

EXTERNAL SUPPORT/BOOSTER CLUB AGREEMENT

This agreement is entered into by and between the Danville Board of Education (hereafter referred to as "Board") and an entity known as DHS Girls Basketball Booster Club (hereafter referred to as the "External Support/Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the External Support/Booster Club may operate and associate with students, teachers, coaches and school administrators at Bate + DHS school.

TERMS AND CONDITIONS

1. The External Support/Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Danville Public Schools. In addition, the External Support/Booster Club acknowledges that the Board has control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). The Board and External Support/Booster Club acknowledge that the purpose of External Support/Booster Clubs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, or athletic programs.
2. The External Support/Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. 1681-1687, et seq.) by DHS / Bate Middle School and the Board. Likewise, the External Support/Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of DHS / Bate Middle School and the Board must verify that the school complies with Title IX (702 KAR 7:065, Section 2[13]). Accordingly, the External Support/Booster Club agrees to provide all information requested by Danville High School, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The External Support/Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director of Danville High School or the Superintendent of the Danville Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.
3. The External Support/Booster Club shall, on or before July 1 submit a request to be recognized by the Board to the school Principal for the upcoming fiscal year. This request shall include by-laws, list of officers with their phone numbers and addresses, statement of objectives, and designated representatives for purposes of communicating with and providing true and accurate information to the Board and school Principal. If a External Support/Booster Club is formed after July 1, the above information will be furnished within 15 days of the execution of this agreement.
4. Upon request of the Principal or Athletic Director, or upon request of the Superintendent of the Danville Public Schools, the External Support/Booster Club shall make available a full and complete list of its members.
5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, the External Support/Booster Club shall, upon the request of the Principal or Athletic Director of Danville High School, or upon the request of the Superintendent/designee of the Danville Public Schools, provide a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended and provide an annual financial report to the Principal no later than July 25 for the year ended June 30. In addition, if requested to do so, the External Support/Booster Club shall also provide audited financial records concerning its activities.
6. Requests for fund-raising activities shall be directed in writing to the school Principal for his approval within the first 30 days of school. These requests should be planned and approved by the External Support/Booster Club as reflected in booster minutes submitted with the requests. Additional requests during the year must be submitted to the school Principal for approval a minimum of 30 days prior to the fund-raising activity. No solicitation of funds or requests for donations shall be conducted by a

External Support/Booster Club without approval of school Principal. All receipts, and invoices related to approved fund-raising activities must be made available upon request for review by the school Principal and/or Superintendent/designee. A fund raising report must be made available to the school Principal at the close of each activity.

The External Support/Booster Club shall submit an annual proposed schedule of events to the school Principal at the start of each school year. Events that require school personnel for supervision or custodial work are the responsibility of the External Support/Booster Club and must be compensated according to school policy.

7. The Principal and Athletic Director of Danville High School and the Superintendent of the Danville Public Schools expressly reserve the right to reject any fund-raising activity for any reason. The External Support/Booster Club agrees that it shall not engage in any fund-raising activity which has not been approved or which has been rejected by the Principal or Athletic Director or the Superintendent. Participation in booster activities by parents/guardians/relatives of student/athletes is not required for participation in Danville School Athletics. No special considerations or restrictions can/will be placed on student athletes related to booster groups. Coaches shall not participate in voting on Booster Club activities.
8. A External Support/Booster Club organization using external accounts shall not use the state tax exempt or federal identification number of the school or district but shall obtain a state tax exempt or federal identification number specifically and only for the use of the booster organization.
9. The Board of Education does not assume any financial responsibility for an External Support/Booster Club.
10. By executing this document through its designated representative, all members, officers, and representatives of the External Support/Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the External Support/Booster Club represents and agrees that he/she will provide a copy of this agreement to all members of the External Support/Booster Club.

I hereby acknowledge that I am a representative of the Danville Girls BB Booster External Support/Booster Club and that I am authorized to act on its behalf. I further agree that this External Support/Booster Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Principal and/or Athletic Director of Danville High School and to the Superintendent of the Danville Public Schools any violation or breach of this agreement. I understand that failure to comply with this agreement can result in the termination of the Board's approval for sanction of the External Support/Booster Club and that it will no longer be able to participate in fund-raising activities or make purchases on behalf of school athletic teams or school groups.

Girls BB Booster BY: Shane Terrell TITLE: President
(Name of External Support/Booster Club)

STATE OF KENTUCKY COUNTY OF Boyle

Subscribed and sworn to before me on this the 4th day of Nov, 2019, by Shane Terrell

634792
NOTARY PUBLIC
My commission expires: 11-4-2023

BYLAWS

Danville High School Girls Basketball Booster Club, Inc

Article I Name and Purpose

Section 1.01. Name. The name of this organization shall be Danville High School Girls Basketball Booster Club, Inc.

