

BYLAWS OF THE LONE OAK SOCCER BOOSTER CLUB

Adopted: February 19, 2008

ARTICLE I. PURPOSE

The Lone Oak Soccer Booster Club, herein referred to as “LOSB,” works to raise funds and coordinate volunteers directed toward maintaining and improving the soccer program and facilities for student-athletes enrolled in the Lone Oak School District of McCracken County Kentucky.

ARTICLE II. POLICY

LOSB is a non-profit organization and shall be non-sectarian, non-partisan, and non-discriminatory. LOSB shall abide by the terms and policies of the McCracken County Board of Education, whose conditions supercede any contained or amended herein.

LOSB will hold regular meetings on the 2nd or 3rd Tuesday of each month and may call special meetings when necessary. Meeting confirmation notices will be sent by email about one week in advance.

ARTICLE III. MEMBERSHIP AND DUTIES

Any person who is interested in the purposes of this organization shall be eligible for membership. Parents/guardians of players are automatically considered members. Members are required to volunteer for Concession Stand duty at least once per season.

ARTICLE IV. ADMINISTRATION

The fiscal year is coincident with the McCracken County Board of Education which begins on July 1 and ends on June 30. The signature cards for LOSB bank accounts shall be signed by the President, Treasurer, and/or Concessions Coordinator. Checks issued will require the signature of one of the three. The accounts include General Checking, Savings, and Concessions Checking. The General Checking and Savings Accounts shall be managed by the Treasurer with oversight by the President. The Concessions Coordinator shall manage the Concessions Account with oversight by the Treasurer and President.

All purchases and reimbursements shall be made by check and accounted for by invoices or receipts. Purchases over \$1000 must be approved by LOSB at a regular or special meeting. Purchases in excess of 20% for a budgeted item and expenditures for non-budgeted items above \$100 shall require an approved budget revision by LOSB. Donations to LOSB and funds raised by members shall be given to and deposited into the General Checking account by the Treasurer.

ARTICLE V. OFFICERS AND APPOINTEES

Officers shall include a President, two Vice Presidents (one parent/guardian each representing High School Boys & Girls teams), one Secretary, and one Treasurer. Appointees shall include Concessions Coordinator, Fundraising Coordinator, and two Middle School Representatives (one parent/guardian each from Middle School Boys & Girls teams). The term of office shall be one year and run concurrently with the fiscal year. Officers and Appointees shall not serve more than two consecutive years in one office.

Officers and Appointees shall make arrangements for covering Duties in the event of an absence. A permanent vacancy in the Office of President shall be handled as follows: The Boys' Vice President shall become President in an odd-numbered year and the Girls' Vice President shall become President in an even-numbered year and serve the remainder of the term. Vacancies in other offices shall be filled by an Appointee made by the President for the remainder of a term. In the event that the offices of President and both Vice Presidents become vacant at the same time, LOSB shall meet to select successors within one month.

ARTICLE VI. LIST OF OFFICER AND APPOINTEE DUTIES

President

- 1. Serve as the liaison between LOSB, Lone Oak District Schools, and McCracken County Board of Education**
- 2. Schedule, prepare agendas, and conduct regular LOSB meetings**
- 3. Draft the Annual Budget by April 30. Submit the LOSB approved budget to the McCracken County Board of Education by June 1**
- 4. Appoint Concessions & Fundraising Coordinators, Middle School Representatives, Ad Hoc Committees, and replacements for vacant offices**
- 5. Chair the Flash Card, Nominations, and Soccer Camp Scholarship Committees**
- 6. Schedule and hold officer elections by April 30**
- 7. Deliver all records to the successor within 30 days**

Vice Presidents

- 1. Serve in the absence of the President**
- 2. Co-Chair the Field Maintenance Committee**
- 3. Ensure that Soccer facilities are open and operational at game time**
- 4. Collect and communicate team concerns with the Booster Council and LOSB**
- 5. Deliver all records to successors within 30 days**

Secretary

- 1. Collect parent/guardian names and contact information**
- 2. Chair the Media Committee**
- 3. Distribute LOSB meeting dates, times, and locations**
- 4. Prepare and distribute minutes from LOSB Meetings**
- 5. Supply the LOSB member list to McCracken County School personnel upon request**
- 6. Coordinate correspondence between coaches, parents, and players**
- 7. Deliver all records to the successor within 30 days**

Treasurer

- 1. Maintain account records and present itemized progress against the Budget at LOSB Meetings with oversight by the President**
- 2. Submit year-end deposit/debit records to McCracken County Board of Education**
- 3. Deposit donations and funds from LOSB fundraising activities**
- 4. Pay approved expenses and reimbursements by LOSB check verified against invoices or receipts from a supplier or purchaser**
- 5. Inform the President of expenses that exceed budget items by 20% or more and/or expenses that are not included in budget**
- 6. Coordinate third-party account audits upon request by McCracken County Board of Education upon request**
- 7. Deliver records and transition accounts to the successor within 30 days**

