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# Kings Athletic Booster Club (KABC) Bylaws

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The name of this organization shall be the KINGS ATHLETIC BOOSTER CLUB, hereinafter referred to as KABC.

## **Mission Statement**

The mission of the KABC is to partner with the Kings Athletic Department to support both High School and Junior High School student athletes and to unify and centralize fundraising efforts for all athletic programs.

## **Policies (Section 1)**

### **Paragraph 1.1**

Neither this organization nor any of its members shall attempt to direct, influence, or control the school administration, its personnel, its activities, or its policies.

### **Paragraph 1.2**

This organization may cooperate with other organizations having compatible objectives provided its representative(s) make no commitments binding upon KABC.

### **Paragraph 1.3**

In the event KABC is dissolved, its assets shall be transferred to the Kings High School Athletic Department and shall be expended or liquidated as the Athletic Director deems advisable and proper.

### **Paragraph 1.4**

The KABC is organized exclusively for charitable purposes including but limited to the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) or the Internal Revenue Code or corresponding section of any future federal tax code.

### **Paragraph 1.5**

No part of the net earnings of KABC shall inure to the benefit of or be distributable to its members, trustees, officers or other private persons, except that KABC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial profit & loss (P&L) of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including but not limited to the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, KABC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### Paragraph 1.6

Notwithstanding any other provisions of this document, upon the dissolution of KABC, assets shall be distributed for one (1) or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal, state, or local government for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

### **Membership (Section 2)**

#### Paragraph 2.1

KABC membership is available to any adult attending regular monthly meetings and any designated team representatives. All members are honorary voting members for issues presented by the board or Executive Board during general meetings.

### **Officers Duties (Section 3)**

#### Paragraph 3.1

The President shall:

- Set the meeting calendar for the year.
- Preside at all KABC meetings.
- Appoint all committees and committee chairperson as required or needed.
- Oversee activities including but not limited to Knight to Remember (KTR) and Golf Outing.
- Assume all other executive duties not specifically designated.

#### Paragraph 3.2

The Vice President shall:

- Preside at meetings or assume executive duties in the absence of the President.
- Serve as President elect.
- Oversee all activities involving the concessions.
- Assume all other executive duties not specifically designated.

#### Paragraph 3.3

The Communications Director shall:

- Keep an accurate and official record of all KABC meetings.
- Distribute minutes, maintain the website and keep an accurate and official record of all team representatives.
- Assume all other executive duties not specifically designated.

#### Paragraph 3.4

The Treasurer shall:

- Be responsible for KABC finances.
- Receive all KABC payments including but limited to membership dues, program and other sales monies, funds generated by various KABC projects.
- Pay all properly submitted invoices. Properly submitted invoices shall have signatures of both the requesting sports coach and the Athletic Director or KABC President.

- Maintain accurate records of all transactions and present such information at each monthly meeting.
- File all federal, state and local tax returns as required by law.
- Sign all negotiable instruments in accordance with paragraph 5.4
- Ensure proper liability insurance coverage for both KABC and its representatives on an annual basis.
- Assume all other executive duties not specifically designated.

#### Paragraph 3.5

The Parliamentarian shall:

- Ensure meetings and activities of the organization are conducted in accordance with the bylaws.
- Oversee operations of the Spirit Store.
- Assume all other executive duties not specifically designated.

#### Paragraph 3.6

All officers shall:

- Perform the duties prescribed in the parliamentary authority in addition to those outlined in the bylaws and those periodically assigned.
- Deliver to their successors all official material within ten (10) days following the meeting at which successors assumed their office.

### **Officers and Executive Board (Section 4)**

#### Paragraph 4.1

Executive Board (Voting) Members of KABC shall be:

- President
- Vice President
- Communications Director
- Treasurer
- Parliamentarian

Executive Board (Non-Voting Members) of KABC shall be:

- Athletic Director
- Assistant Athletic Director
- High School Principal
- Past KABC President

To the extent possible, the President and Treasurer should be individuals who have had active involvement as KABC members in the past. The Vice President and Communications Director should be individuals such as parents of underclassmen, who are likely to have involvement with KABC for a period into the future so as to benefit the transition and continuity from year to year.

#### Paragraph 4.2

The Executive Board shall consist of all KABC Officers. The members of the Executive Board shall serve until their successors are elected and have assumed office.

#### Paragraph 4.3

The duties of the Executive Board shall be:

- To transact necessary business in intervals between organization meetings and such other business as may be referred by KABC.
- To approve the plans of work of the committees.
- To present a report at regular KABC meetings.
- To vote upon expenditures within the limits described in paragraph 5.4.
- To fill vacancies in elected positions.
- To exercise due diligence consistent with the duty of care that requires a board member to act in good faith toward the interest of furthering the mission of the KABC.

#### Paragraph 4.4

Officers shall be appointed by the Executive Board annually in the month of April.

#### Paragraph 4.5

Officers shall assume their official duties effective the first regular meeting in the month of May and shall serve for a period of one (1) year.

#### Paragraph 4.6

A vacancy in any elected position shall be filled by the unexpired term by a member elected by majority vote of the remaining members of the Executive Board.

#### Paragraph 4.7

In the event the office of President is vacated, the Vice President shall call the meeting for election of the President.

