

BOOSTER GROUP OFFICER INFORMATION

Yea <u>2023</u>	FEIN# <u>-</u>
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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 Boys Soccer Booster KMS

Name of School and Principal KMS, Jason Bryant
 School Address 937 Moberly Rd Harrodsburg Ky 40330

Name of Organization KMS Boys Soccer Booster

Organization President Melissa Votaw
 Address 918 Ridgeway Rd Harrodsburg
 Phone (606) 613-5903 E-mail votawmelissa@yahoo.com

(will be elected)

Name of Vice President Libby Stocker
 Address 258 Shannon Oaks Dr Harrodsburg
 Phone (859) 613-1642 E-mail libby.stocker@kyfb.com

Name of Secretary Sabrina Duncan
 Address 1422 Warwick Rd Harrodsburg
 Phone (606) 471-5398 E-mail completercfc@gmail.com

Name of Treasurer William Patrick Coslow
 Address 819 Bellows Mill Rd Harrodsburg
 Phone (859) 613-3324 E-mail wpcoslow@gmail.com

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. **

Athletic Booster Club Agreement

This Agreement is entered into by and between the Mercer County Board of Education (hereafter referred to as "Board") and an entity known as KMS Boys Soccer Booster (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at King Middle school.

TERMS AND CONDITIONS

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Mercer County Public Schools. In addition, the 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 Booster Club acknowledge that the purpose of Booster Clubs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, or athletic programs.
2. The 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 KMS school and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of KMS school and the Board must verify that the school complies with Title IX (702 KAR 007:065, Section 2[13]). Accordingly, the Booster Club agrees to provide all information requested by KMS school, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director of KMS school or the Superintendent of the Mercer County Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.
3. On or before July 1 of each school year, the Booster Club shall submit to the Principal a request to be recognized by the Board 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 Booster Club is formed after July 1, the above information will be furnished within thirty (30) days of the first transaction of the group.
4. Upon request of the Principal or Athletic Director of KMS school or upon the request of the Superintendent, the 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 Booster Club shall provide, upon the request of the Principal or Athletic Director of KMS school or upon the request of the Superintendent/designee, a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended and shall provide an annual report to the Principal no later than July 15 for the fiscal year ended June 30. In addition, if requested to do so, the 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/her approval within the first thirty (30) days of school. These requests should be planned and approved by the Booster Club as reflected in the Booster Club minutes submitted with the requests. Additional requests during the year must be submitted to the school Principal for approval a minimum of thirty (30) days prior to the fund-raising activity.

Athletic Booster Club Agreement

7. No solicitation of funds or requests for donations shall be conducted by a Booster Club without approval of the 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 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 Booster Club and must be compensated according to school policy.

The Principal and Athletic Director of KMS School and the Superintendent of the Mercer County Public Schools expressly reserve the right to reject any fund-raising activity for any reason. The 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 of the Superintendent. Participation in Booster Club activities by parents/guardians/relatives of student athletes is not required for participation in Mercer County 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 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 a Booster Club.
10. By executing this document through its designated representative, all members, officers and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions that may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this Agreement to all members of the Booster Club.

** ** *

I hereby acknowledge that I am a representative of the Boys Soccer Booster Club and that I am authorized to act on its behalf. I further agree that this 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 Athletic Director of KMS school and to the Superintendent 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 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.

_____ BY _____ TITLE _____

Name of Booster Club KMS Boys Soccer

STATE OF KENTUCKY, COUNTY OF _____

Subscribed and sworn to before me on this the ____ day of _____, _____, by _____.

NOTARY PUBLIC

My commission expires: _____

Review/Revised: 06/18/2015

BYLAWS
of
KMS Boys Soccer Booster Club

Article I
Name and Purpose

Section 1.01. Name. The name of this organization shall be KMS Boys Soccer Booster Club

Section 1.02. Purpose. The corporation is a nonprofit corporation and is not organized for the private gain of any person. It is organized for public and charitable purposes. The specific purpose of the corporation is to support the student athletes, parents, and coaches of the Mercer County school system's soccer program by recruiting volunteers, organizing events, and raising funds.

Article II
Membership

Section 2.01. Qualification. All parents, guardians or other persons with a child playing on any of the soccer teams representing the Mercer County school system are members. The coaches and assistant coaches shall be nonvoting, 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 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 elected officers and members present at any membership meeting of the organization shall constitute a quorum for the transaction of business.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership at the year-end banquet at which time the officers will be elected. Any additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as determined by 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 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 conduct the business and activities of the organization in general.

Section 3.03. Meetings. The executive board shall meet as necessary, 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 purpose of conducting 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 executive board (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 Conference Telephone. Members of the executive board may participate in a meeting through the use of conference telephone or similar communications.

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.

Article IV

Officers and Their Elections

Section 4.01. Officers. The elected officers of this organization shall include one president, one vice president, a secretary, and a treasurer.

Section 4.02. Election. Nominations for officers will be taken at the year-end banquet, and elections will follow immediately at that meeting and voted upon by the members present. Only those who have consented to serve shall be eligible for nomination. Officers shall assume their official duties on the last day of the current fiscal year following their election.

Section 4.03. Term. Officers shall serve a one-year term. Officers may be elected for 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 member 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. 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. 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, 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.
- 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 coaches.
- 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 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.

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 and any other person as authorized at the financial institution. Checks shall bear notice of this requirement above the signature line as follows, ***"Two signatures required."***

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. 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.

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.
- The treasurer shall reconcile the bank statements and provide a report to the executive board on a monthly basis.

Section 6.07. Financial Report. The treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies.

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, or cloud-based software.	<u>At least seven (7) years</u> 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.	<u>Seven (7) Years</u> Store with financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on a yearly basis. Store in binder or cloud-based software.	<u>Three (3) Years</u> Store with financial records. Destroy after three years.

ARTICLE VII

Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust, or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this corporation shall be limited to reasonable amounts. The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.

Section 7.02. Nonparticipation in Vote. Any member 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 member was not present during the final discussion or vote and did not vote on the matter.

ARTICLE VIII

Indemnification

Every member of the executive board, officer, or employee of the corporation shall be indemnified by the corporation 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 corporation, 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 corporation. 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.