

# KENTLAKE HIGH SCHOOL FOOTBALL BOOSTER CLUB BY-LAWS

## Article 1: NAME

The name for this organization shall be the Kentlake High School Football Booster Club (hereafter referred to as the "Booster Club").

## Article 2: PURPOSE

The purpose of the Booster Club, organized as a non-profit charitable organization, is to provide positive and active moral support and assistance for the benefit of the football program of Kentlake High School, and by providing sound financial assistance through fund raising activities and by the acceptance of donations; and to do all things incidental or desirable in connection with the foregoing.

## Article 3: MEMBERSHIP

The membership of this Booster Club shall include all parents and or guardians, alumni, and coaches of Kentlake football players, known as "Members". Any other person interested in the progress and development of the Kentlake High School football program who wishes to be a member needs to be approved by the Booster Club.

Executive Board. The Booster Club shall be governed by elected officers, and Program Directors hereafter referred to as directors. Directors will attend monthly Executive Board meetings, be voting members of the board and appointed annually by the Executive Board for a one-year term beginning on Jan 1<sup>st</sup> and ending on December 31<sup>st</sup>. Directors may be appointed for consecutive terms.

## Article 4: OFFICERS AND ELECTIONS

Section 1: Officers shall include a president, a vice-president, a secretary, a treasurer, and such others as the Booster Club shall find necessary and as shall be elected by the membership. These officers along with the head football coach shall be known as the Executive Board (hereafter referred to as the Board). The head coach, while a board member, will remain non-voting.

Section 2: The Board may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper. A quorum, as

defined in Article 9, of the duly elected officers and members shall act on issues presented by or to the officers by a majority vote.

Section 3: Executive Board meetings shall be held as needed.

Section 4: A majority vote by a majority of the Board along with those members present will elect the officers. Members must be present at the meeting to vote.

Sections 5: All officers shall serve for a one (21) year term, beginning on January 1st and ending on December 31st.

Section 6: In the event the office of president shall become vacant, the vice-president shall serve the remainder of the term as acting president. In the event of a vacancy of the treasurer, the president or his/her appointee shall assume the duties of the treasurer until the Board approves a new appointment.

## Article 5: MEETINGS

Section 1: General meetings of the Booster Club will be held every other month, or as deemed necessary. The meeting schedule for the year will be established at the January meeting. Notice of the time, date and place of the regular meetings shall be posted on the Kentlake Falcons High School Football website ([www.kentlakefalconfootball.com](http://www.kentlakefalconfootball.com)). Meetings shall be open to all interested persons.

Section 2: Special meetings of the Booster Club may be called at the discretion of the President.

Section 3: The board may conduct board meetings between general meeting dates, in order to keep the organization in good standing.

Section 4: The budget will be presented to the general membership at the January meeting.

Section 5: The December meeting will be designated as the election meeting.

Section 6: The budget will be approved together by both current and newly elected Officers prior to the January general membership meeting.

Section 7: All members present at meetings have voting privileges. Passage of a motion requires a majority vote.

## Article 6: DUTIES OF OFFICERS AND DIRECTORS

Section 1: The president shall preside at all meetings of the Booster Club, appoint all Directors with the concurrence of the Board, appoint and/or dissolve all other committees as required, serve as ex-officio member of all committees, serve as co-signer on bank account, serve as primary spokesperson for the booster Club, except as otherwise specified, and oversee goals and budget performance.

Section 2: The vice-president shall perform all the duties of the president in his/her

absence and other duties as may be assigned by the president. The vice-president and treasurer shall also serve as co signers on the bank account.

Section 3: The treasurer shall take care of all funds and assets and pay out all monies, keep books and accounts of receipts, keep records of expenditures of funds, provide financial statements at each meeting, provide a copy of the most current bank statement at all general membership meetings, deposit all money received in an account in the name of the Booster Club obtains board approval for all unbudgeted expenditures in excess of \$500, establish an annual budget to be approved by the board, arrange for an informal audit of the books at the end of the fiscal year by a person other than the treasurer or check signers.

Section 4: The secretary shall keep a record of all the proceedings of the general membership meetings of the Booster Club, e-mail past general membership meeting minutes to the membership as they become available, keep a record of the decisions of the Executive Board, conduct the official correspondence of the Booster Club and maintain a file for all such correspondence, work with the web site administrator to keep the Booster Club's website maintained and updated, maintain and update as required the player and parent email distribution lists keep membership informed of football activities via email messages as required.

Section 5: The Director of Web/Social Media shall act as an administrator to all Booster Club social media accounts, using social media to promote the Booster Club, the team, Kentlake athletes, students and coaches. Maintain, edit and update website, publish information from Booster Club board members. Coordinate volunteer moderators for all accounts/forums. Post Facebook updates, tweet on Twitter, follow local media/press and post links, as well as maintain security of accounts.

