

**CONSTITUTION AND BYLAWS  
OF THE  
LEBANON HIGH SCHOOL  
GOLDEN GOAL SOCCER CLUB**

Updated: 24 March 2015

Many individuals have indicated their desire to help Lebanon High School Soccer. In order to provide a standardized vehicle in which to be organized and use these voluntary services, the Lebanon High School Golden Goal Soccer Club has been established.

**ARTICLE I**  
**Identification**

**Section 1 – Name.** The name of the organization shall be Lebanon High School Golden Goal Soccer Club (hereinafter referred to as the “Club”).

**Section 2 – Fiscal Year.** The fiscal year of the Club shall commence on January 1st and end on December 31st.

**ARTICLE II**  
**Objectives**

The objectives of the Club shall be to maintain community interest in, and to lend both moral and financial support to all soccer programs within the Lebanon Community School Corporation

**ARTICLE III**  
**Membership**

Membership shall be open to any person that subscribes to the purpose, functions and objectives of the Club and is either a) a parent or legal guardian of a current student participating in boys’ or girls’ soccer at Lebanon High School; b) a parent or legal guardian of a current student participating in boys’ or girls’ soccer at Lebanon Middle School; c) a coach or assistant coach of the Lebanon High School boys’ or girls’ soccer teams; or d) a head coach of the Lebanon Middle School boys’ or girls’ teams. Each member personally present at a meeting of the Club is entitled to one vote on any matters in which a member is entitled to vote on pursuant to the Constitution and Bylaws.

**ARTICLE IV**  
**Organizational Structure**

**Section 1 – Executive Board.** All affairs of the Club shall be managed and controlled by the Executive Board in accordance with the Constitution, Bylaws and other rules as adopted from time to time by the Executive Board.

**Section 2 – Executive Officers.** The Executive Board shall be comprised of the Officers. The Officers of the Club shall be elected positions consisting of President, Vice-President, Secretary, Treasurer, a team parent/guardian from each high school program and the Varsity Coach of each program (hereinafter collectively referred to as “Officers”). The immediate past-President shall be an ex-officio member of the Executive Board to aid in the transition of leadership and shall have no voting rights. Officers shall serve for a twelve-month term commencing January 1<sup>st</sup> and ending December 31<sup>st</sup>. Each Officer is entitled to one vote on matters Officers are entitled to vote on pursuant to the Constitution or Bylaws.

**Section 3 – Activities of the Executive Board.** The Officers will work directly with the High School Athletic Director in supporting all projects for the soccer programs. The Officers shall appoint committees as necessary and shall oversee all committees’ projects and expenditures.

**Section 4 – General Board.** The General Board shall consist of the Executive Board as well as the JV coach from each high school program, the head middle school coaches, and a parent/guardian representative from each middle school team. Each member of the General Board will have a single vote on matters before the Board pursuant to the Constitution and Bylaws. This completes the General Board with a total of 14 voting members.

**Section 5 – Nominations.** Nominations may be made during the November meeting from the floor by the nominee or by another member with prior approval of the nominee. Responsibilities of each position shall be made available to the Membership prior to nominations. Nominations for the position of the President shall be withheld to a Member that is a parent/guardian of a high school participant.

**Section 6 – Elections.** The election of Officers shall be held at the December meeting and Officers shall assume their duties on January 1st. Voting will be by secret ballot when there is more than one nominee. Officers shall be elected by majority of all members personally attending a meeting for such purpose.

## **ARTICLE V** **Vacancies**

In the event of a vacancy in the position of any Officer, the General Board will nominate and elect from the available Membership to fill the vacancy for the remainder of the term of office.

## **ARTICLE VI** **Removal of an Officer from Office**

Removal of an Officer from his or her office may occur at any time that it is decided by at least three (3) members of the Executive Board that the Officer:

- a. is not performing the duties as outlined in the Bylaws;
- b. has mismanaged finances of the organization; and/or
- c. is convicted of a felony or crime of moral turpitude in a court of law.

**ARTICLE VII**  
**Duties of Officers**

**Section 1 – President.** The President shall preside at all meetings of the organization; shall be a member ex-officio of all committees; shall personally represent the Club or appoint a delegate as needed; and shall perform all other duties pertaining to the office or duties as needed to carry out the Constitution and Bylaws.

**Section 2 – Vice President.** The Vice-President shall act as an aide to the President; shall perform the duties and assume the powers of the President in the President's absence or disability; shall have such other powers and perform such other duties as may be delegated by the Executive Board; and shall oversee all fund-raising projects such as sponsorships, outings, spirit wear.

