

BYLAWS OF THE KEYSTONE OAKS LADY GOLDEN EAGLES BOOSTERS

The following bylaws have been ratified as of Sep/Oct XX, 2025. This edition will supersede any previous editions.

ARTICLE 1: GENERAL BYLAWS

Section I: Name

The name of this organization shall be “Keystone Oaks Lady Golden Eagles Boosters” and may be informally referred to as “The Boosters”, hereinafter referred to as the “The Boosters.”

Section II: Purpose

The Boosters is organized and operated for the charitable purpose of supporting the Keystone Oaks High School Girls Soccer Team. We support academic, artistic, athletic, and extra-curricular pursuits throughout the school, and we foster a strong sense of school spirit, community, and pride through the provision of resources and financial assistance.

Section III: Membership Requirements

Section III.01. Eligibility. All parents, guardians, faculty, administrators, or students interested in supporting the objectives and purposes of the Boosters are eligible to attend meetings, contribute ideas, provide volunteer assistance, and otherwise help the Boosters achieve its purpose. Memberships may be made available to the community with a majority vote from the executive board.

Section III.02. Dues. The Boosters may establish annual membership dues as a fundraiser. No purchase is necessary to be a volunteer or attend or speak at meetings. The amount and payment schedule for dues shall be determined by the Executive Board. Parents, families, faculty, and members of the community may, at their discretion, purchase an annual Boosters membership. Boosters shall never offer “lifetime” memberships. If the annual fee is \$0, all parents and guardians of active players will be considered members for the year. A majority vote by the executive board can deny membership to members of the community who are not directly affiliated with the school district or players.

Section III.03. Voting Rights. All Executive Board members and anyone who has purchased a membership shall be considered voting members of the Boosters. The Principal, Assistant Principals, Athletic Director, Coaches, and school/team staff shall be non-voting, advisory members of the Boosters.

Section III.04. Rights and Responsibilities. Members shall have the right and responsibility to attend meetings and events sponsored by the Boosters, serve on committees, and be nominated and elected to Executive Board positions. Voting members shall have the right to vote for officers.

Section III.05. Membership Expiration. All memberships expire Dec 31.

ARTICLE 2: LEADERSHIP STRUCTURE

Section I: Duties of the President

The President shall be the principal executive officer of the Boosters and, subject to the control of the Executive Board shall in general supervise and control all the activities of the Boosters. The President shall be a member of the Executive Board and, when present, shall prepare meeting agendas and preside at all meetings of the Executive Board and all meetings of 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 Boosters. The President will act as the main point of contact between the coaching staff, the school district, and the members of the boosters.

Section II: Duties of the 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 III: Duties of the 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 regularly monitor the Booster's postal mail and email accounts, and such other duties as may be assigned by the President or the Executive Board.

Section IV: Duties of the 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 Boosters in accordance with the Booster'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 Booster's tax-exempt purpose, bylaws and budget. The financial records belong to the Boosters and must be available to all officers and members upon request.

The Treasurer shall:

1. Prepare an annual budget for review and approval by the Executive Board.
2. Ensure that all funds are promptly deposited in Booster's authorized bank account(s).
3. Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget, or approval by the Executive Board.
4. 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.

5. 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.
6. Ensure that all receipts for expenditures are saved in a system of record and shared with the Executive Board
7. Implement a two person counting system to verify any cash received amounts. Two people shall sign off on an envelope noting the total amount counted and provided to the Treasurer for deposit.

ARTICLE 3: COMMITTEES

Section I: Committees Identified and Description

The following committees shall exist for each year as appointed by the Executive Board. The committee will consist of a committee lead and additional volunteers needed as identified by the committee lead.

1. Kickoff picnic – Prepare for and manage the season kickoff picnic occurring before the first game of the season.
2. Fundraising – Organize and manage all recruiting efforts.
3. Senior Recognition – Prepare for and manage the Senior Recognition night game activities and recognitions.
4. Concessions – Manage the concession stand duties, oversee the volunteers, and coordinate with the Boys Soccer Boosters Concessions representative.
5. Banquet – Prepare for and manage the end of season banquet.
6. Statistical Records – Ensure that all official statistics kept each game are received from the coaching staff and saved to Google Drive and send an end of year summary to the athletic department making the record official.