### **Financial Structure and Policies (Section 5)**

#### Paragraph 5.1

Monies raised by KABC shall be maintained in an accredited banking institution. The account shall be entitled: KINGS ATHLETIC BOOSTER CLUB (KABC).

#### Paragraph 5.2

All checks/deposits made to KABC account(s), shall be made out to KABC. Expenditures shall be made by draft only. The banking institution shall be instructed that it shall honor for payment any check containing the signature of the Treasurer or President of KABC, with exception as per paragraph 5.3

#### Paragraph 5.3

Drafts shall require one (1) signature only. This signature shall always be that of the Treasurer or President of KABC as long as it (KABC) remains a functioning body. The banking institution shall honor a draft signed by the Athletic Director only in the event KABC is dissolved. KABC shall be considered dissolved when it has failed to conduct three (3) consecutive regular meetings during the school year.

#### Paragraph 5.4

The Treasurer of KABC shall be authorized to make expenditures in the ordinary course of business in an amount less than or equal to five thousand dollars (\$5,000.00). For expenditures in excess of five thousand dollars (\$5,000.00), such expenditures shall be approved by two thirds (2/3) majority vote of the Executive Board. For any expenditure above two thousand dollars (\$2,000.00), bids must be solicited from not less than two (2) competitive vendors.

#### Paragraph 5.5

The Athletic Director shall provide to KABC on a quarterly or more frequent basis a list of recommended projects, purchases and/or programs in order of preference which are considered necessary to maintain a sound athletic program.

#### Paragraph 5.6

It is the responsibility of KABC and shall be its policy to give first (1<sup>st</sup>) consideration for expenditure of funds to those projects, purchases and/or programs outlined and recommended by the Athletic Director.

#### Paragraph 5.7

KABC financial records shall be audited in May of each year by a committee designated by the newly elected officers. Record of the financial audit will be documented.

#### Paragraph 5.8

The fiscal year shall begin July 1<sup>st</sup> each year and terminate June 30 of the following year.

#### Paragraph 5.9

The Athletic Director shall be responsible for approving all expenses from designated funds.

Designated Funds – all recognized sports/programs supported by the Kings Local School District and Kings Athletic Department. Each sport/program may have one (1) individual designated /team fund housed under the umbrella of the Kings Athletic Booster Club. Sports/programs are defined as all team/levels, grades seven (7) thru twelve (12).

Only the Head Varsity Coach/Advisor or Team Representative has the authority to sign check requests or request the expenditure of funds from a designated account. All check requests must be approved by the Athletic Director. In the event there is no Head Coach/Advisor, the Athletic Director may commit to expenditure of sport/program funds.

A designated/team fund report shall be made available to each Head Varsity Coach/Advisor or Team Representative at the monthly KABC meetings.

General Funds – funds generated by/through KABC and not designated for any single team or sport. There is no requirement to deplete General Funds. Current General Fund Fundraisers are:

- Concessions
- Spirit Store
- Knight to Remember
- Golf Outing
- Season Pass/Membership
- General Donations to KABC

## **Meetings (Section 6)**

### **Paragraph 6.1**

Regular meetings of KABC shall be held at 7:00 PM on the second (2<sup>nd</sup>) Wednesday of each month during the year unless otherwise provided by KABC or its Executive Board.

### **Paragraph 6.2**

Special meetings may be called by the Executive Board.

### **Paragraph 6.3**

The annual meeting shall be conducted in April. Officers and chairpersons of all committees shall submit annual reports at this meeting.

### **Paragraph 6.4**

Six (6) members constitute a quorum for the transaction of business in any regular KABC meeting.

### **Paragraph 6.5**

Three (3) members of the Executive Board constitute a quorum for the transaction of business in any special meeting.

### **Paragraph 6.6**

The order of business at regular meetings shall be as follows:

- Call to order
- Reading of minutes
- Treasurer report
- Committee report(s)
- Unfinished business
- New business
- Announcements
- Adjournment

## **Standing Committees (Section 7)**

### **Paragraph 7.1**

The following committees will be permanent, standing KABC committees:

- Concessions
- Apparel
- Knight to Remember
- Golf Outing

### **Paragraph 7.2**

The chairpersons of standing committees shall be appointed by the KABC Executive Board and can be removed by majority vote of the Executive Board.

### **Paragraph 7.3**

Each standing committee may create subcommittees with the approval of a majority vote of the Executive Board.

#### Paragraph 7.4

Standing Committee Chairpersons will maintain appropriate procedures related to the operation of each committee. The procedures will be reviewed regularly with revisions approved by the majority of the Executive Board.

### **Team Reps (Section 8)**

#### Paragraph 8.1

The duties of team reps shall be as follows:

- Attending monthly meetings or arrange for replacement(s).
- Coordinating concession stand volunteers for their represented sport.
- Tracking designated funds for their represented sport.
- Finding replacements once their tenure has concluded.
- Signing check requests.
- Helping coordinate activities for Knight to Remember (KTR).

### **Amendments (Section 9)**

#### Paragraph 9.1

The bylaws may be amended at any regular meeting of the organization by two-thirds (2/3) vote of members present and voting provided notice of proposed amendments shall have been given at the previous meeting.

#### Paragraph 9.2

A committee may be appointed to submit a revised set of bylaws as a substitute for the bylaws only by a majority at a meeting of the organization or by two-thirds (2/3) vote of the Executive Board.