

**AMENDED ARTICLES AND BYLAWS OF ORGANIZATION
FOR
SIMON KENTON HIGH SCHOOL GIRLS VOLLEYBALL BOOSTERS**

Come the undersigned, and for their ARTICLES OF ORGANIZATION FOR SIMON KENTON HIGH SCHOOL GIRLS VOLLEYBALL BOOSTERS.

NAME

The NAME of the organization shall be:

Simon Kenton High School Girls Volleyball Boosters

MAILING ADDRESS OF OFFICE

The mailing address of the organization shall be the President of the organization.

GOVERNMENT

A Board of Directors consisting of the elected officers described herein will govern the organization in accordance with the rules and regulations. All officers are subject to re-election each year. While every Member is welcome to the meetings and may participate in the discussion and present requests for financial support or decisions concerning the events and fundraising efforts the teams engage in, voting members will consist only of the Board of Directors. Any voting by the Board of Directors related to financial requests or other will be done after the regular meeting to allow the Board of Directors to conduct discussions in private and preserve confidentiality of the voting. Notice of the Board of Directors' decision(s) will be sent to any requesters as soon as possible.

SERVICES

Simon Kenton High School Girls Volleyball Boosters is hereby organized to conduct lawful business providing Simon Kenton High School Girls Volleyball Teams with support for events and activities related to the volleyball season and teams.

BYLAWS OF SIMON KENTON HIGH SCHOOL GIRLS VOLLEYBALL BOOSTERS

ARTICLE I – NAME

The name of this organization is Simon Kenton High School Girls Volleyball Boosters. The location of this organization is in the city of Independence in Kenton County. It is an organization formed in the state of Kentucky.

ARTICLE II – PURPOSE

- A. To unify the efforts for Simon Kenton Volleyball including developing relationships between the school, parents, players, coaches, and the community.
- B. To raise funding for the organization to support events and activities for Simon Kenton High School Girls Volleyball Teams.
- C. To support the organization by raising school spirit and morale of the teams.
- D. To abide by policies established by Simon Kenton High School, the Kenton County Board of Education, the KHSAA, the NKAC, the 32nd District and 8th Region. .

ARTICLE III – BASIC POLICIES

- A. The Boosters organization shall work with Simon Kenton High School coaches and administration to provide quality equipment, uniforms, and facility as needed by the teams.
- B. Record the minutes of all Booster meetings and send to the Booster organization.
- C. Send email communications to the Booster organization for upcoming events, budget updates, concession reminders, etc. as indicated by the coaches or Booster officers.
- D. Coordinate fundraising events as necessary to meet funding for planned activities.
- E. Communicate with the chairpersons of the Booster committees to ensure they are on-task and have the required resources.
- F. Keep a current copy of the Booster bylaws on-hand and revise when necessary.
- G. In the event of dissolution of the organization, any funds or assets shall be donated to the Simon Kenton Volleyball Program.
- H. Parent or student participation does not guarantee a position on one of the Simon Kenton teams.
- I. Bylaw changes will be recommended by the Booster Officers but must be approved at an open Booster Meeting.
- J. Open Meetings should occur no less than once per month during the season. Meetings out of season shall be called by the President as necessary.

ARTICLE IV – CONSTITUENT ORGANIZATIONS

- A. Adhere to the purposes and basic policies of the Booster organization.
- B. Audit the Treasurer's books and submit the 990-N Form to the Internal Revenue Service (IRS).
- C. Booster officers to review and approve bylaws of the Booster organization.
- D. Keep Federal Employer Identification Number (FEIN) on file with the state of Kentucky.
- E. Comply with all "Red Book" policies set forth by the Kentucky Board of Education.

ARTICLE V – OFFICERS

The officers of the Booster organization shall consist of a President, a Vice President, a Secretary, and a Treasurer. Any member as defined in Article VIII is eligible to file for one of the officer positions.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 – The President shall:

- A. Preside at all meetings of the organization.
- B. Coordinate the work of the officers in the organization to ensure activities for Simon Kenton Volleyball are successful.
- C. Oversee all organizational events throughout the season (e.g., concessions, fundraisers, spirit wear, homecoming parade, senior night, & end-of-season banquet/dinner), including budget approvals and coordination of events.
- D. File 990-N Form annually with the IRS by the fifteenth day of the fifth month of the organization's accounting period.
- E. Ensure booster organization is in compliance with current Redbook policies and procedures as specified by the Kenton Country Board of Education.