Section 1.02. Purpose. The organization is organized and operated for the charitable and supportive purposes of girls playing middle and high school basketball in the Danville Independent School System of KY

Article II Membership

Section 2.01. Qualification. All parents, guardians, or other persons with a child enrolled and attending Danville High School and Bate Middle School and participating in girls basketball shall be considered voting members of the organization. The Principal, Assistant Principals, Athletic Faculty and members of the licensed teaching staff shall be non-voting, advisory members of the organization.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on the committees, and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget, and approve amendments to these bylaws.

Section 2.03. Quorum. The members present at any membership meeting of the organization, provided three (3) or more members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Executive Board.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership in May at which the officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as is determined by the Executive Board or at the request of three (3) or more members in writing to the Executive Board.

Article III Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the organization.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.06. Participation in Meeting by Video or Audio Conference Call. Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such meeting 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 are allowed to 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 officers of this organization shall include one President, one or more Vice Presidents, a Secretary, a Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election. A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in May of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the May meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current school year following their election.

Section 4.03. Term. Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article V Duties of Officers

Section 5.01. President. The President 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 President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

Section 5.02. 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 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and 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, shall manage and keep an accurate tally of the volunteer records 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 5.04. 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 members upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at each General Membership Meeting of the membership and at other times as requested by the Executive Board.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, General Membership, and other stakeholders.

Article VI Finances

Section 6.01. Budget. The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

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.

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

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, except that checks of \$250 or more must have the signature of at least two officers, such as the Treasurer and the President. Checks shall bear notice of this requirement above the signature line as follows, **"Two signatures required for checks in the amount of \$250 or more."**

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. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and

review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

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 membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- Checks exceeding \$250 must be endorsed by at least two officers authorized by resolution of the Executive Board, and checks of the Organization shall include above the signature line a notice to this requirement;
- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a consistent basis.
- It is recommended that a committee of non-signing members be formed at the end of each fiscal year to audit/review finances. A professional/firm could be hired as well if prudent.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each membership meeting of the organization if possible and prepare a final report at the close of the year in accordance with the organization's financial policies. 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 July 1 to June 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, and/or cloud-based software.	At least seven (7) years Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in binder or cloud-based software.	Seven (7) Years Store w/financial records. Destroy after seven years.

Treasurer's reports
(monthly)

Compile and file records on
yearly basis. Store in binder
or cloud-based software.

Three (3) Years
Store w/ financial records.
Destroy after three years.

ARTICLE VII Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Organization 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 Organization. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Organization. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such 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.

Section 7.02. Nonparticipation in Vote. The person 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 director or officer, employee and/or contractor who is presently serving the Organization, or who hereafter becomes associated with the Organization. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VIII Indemnification

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer 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, officer, or employee of the Organization, 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 Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

BOOSTER GROUP OFFICER INFORMATION

F-SA-4C

YEAR: 2020-21 **FEIN#** - 47-1646217

Please fill in the name, address and phone number of all newly elected or returning officers of your booster group. Please send this information as soon as your officers have been elected, deadline for having this information to the school principal is September 1st or within the first thirty days of the first transaction of the organization. You should keep a copy for the Booster Group records as well.

Name of Group - Danville High School Girls Basketball Booster Club, Inc.

Name of School and Principal - Danville High – Thad Elmore Bate Middle School -Dr. Chris Murray. **School Address** 203 E. Lexington Ave. Danville, KY 40422 & 460 Stanford Ave. Danville, KY 40422

Name of Organization - Danville High School Girls Basketball Booster Club, Inc.

Organization President Rev. Shane Terrell **Address** 260 E Lexington Ave. Danville, KY 40422 **Phone** (859) 691-0505 **E-mail** sterrell@gracedanville.org

*
Primary
contact

Name of Vice President- Ken Doneghy **Address** 1012 Greenview Dr. Danville, KY 40422 **Phone** (859) 319-1992 **E-mail** lamont859@hotmail.com

Name of Secretary Teuadra Miller **Address** 209 South St. Danville, KY 40422 **Phone** (859) 433-2478
E-mail Teaundra26@yahoo.com

Name of Treasurer - Brandon Bottom **Address** 1029 Stonehill Court Danville, KY 40422 **Phone** (859) 329-7402
E-mail bbottom@kctcsolutions.net

If your organization President changes any time during the year, please notify the Principal at once.

**** Please attach a copy of your External Support Organization's proof of liability insurance coverage. ****

****You must note who has been appointed to communicate with Principal/Board. (per board policy)****

Danville High School Girls Basketball Booster Club, Inc.

Mission Statement

The mission of Danville High School Girls Basketball Booster Club, Inc. is to support and assist the girls basketball programs for both Danville High School and Bate Middle School. We ultimately as a club want the players to have a memorable and flourishing experience as they participate on these teams. The club plans to accomplish this goal by supporting and assisting the coaches, encouraging positive school spirit, and involving parents and other community members in our program. Go Lady Ads!

Girls Basketball

Booster 2020.21

There are no Scheduled
events at this time.