ARTICLE 4: ELECTION OF OFFICERS

Section I: Officers

The officers of the Boosters shall include one President, one Vice Presidents, a Secretary, a Treasurer, and such additional officer(s) as may be elected or appointed by the Executive Board.

Section II: Election

The nomination of officers shall be made in writing to the Secretary before the end of year meeting. 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. Officers shall be elected at the post-season meeting of the Boosters by the members present. Officers shall assume their

official duties beginning on the 1st of January following their election. A tie vote by a candidate shall be revoted until a candidate is elected by a majority vote.

Section III: Term

Officers shall serve a one-year term. Officers may be elected for up to 4 consecutive terms in the same office.

Section IV: 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 5: MEETINGS

Section I: Meeting Frequency

There will be a season-kickoff meeting during the first week of mandatory soccer camp in August. There will be a post-season meeting in the month after the completion of the season. The board/officers can call meetings between if needed. Booster members can request a meeting by submitting a request to the President. Meetings may be held virtually if deemed appropriate by the Executive Board.

Section II: Special or Emergency Meetings

In rare circumstances, additional meetings may be required. The Executive Board will notify members via email, phone, or face-to-face conversation of the meeting date, time, and location.

Section III: Executive Board Meetings

The Executive Board may, at its discretion, meet to prepare for general membership meetings and to conduct the affairs of the Club. These meetings may or may not be open to the public at the Board's discretion.

Section IV: Quorum

The members present at any regular meeting of the Club, provided five or more members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not act.

Section V: Business Order

The order of business at the regular meetings will be as follows:

1. Call to Order / Welcome
2. Treasurer Update
3. Report Out from Committees

4. New Business
5. Adjourn

Section VI: Meeting Minutes

Meeting minutes will be distributed to the Booster Members within 48 hours via email by the Secretary and saved to the KOLGE Google Drive Folder.

ARTICLE 6: ORGANIZATION OF FUNDS

Section I: Disbursing Funds

It shall be the duty of the Treasurer to pay all bills in a timely manner, with the approval of at least two other members of the Board of Directors. All disbursements shall be recorded, and these records shall be available upon request by the membership, Athletic Department or School Board.

Section II: Bank Account Membership

The Treasurer shall be the primary account owner for all bank accounts and shall ensure the President, Vice-President, and Concessions committee lead also have purchasing ability on the account. The Treasurer shall ensure that any board member or committee member, upon completion of their term, is removed from the account.

Section III: Fundraising

All fundraising activities shall conform to the guidelines set forth by the Athletic Office and the School Board. The funds raised by The Boosters shall only be used for the good of the organization and will be aligned to by the board. Full visibility is provided to members in meetings and/or by request.

ARTICLE 7: ORGANIZATION

Section I: Fiscal Year

The fiscal year of The Boosters shall be a fiscal year of July 1 through June 30, but may be changed by resolution of the Executive Board.

Section II: Dissolution

The Boosters shall be dissolved with the authorization of the Executive Board given at a special meeting called for that purpose, and with subsequent approval by the current membership. Upon dissolution of The Boosters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Upon dissolution or at no time, the assets of The Boosters will not be used for the private inurement to anyone. In the event of dissolution of the

Boosters, any remaining assets shall be distributed to Keystone Oaks School District as determined by a majority vote of the members at the time of dissolution.

Section III: Record Keeping

The Executive Board shall keep documents for archival purposes on a Google Drive folder system, managed by the Secretary.

ARTICLE 8 – AMENDMENTS

These Bylaws may be amended at any regular meeting, special meeting, or Executive Board meeting with a majority vote of the Executive Board present.

ARTICLE 10 – EFFECTIVE DATE

These bylaws shall take effect immediately upon adoption.

Date of Adoption: [Date]

President: [Name]

Vice President: [Name]

Secretary: [Name]

MISSION STATEMENT

It shall be the mission of the Keystone Oaks Girls Soccer Boosters and its members to support the players and coaches of the Keystone Oaks Girls Soccer program, show good sportsmanship at home games and while visiting other venues, to participate to the best of our abilities in all the activities sponsored by The Boosters and to aid others as they execute their duties as members.