



Article One: ORGANIZATION

- Section I: The organization shall be known as the CVG Soccer Booster.
- Section II: The organization shall operate as a non-profit organization as defined by the US Internal Revenue Code 501(c)(3) and State of Pennsylvania tax codes. The CVG Soccer Booster will also operate in accordance with all rules, guidelines and regulations established by the Cumberland Valley School District.

Article Two: OBJECTIVE

- Section I: The objective of the CVG Booster is to provide financial and support services, and to give recognition to the Cumberland Valley High School and Middle School Girls Soccer program.
- Section II: The financial support will be provided through donations, booster membership dues and fees and fundraising activities as approved by the executive booster board.
- Section III: All activities sponsored by the CVG Soccer Booster shall be undertaken in its name and as its sole responsibility.

Article Three: MEMBERSHIP

- Section I: CVG Soccer Booster membership is open to any person/family member(s)/guardian(s) of a Cumberland Valley Girls Soccer Varsity, Junior Varsity and/or Middle School player wishing to promote, support and give recognition to the Cumberland Valley Girls Soccer program.
- Section II: The Varsity Head Coach of the Cumberland Valley Girls Soccer program shall be an Advisory Member to the CVG Soccer Booster; with voting privilege on policies as deemed relevant and necessary by executive board.
- Section III: Membership will be for a period of one (1) year; and dues and fees will be payable at the first general membership meeting in August.
- Section IV: The executive board, as outlined in Article Four, will determine appropriate membership dues and fees as part of the forecasted annual budget.
- Section V: General membership meetings will be held as outlined in Article Eight.
- Section VI: All members are encouraged to attend meetings, join committees of the booster and volunteer for the good of the organization.
- Section VII: The privilege of making motions and voting shall be acknowledged to general members of the Booster whose dues and fees have been paid.



Article Four: EXECUTIVE OFFICERS/EXECUTIVE BOARD

- Section I: The elected officers of the CVG Soccer Booster shall be: President, Vice-President, Secretary and Treasurer.
- Section II: The CVG Soccer Booster shall be governed by its executive officers; these officers, and the Varsity head coach, shall comprise the executive board of the CVG Soccer Booster.
- Section III: The presiding president shall communicate with the members of the CVG Soccer Booster electronically, or in writing, to request nominations for offices beginning January 1 of each year. Nominations for executive officers shall be received on or before January 10 of each year.
- Section IV: For the office of President, candidate must have previously served as an executive officer.
- Section V: In the event no nominations are received for office of President which meet CVG Soccer Booster ByLaws, then nominations may be accepted from the membership at large.
- Section VI: The executive officers shall be elected annually by a majority vote of the general membership of the CVG Soccer Booster on January 15 of each year with the new officers' terms to begin January 20.
- Section VII: Voting will be conducted via electronic means (i.e email reply response, Time to Sign up, etc.).
- Section VIII: Elected officers will be posted on CVG Soccer Booster website and communicated to the membership at large via email on or by January 20.
- Section IX: All executive board officers must attain, and provide to the CVSD, the following mandatory certifications:
1. Report of Criminal History from the Pennsylvania State Police; and
 2. Child Abuse History Certification from the Department of Human Services.
- Clearances must be completed at the volunteer's expense and returned to the District Office prior to volunteering.
- Section X: The executive board shall have the authority to remove any officer, with or without cause. Removal from office can occur upon two-thirds majority vote of the executive board at a special executive board meeting, which can be called for that purpose.
- Section XI: In the event an office is vacated; or upon the expiration of term of office; or in case of resignation or removal, each officer must turn over to the executive board, without delay, all records, bookkeeping and relevant documents pertaining to the office. Furthermore all funds, bank cards and financial means must be submitted, without delay, to the treasurer and/or executive board.



Article Four: EXECUTIVE OFFICERS/EXECUTIVE BOARD

- Section XII: In the event that additional elections are needed to fill office positions, as identifies in Section XI, nominations will be accepted for open office(s) at a general membership meeting with voting approve to follow.
- Section XIII: The general responsibilities of each officer are set forth, and are not limited to, in subsequent sections.
- Section XIV: The officers shall serve for a term of one year.
- Section xv: No member shall hold more than one office at a time.
- Section XVI: Executive office cannot be held for more than three consecutive years in same office.

