activities of the CPHS GSBC. However, no fund-raising activity for the benefit of the CPHS GSBC shall be conducted without the prior approval of the CPHS.

Section 8.2

The Board of Directors may, from time to time, approve the appointment of other committees for specific purposes.

ARTICLE IX VOTING AND ELECTIONS

Section 9.1

At the annual meeting of the members, and at meetings of the members each attending member in good standing of the Booster Club shall be entitled to one (1) vote. A member must be present to properly submit a vote. No "Absentee Ballot(s)" shall be granted to any member for any voting during any annual meeting and meetings of the members.

Section 9.2

At the annual meeting of the members, the affirmative vote of a simple majority of those present and entitled to vote shall be required to carry any election result motion or resolution, except for changes to the by-laws (Section 7.9). Members must be present to vote.

Section 9.3

Directors and officers shall be elected at the November annual meeting of the Booster Club. A slate of proposed officers shall be presented to the members at the annual meeting. Nominations will be taken from the general membership when properly presented from the floor provided said nominees are present to accept the nominations. Votes shall be cast by secret ballot.

Section 9.4

The President, during the annual meeting, shall appoint two (2) members of the CPHS GSBC to be the judges of the election on the day of the said election. At the close of balloting, the votes shall be counted, and the results reported to the President, who shall announce these results to the members. In the case of a tie in the number of votes cast, leaving the election undetermined of one or more persons as officers, a second ballot or more will be cast until a member is elected.

Section 9.5

Eligible voting members of the Board of Directors' are: President, Vice President, Treasurer, Secretary, Director of Communications, Director of Social Media & Director of Volunteers/Fundraising

ARTICLE X BOARD OF DIRECTORS

Section 10.1

The governing body of CPHS GSBC shall be the Board of Directors. The Board of Directors shall consist of minimum of three (3) and a maximum of nine (9) officers duly elected by the members at the annual meeting. Officers may also be directors.

Section 10.2

The President, Vice President, Treasurer, Secretary and Communications Director, Director of Social Media, Director of Volunteer/Fundraising Coordinator positions of the Board of Directors. Two (2) Member(s) at Large may also be elected to non-officer positions on the Board of Directors. The Board shall carry on the business of CPHS GSBC during meetings. The President and Treasurer shall hold office for the term of one (1) year unless there is not another member to take over the position. The other positions may be held for longer terms as determined by the Board of Directors.

Section 10.3

The Board of Directors shall determine the policies and activities of CPHS GSBC, approve the budget, approve all disbursements, meet with committees, have general management responsibilities for CPHS GSBC and shall determine the official depository for the Booster Club's funds.

Section 10.4

Vacancies on the Board of Directors shall be filled by appointments made by the remaining Board of Directors. All appointments shall be approved by the Board of Directors at any regularly scheduled meeting on or before the November meeting of each year.

Section 10.5

If a member of the Board of Directors cannot complete his/her term of office, the Board of Directors shall solicit nominees from the membership according to Article IX, Section 9.3 and vote on the position at a meeting of the members. All members in good standing in attendance shall have one (1) vote in accordance with Article IX, Sections 9.1 and 9.2. If the position is vacated within sixty (60) days before the annual members meeting, that position shall be considered "open" and scheduled for election at the annual members meeting.

ARTICLE XI OFFICERS OF THE BOARD OF DIRECTORS

Section 11.1

President:

The President shall be the Chief Executive Officer of the Booster Club. The President shall preside at all meetings of the Board of Directors and members. Among the President's other duties, the President shall have general supervision over the business activities of the Booster Club and shall see that all orders, policies and resolutions of the Board of Directors are put into effect.

Section 11.2

Vice-President:

It shall be the duty of the Vice-President to preside at all meetings in absence of the President. In the event of disability of the President, the Vice-President shall assume the duties of the President's office. He/she shall further perform any assignments given him/her by the President and/or Board of Directors.

Section 11.3

Treasurer:

The Treasurer shall have custody of all CPHS GSBC funds and shall keep books belonging to the Booster Club with full and accurate accounts of all receipts and disbursements. All disbursements shall be approved by the Board of Directors before payment at each Board of Directors' monthly meeting. He/she shall render full account balances to the President and the Board of Directors at the regular meetings of the Board of Directors or whenever requested by them. He/she shall be able to account for all transactions as Treasurer and for the financial condition of CPHS GSBC. A treasurer's report shall be presented to all members of the Board of Directors at each monthly meeting.

Section 11.4

Secretary:

The Secretary shall attend all meetings of the members and the Board of Directors and shall record true minutes of the proceedings of all such meetings. He/she shall give all notices as required by the CPHS GSBC By-Laws or resolutions. He/she shall perform such other duties as may be delegated and keep a complete list of all CPHS GSBC members, with addresses and telephone numbers. He/she shall take roll call at meetings to ensure attendance per Article VII, Meetings of the Membership. The Secretary shall maintain a signed copy of the CPHS GSBC by-laws.

Section 11.5

Director of Communications:

Director shall oversee communications via email and website that have to do with the CPHS GSBC and the girls' soccer teams. He/she will keep all player and parent information confidential to all but members of the booster club and coaches.

Section 11.6

Director of Social Media:

Director oversees posting booster information and photos of the all the CPHS girls soccer teams activities, games, camps, etc. on social media-Facebook, Instagram, and website.

Section 11.7

Director of Volunteer/Fundraising

Director shall oversee the coordination all fundraising activities- food nights, cub bagging, steak fry, butter braids, etc. Organize volunteer sign ups. He/she will need to present all fundraising ideas to the board members for approval.

Section 11.8

Member(s) at Large:

Any member in good standing (if elected) that has been elected to serve on the Board of Directors and who is willing to serve. This is a non-voting non-officer position.

ARTICLE XII FISCAL YEAR

Section 12.1

The fiscal year for the Champlin Park Girls' Booster Club shall be from March 1st to February 28th.

**By-Laws of Champlin Park High School Girls' Soccer Booster Club
Amended and Restated September 2023**

Signed by the Secretary and President of the Champlin Park High School Girls Soccer Booster Club:

President Name

Date

Secretary Name

Date