**Section 3 – Secretary.** The Secretary shall keep the minutes of each meeting of the Club and the Executive Board. The Secretary shall keep an archive of all minutes and shall make them available to the President, Athletic Director and Members at all times. The Secretary shall be responsible for any written correspondence that may be needed. The Secretary shall perform all the duties customarily incidental to the office of a secretary, subject to the control of the Executive Board.

**Section 4 – Treasurer.** The Treasurer shall perform all financial transactions of the Club and keep an accurate record thereof. This record will be made available to the Executive Board and Athletic Director at any time and will be presented with a yearly report to the membership at the November meeting. The Treasurer shall perform all the duties customarily incidental to the office of a treasurer, subject to the control of the Executive Board.

**Section 5 – Middle School Representatives.** Middle School Representatives shall represent the consensus interests of their respective teams, shall work with the High School/ Middle School Liaison, and shall have such powers and perform such duties as may be delegated by the Executive Board.

**Section 6 – High School Class Representatives.** High School Class Representatives shall represent the consensus interests of their respective class on their respective team, shall work directly with their respective Team Representative, and shall have such powers and perform such duties as may be delegated by the Executive Board.

**ARTICLE VIII**  
**Meetings**

Club meetings shall be called by the President or two (2) Members of the Executive Board and shall commence upon a quorum of both the Executive Board and members. Meetings of the Executive Board shall be called by the President or two (2) Members of the Executive Board and shall commence upon a quorum of the Executive Board. Members may attend meetings of the Executive Board but are not entitled to a vote at such meetings. The location of any Club meeting and/or Executive Board meeting shall be designated by the President and shall be made available to the Club sufficiently before the meeting takes place.

## **ARTICLE IX**

### **Quorum**

A quorum of the Executive Board shall consist of a majority of the Executive Board personally attending any meeting. The members personally present at a meeting shall constitute a quorum provided the membership has been notified through e-mail, telephone, and/or United States mail of the time and place of the meeting.

## **ARTICLE X**

### **Expenditures**

Expenditures and disbursements of money will be authorized only as approved by majority vote of the Executive Board except for expenditures for normal operation of the Club. Receipts of all expenditures and disbursements required for Club or team operations shall be made available to the Treasurer as they occur for accurate accounting purposes. Funds of the Club shall only be withdrawn upon signature of the Varsity Coaches and/or the Lebanon High School Athletic Director.

Concession Stand expenditures and disbursements throughout the season will be dispersed as agreeable in accordance with the guidelines of the Concession Breakdown located in Appendix A of this document. The Executive Board reserves the right to alter expenditures and/ or disbursements by majority vote.

## **ARTICLE XI**

### **Committees**

There shall be the following standing committees: Concessions, Scholarship, Spirit and Fundraising. The Executive Board shall have the right to form other committees as deemed necessary, such as for large events—i.e. invitational tournaments, hosting sectionals, and etcetera. Each committee shall have a chairperson or chairpersons as needed. Committee chairpersons shall be responsible for communication to the membership and shall report directly to the Executive Board or another overarching committee as deemed appropriate by the Executive Board. Additional Committees may be created upon majority vote of the Executive Board.

**Section 1 – Concessions Committee.** The Concessions Committee shall be responsible for purchasing and maintaining supplies, maintaining records and funds, and staffing of concessions as needed. After each event, two representatives will count and will record the amount made. All receipts and earnings of the concession stand will be documented by the Concessions Committee and given to the Treasurer as soon as possible following an event or the purchase of inventory. The Executive Board must approve any significant changes to the procedure and/or menu of the concession stand. Standing members of the Concessions committee include, but are not limited to the Chairperson(s), a scheduler representing the boys' high school team, a scheduler representing the girls' high school team, and a scheduler representing the middle school teams.

**Section 2 – Scholarship Committee.** The Scholarship Committee shall be responsible for annually reviewing the criteria and process of the Lebanon High School Golden Goal Club Scholarship.

**Section 3 – Spirit Committee.** The Spirit Committee shall be responsible for determining the spirit item options for the year and organizing decorations and events such as senior nights, breast cancer awareness nights, and etcetera for each program. All expenditures of the Spirit Committee shall be brought before the Board for approval.