Concessions Coordinator

- 1. Secure and organize Concessions Stand volunteers for home games**
- 2. Ensure that adequate supplies are on hand**
- 3. Maintain the Concessions Account with oversight by the Treasurer and President**
- 4. Report on progress and communicate needs at LOSB Meetings**
- 5. Deliver all records to the successor within 30 days**

Fundraising Coordinator

- 1. Identify and propose fundraising projects for consideration by LOSB**
- 2. Complete and submit fundraiser request forms to the Board of Education for selected projects with approval from the President**
- 3. Chair the Fundraising Committee**
- 4. Deliver funds to the Treasurer for deposit**
- 5. Report on progress and communicate needs at LOSB Meetings**
- 6. Deliver all records to the successor within 30 days**

Middle School Representatives

- 1. Help identify volunteers to collect admissions to Middle School games. Deliver funds to the Treasurer for deposit**
- 2. Collect and communicate team concerns with the Booster Council and LOSB**
- 3. Assist the Officers and Appointees during the Middle School season**
- 4. Become familiar with LOSB activities for potential future involvement as an Officer**

ARTICLE VII. BOOSTER COUNCIL

The Booster Council shall consist of the Officers, Appointees, and Coaches. Council shall serve as the administrative body for the LOSB. The council shall collect, review, and prepare information for consideration at LOSB meetings. It shall not make decisions outside of or without the knowledge and consent of the LOSB membership. Lone Oak School Principals and Athletic Directors shall be resources for the Council.

ARTICLE VIII. COMMITTEES

Standing and Ad Hoc Committees may be established by the President to facilitate activities performed by LOSB. Standing Committees shall be formed for one or more Fiscal years and defined around an approved LOSB Budget item. Ad hoc Committees shall be defined by an event or project having duration of less than one Fiscal year. The President may designate a Chairperson for each Ad Hoc Committee established.

Nominating Committee

The President shall appoint two parent/guardian representatives each from the LOHS Boys & Girls teams. The committee shall be responsible for preparing a slate of candidates for LOSB Officers and presenting them at least 30 days prior to an election. Nominations may also be made from the floor at the election meeting. Elections shall be held no later than April 30. Nominating Committee members shall not be candidates for office or related to candidates.

Field Maintenance Committee

The Vice Presidents shall co-chair the Field Maintenance Committee and secure volunteers to ensure that Soccer Field care and repairs are performed in a timely manner.

Flash Card Committee

The President shall chair the Flash Card Committee (see Appendix I).

Media Committee

The Secretary shall chair the Media Committee.

Fundraising Committee

The Fundraising Coordinator shall chair the Fundraising Committee.

Soccer Camp Scholarship Committee

The President shall chair the Scholarship Committee. The committee shall consist of the LOSB Officers and Coaches and shall administer the Soccer Camp Scholarship Fund. Lone Oak School Principals and Athletic Directors shall be resources to the committee.

ARTICLE IX. PARLIAMENTARY PROCEDURE

The rules of parliamentary procedure as comprised in “Robert’s Rules of Order, Newly Revised,” shall govern all proceedings of LOSB, subject to such special rules as have been or may be adopted.

ARTICLE X. AMENDMENTS

The Bylaws may be amended at a regular LOSB meeting by a two-thirds vote of Members present, provided that the amendment has been submitted in writing at the previous regular meeting or otherwise disseminated to the Membership in writing at least 30 days prior to a vote.

APPENDIX I.

Items listed here describe usual and customary procedures for LOSB. Modifications to these items may be made without amendment to LOSB Bylaws:

- 1. The LOSB sells a non-compulsory membership in the form of a FLASH CARD for \$100. The FLASH CARD permits entry for immediate family members to all High School and Middle School home games during one school year. FLASH CARDS are made and distributed by volunteers on the FLASH CARD Committee prior to the beginning of the first High School home opener. Twenty-five percent of the amount collected by LOSB from FLASH CARD sales is paid by the Treasurer to Lone Oak High School to help offset referee costs during the high school season. Any changes to this program must be negotiated with LOHS Administration.**
- 2. The LOSB is authorized to collect gate receipts during the Middle School season. These funds are deposited into the LOSB general account. LOSB is responsible for paying referees during the Middle School season only.**
- 3. Concessions funds are moved to the general account following each High School and Middle School season. Customarily, \$1,000 is held over in the Concessions account to provide start-up funds for the next season.**
- 4. LOSB has historically honored LOHS Seniors during a selected home game called, "Sr. Night." The President may establish an Ad Hoc Committee to organize and carry out events and gifts as desired. Sr. Night expenses are estimated and included during the budget setting process in April.**
- 5. LOSB established a Soccer Camp Scholarship Fund in 2007. The Fund is budgeted for on a fiscal year basis and administered by the Soccer Camp Scholarship Committee. Unused funds, like all LOSB budget items, do not carry over to the following year.**