Article Five: EXECUTIVE OFFICERS/DUTIES

- Section I: The general business affairs of the organization shall be managed by the elected officers, as stated within the governing CVG Soccer Booster ByLaws.
- Section II: The executive board shall have control and management of the funds and properties of the organization. Expenditures must be approved by a majority vote of the executive board.
- Section III: The executive board shall appoint an independent auditor annually to review CVG Soccer Booster records and finances, and present a final report to executive board.
- Section IV: The executive board will post (on CVG Soccer website) a schedule of general membership meetings to members at large.
- Section x: The responsibilities of the CVG Soccer Booster executive officers shall include, but not be limited to, the following descriptions as noted in subsequent sections.
- Section XI: President: The President shall be head of the executive board. He/she will preside over all meetings of the organization and the officers; adhere to nomination and election procedures as outlined in Article Four; overseeing District requirements for financial reporting are submitted on time; ensuring ad hoc/standing committees are staffed and chaired by members; and serving as principal liaison with coaches, Athletic Director and CVSD administration.
- Section XII: Vice President: The Vice President shall preside over all meetings of the organization in the absence of the President. He/she will serve as resource to ad hoc/standing committees chairperson(s) and members; assume the duties of the President if he/she is unable to complete his/her term; in conjunction with secretary, serve as administrator of CVG Soccer Booster website; maintain current CVG Soccer Booster ByLaws. He/she will perform other duties assigned by the President.
- Section XIII: Secretary: The Secretary shall take meeting minutes and attendance at all CVG Soccer Booster meetings; post such minutes on CVG Soccer Booster website; in conjunction with Vice President serve as administrator of CVG Soccer Booster website. He/she will post season game and practice schedule on website; reserve CVSD facility as needed and necessary for CVG Soccer Booster functions. He/she will perform other duties assigned by the President.



Article Five: EXECUTIVE OFFICERS/EXECUTIVE BOARD

Section XIV: Treasurer: The Treasurer is the authorized custodian to have oversight of all funds of the CVG Soccer Booster in accordance with the organization's financial policies. The Treasurer will organize, document and record all financial activities. The Treasurer will be diligent and timely in ensuring all funds are received and expensed in accordance with the booster's tax-exempt purpose, bylaws and budget. The financial records belong to the booster organization and must be available to the other officers and members upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the executive board and members.
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget
- Present a written financial report at each general membership meeting and at other times as requested by the executive board
- Complying with financial reporting requirements as set forth by the CVSD on a monthly basis
- Prepare an annual budget, in conjunction with the executive board and head varsity coach, to present for approval to the general membership at the first general membership meeting of the season
- Maintain financial records(including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, tax forms, etc.) and turn all over to the new treasurer at the end of the term of office, as deemed within the election process.

Article Six: STANDING COMMITTEES

Section I: The CVG Soccer Booster will maintain the following standing committees: Banquet, Breast Cancer Awareness Game Night, Concessions, Golf Tournament, MemoryBook, Mini-Golf Tournament, Scholarship, Senior Night, and Spiritwear.

Section II: The chairperson(s) for each committee shall be responsible for submitting financial goals, including budget requests, in writing throughout the fiscal year. The financial goals are to be reviewed and accepted, rejected or modified as needed by the executive board.



Article Seven: QUORUM/VOTING

Section 1: A Quorum shall be any number of booster club members that attend a scheduled meeting with at least three of the four executive board members in attendance.

Article Eight: INDEMNIFICATION

Section 1: The officers of the CV Girls Soccer Booster, as well as standing and ad hoc committee chairpersons shall not be liable for monetary damages as such for any action taken, or any failure to act, unless, the action or inaction constitutes self-dealing, willful misconduct or recklessness. Absent a breach of fiduciary duty to the club, lack of good faith or self-dealing, actions taken as an officer or any failure to act shall be presumed to be in the best interest of the club. The club shall indemnify any person who is a party or is threatened to be apart to any action by reason of the fact that he or she is or was a representative of the club if he or she acted in good faith and with a reasonably belief that such action or inaction is or was in the best interest of the club. No indemnification shall be made if the action or inaction constitutes self-dealing, willful misconduct or recklessness.

Article Nine: BYLAWS AND REVISIONS OF BYLAWS

Section 1: The above articles may be amended by two-thirds majority vote of the members present at any duly scheduled general meeting or special meeting as voted upon and recommended by the executive board. Written notice or by e-mail, of any proposed amendment tot he bylaws shall be provided at least seven days in advance of any general or special meeting wherein the action proposed to be taken is the amendment of the bylaws.

The use of any surplus funds for private inurnment to any person in the event of dissolution of the CV Girls Soccer Booster is prohibited.