**Section 4 – Fundraising Committee.** The Fundraising Committee shall assist the coaches in preparation for fundraising events for the year, including the Alumni game, and bring fundraising ideas to the Executive Board. The Vice-President will sit ex-officio on this committee.

**ARTICLE XII**  
**Fund Raising**

Any fund raising activity must be approved by a majority vote of the Executive Board and be requested through filling out and submitting the “Request for Fundraising Activity” document to the Athletic Director for approval.

**ARTICLE XIII**  
**Disbandment**

Disbandment may occur if at any time it is decided by a 2/3<sup>rd</sup> vote of the entire membership that the best interests of Lebanon High School Soccer is not at hand. In the event of disbandment, the Club Treasurer shall turn over any assets of the organization to the Lebanon High School Athletic Department to use only for soccer purposes. Upon disbandment the scholarship shall continue with the selection process determined by the head coaches.

**ARTICLE XIV**  
**Amendments**

The Constitution and Bylaws may be amended from time to time by majority vote of the Executive Board and quorum of the Membership personally attending a meeting called for such purpose. Nothing in the foregoing shall prohibit other business being conducted at such meeting.

**ARTICLE XV**  
**Proxies**

No proxy votes shall be recognized unless pre-approved in writing by the President.

**ARTICLE XVI**  
**Governing Rules**

The rules contained in *Robert’s Rules of Order* (most recent version), shall govern this organization in all cases in which they do not conflict with the Constitution, Bylaws or other rules adopted by the Club.

**APPENDIX A**  
**Concession Breakdown**

100% proceeds (after -\$200 seed money)  
60% concession costs  
40% participant/volunteer teams

- Guaranteed a minimum of 10% of total proceeds for any team playing that day.
- All amounts rounded down to the cent. Excess remains in Concession Account.
- 3 possible "teams": Middle School, Boys High School, and Girls High School.
- Final amount in concession account must cover next season startup money as well as money for the scholarship. Any additional funds required to do so will be equally taken out of each high school team account.

<b>Examples</b>	
<i>1 Team Event (High School)</i>	
20%	HS team playing
20%	Volunteer split
<i>1 Team Event (Middle School)</i>	
30%	Middle School
10%	Concession
<i>2 Team Event</i>	
10%	Team playing
10%	Team playing
20%	Volunteer split
<i>3 Team Event</i>	
20%	Middle School
10%	HS Boys
10%	HS Girls
<i>3 Team Event (no MS Volunteers)</i>	
10%	Middle School
10%	HS Boys
10%	HS Girls
10%	Volunteer Split

<b>Specific Examples</b>	
<i>Girls High School Game</i>	
30%	HS Girls (20 + 10 volunteer)
10%	HS Boys (0 + 10 volunteer)
<i>Boys/Girls MS Game</i>	
30%	Middle School
10%	Concession
<i>Boys High School/Middle School</i>	
15%	HS Boys (10 + 5 volunteer)
20%	Middle School (10 + 10 volunteer)
5%	HS Girls (0 + 5 volunteer)
<i>Varsity Double Header/MS</i>	
20%	Middle School
10%	HS Boys
10%	HS Girls
<i>3 Team Event (no MS Volunteers)</i>	
10%	Middle School
15%	HS Boys (10 + 5 volunteer)
15%	HS Girls (10 + 5 volunteer)

**Volunteer Split Percentages**

# Volunteers	<u>20%</u> % per	<u>10%</u> % per
8	2.50	1.25
10	2.00	1.00
12	1.66	0.83
14	1.42	0.71
16	1.25	0.62



**LEBANON HIGH SCHOOL  
REQUEST FOR FUNDRAISING ACTIVITY**

Please submit the following form to the Athletic Office at least three weeks prior to the requested date. Attach all pertinent vendor information, when necessary.

Date submitted \_\_\_\_\_ Date(s) of sale \_\_\_\_\_ (LIMIT 2 WEEKS)

Location of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Athletic Team/Club/Organization \_\_\_\_\_

Sponsor \_\_\_\_\_

Type of Fundraiser \_\_\_\_\_ sales \_\_\_\_\_ donations \_\_\_\_\_ door-to-door \_\_\_\_\_ other(specify) \_\_\_\_\_

Product to be sold \_\_\_\_\_

Intended Use of Profits \_\_\_\_\_

Product Vendor \_\_\_\_\_ Sales Rep \_\_\_\_\_

Name and Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_

Approved: \_\_\_\_ Yes \_\_\_\_ No

If not approved explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Athletic Personnel

\_\_\_\_\_  
Date