Section 6: The Director of Fund Raising shall work with the board to schedule and coordinate booster club fund raising events to best achieve financial results per the budget. The director will acquire, coordinate and work alongside booster club volunteers to oversee individual events, including promotions, sales and advertising.

Section 7: The Director of Game Day Programs shall oversee responsibilities for creating, publishing and selling Varsity home game programs. This includes computer generated development and production of print material, using assorted mediums. Will acquire and organize volunteers to assist in photo and media procurement and editing. Director will communicate with print shop to meet deadlines. Will also coordinate with program sales volunteers to pick up, deliver and sell programs at varsity home games.

Section 8: The Director of Team Meals and his/her volunteer team shall plan, execute, and oversee any Head Coach-directed or Booster-planned meals directly related to the KL Falcon Football Team. This includes, but is not limited to, the Season Kickoff Barbecue, Pregame Team Meals and the Post season Awards Banquet. The director will also acquire and organize volunteers and store and keep accurate inventory of all related club supplies.

Section 9: The Director of Spirit Wear shall collaborate with the board regarding ideas and designs for Spirit wear, researching companies that would best meet our needs. The director will ultimately choose the product design and oversee the online order process, providing product for review and sales at the August BBQ, home football games and other school events. The Spirit wear director's responsibilities will also include; managing and communicating order forms and deadlines to the booster club members, acquiring and organizing volunteers to help market and distribute spirit wear and managing inventory of all related club supplies.

Section 10: The Director of Alumni is to be a voting member of the Board who is not an Executive Officer. The director shall work directly with the board to recruit and maintain a strong continued commitment from the alumni. They shall maintain an awareness of fund-raising activities and coordinate alumni to assist in such activities to help raise funds. The director is also responsible for training parent reps regarding expectations and regular duties.

Section 11: The Senior Class parent representative shall attend monthly booster club board meetings to provide a communication link between the senior class players and their families.

Section 12: The Junior Class parent representative shall attend monthly booster club board meetings to provide a communication link between the junior class players and their families.

Section 13: The Sophomore Class parent representative shall attend monthly booster club board meetings to provide a communication link between the sophomore class players and their families.

Section 14: The Freshman Class parent representative shall attend monthly booster club board meetings to provide a communication link between the freshman class players and their families.

## Article 7: FUNDS

Section 1: The Booster Club will raise funds through various fund-raising activities.

Section 2: All unbudgeted requests for money must be presented to the Board for approval.

Section 3: The Board shall present the proposed fiscal year budget at the general membership meeting in December for approval by Membership. Any expenditure/commitments required to be made prior to the June general membership meeting will be through majority vote by the Board. Any unbudgeted expense requests following the December general membership meeting in excess of \$1,000 must be approved by the Membership.

Section 4: When preparing the budget or determining how to disperse funds, the following spending priorities, in the order presented, shall be taken into account:

1. Any needs of the football team that are not included in the school Football ASB budgets; (i.e. officials and busses for preseason scrimmages, coaches' clinics, etc.)
  2. Player Safety - focus mainly on equipment, medical supplies
  3. Player Development – practice equipment, game films, weight room equipment, or other needs as identified by the Head Coach
  4. Infrastructure Support – Capital funds to support major expenditures such as fitness center, turf field, stadium upgrades, etc.
  5. Coaches' Extras – Reimbursements to Head Coach and Assistant Coaches
- Note: "Coaches", as referred to above, shall be defined as only those coaches who are contracted by the school district to coach football.

#### Article 8: FISCAL YEAR

The fiscal year for the Booster Club shall begin on January 1st of each year and end on December 31st.

#### Article 9: QUORUM

A representation of the general membership and majority of the Board shall constitute a quorum for the transaction of business.

#### Article 10: DISSOLUTION

Upon dissolution of the Booster Club, all funds on hand after payment of all legal obligations shall be distributed to the Kentlake High School Football Activities Fund.

#### Article 11: UNCOVERED SITUATIONS

All situations not covered by the by-laws shall be dealt with by the Board.

#### Article 12: AMENDMENTS

The by-laws shall be reviewed annually by the Board. Any changes must be ratified by the Membership. The process for ratification will be by majority vote at the following general membership meeting, no later than June 30<sup>th</sup>. (As written by the board and adopted March 2011, and amended by the board and ratified by the general membership May 8<sup>th</sup> 2018)  
(Amended by the board and voted on December 2020)

Tara Owens  
Board President

Mike Mead  
Vice President