Section 2 – The Vice President shall:

- A. Act as aide to the President.
- B. Perform President's duties in the absence of that office.
- C. Work with SK Volleyball coaches and officers to organize fundraising necessary to support the teams' activities. Ensure the Fundraiser Approval Forms (F-SA-2A) are submitted and approved by the SK principal prior to each fundraising event.
- D. Supervise concessions and work in partnership with the chairperson of concessions to ensure workers are organized and concession stand is stocked with food and drink prior to each home game.

Section 3 – The Secretary shall:

- A. Record the minutes of all meetings of the organization and send to the booster organization.
- B. Send email communications to the booster organization for upcoming events, budget updates, concession reminders, etc. as indicated by the coaches or other officers.
- C. Communicate with the chairpersons of the organization events to ensure they are on-task and have the required resources.
- D. Keep a current copy of the bylaws on-hand and suggest revisions when necessary.
- E. Maintain current contact list for players of all teams.

Section 4 – The Treasurer shall:

- A. Submit an annual External Support/Booster Organization Application to the SK principal within 30 days of the first transaction for the organization, which includes the following:
 - a. Bylaws;
 - b. Booster Officers;
 - c. Certificate of Liability Insurance;
 - d. Budget
- B. Submit an annual Financial Report and copies of all monthly banks statements for the fiscal year ending June 30 to the principal by July 15.
- C. Maintain custody of the funds with the bank designated by the booster organization.

- D. Keep a full and accurate account of the receipts and expenditures of the organization.
- E. Make disbursements as authorized by the President AND coaches, in accordance with the budget adopted by the organization's officers.
- F. Present a Financial Report to the coaches and officers on a monthly basis, and at every meeting of the organization.
- G. Secure General Liability Insurance for the booster club annually.
- H. Report to the Athletic Director direct student expenses for the year.
- I. Ensure monies are counted at events involving cash collection in the presence of at least one other Officer and/or Committee Member. A deposit slip needs to be completed at each event before monies are removed from the event.

ARTICLE VIII - VOTING PROCESS

1. Elections of Board Members will be held during upcoming meetings when and if a Board Member resigns during the membership year as defined in Article VIII. A notice of the opening(s) will be given to all members of the current year. Members will have two weeks after said notice has been made to notify the Secretary or member of the Board (Head Coach in absence of all officer positions) of their interest to become a Board Member.
2. The Board of Directors will present the candidate names at the next regularly scheduled meeting and will be put to a majority vote.
3. Officer Positions for the following year will be filled by vote at the end of season banquet sponsored by the Boosters. Any person interested in becoming a candidate for one of the officer positions should indicate to the Secretary or member of the Board (Head Coach in absence of all officer positions) prior to the start of the District Tournament.
4. If no one expresses interest in an officer position, the varsity coach can make appointments to the open positions.
5. All Board Officers shall deliver, to the successors, all materials and records within ten (10) days after their successors are installed.
6. The newly elected officers will preside at the next meeting.

ARTICLE VIII - MEMBERSHIP

The membership of the Simon Kenton Volleyball Boosters shall be open to all current and past players/families of the volleyball programs of Simon Kenton High School. Membership shall become effective on the day the athlete has been offered and has accepted a position on a team and continue until the conclusion of tryouts the following year. The athlete's parents and/or guardians are also considered a member upon that acceptance. Any alumni or alumni parent who wishes to continue membership in the Booster organization should notify the Secretary of their desire to continue as a member. Additionally, membership is open to any middle school family with a student who may eventually attend and play volleyball at Simon Kenton High School.

ARTICLE IX - FUNDRAISING AND EXPENDITURE OF FUNDS

Fundraising Activities shall:

1. be consistent with school policy.
2. support the goals and objectives of the budget projection.

Expenditure of funds shall:

1. be in accordance with the budget projection. Any expenditure which is not part of the budget must be approved by the Board of Directors.
2. be made to those activities which have submitted a written request for funding.

Such request (budgeted and non-budgeted) shall:

1. be dated and submitted to the Booster Organization.
2. be submitted one week prior to the next scheduled meeting.
3. be reviewed by the Board of Directors for:
 - a. appropriateness-is this something the Volleyball Boosters should be funding?
 - b. fairness-will past or other activities be slighted?
 - c. need-is the request a need or a luxury?
 - d. realism-is the amount requested realistic?