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Alison Lundergan Grimes
Kentucky Secretary of State

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Boyle County High School Track Boosters, Inc.
Articles of Incorporation

The Boyle County High School Track Boosters, Inc. (Track Boosters) is a not for profit organization of parents committed to promoting excellence in track and field through the support of athletic competition and out of school educational opportunities for Boyle County School District students.

ARTICLE ONE – Name, Purpose, Powers, and Offices

Section 1- NAME: The name of this organization shall be the Boyle County High School Track Boosters, Inc., herein after also referred to as *Track Boosters*.

Section 2- PURPOSE: The primary purpose of the Track Boosters is to promote track and field competition in the Boyle County School district, while offering quality out of school continuing educational opportunities for students in the Boyle County School District.

Secondary purposes of the Track Boosters may include the following:

- a. To develop and implement fundraising opportunities to support the purchase of equipment and maintenance of training facilities;
- b. To provide an equitable and accountable system of disbursing those funds;
- c. To provide appropriate parent-oriented assistance to the BC Track & Field coaching staff;
- d. To promote awareness of the important relationship between success in athletics and academics;

Section 3- POWERS: In support of the stated purpose, but not in limitation thereof, the Track Boosters shall have the power:

- a. To solicit and accept contributions including in-kind donations on behalf of the BC Track & Field program.
- b. To cooperate with the principal, athletic director or other designated Boyle County official in programs or efforts that further the welfare of BC Track & Field;

Track Booster purposes shall NOT include:

- a. Interfering or attempting to influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.
- b. Participating in or attempting to influence any local, state or national elections or policy referendums.

- c. Carrying out any activity not permitted to be carried out by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 4- OFFICES: The Track Boosters shall maintain a principle office at

BCHS Track & Field
1637 Perryville Rd
Danville, KY 40422

ARTICLE TWO – Membership

Section 1- ELIGIBILITY: All parents of students actively participating in the BC Track & Field program shall be members of the Track Boosters Board of Directors.

Section 2- ENROLLMENT: Enrollment shall consist of providing the Secretary with each parent's name, mailing address, phone number and email.

Section 3- TERMINATION OF MEMBERSHIP: Membership on the Track Boosters Board of Directors shall be terminated when a parent(s) no longer have students actively participating in the BC Track & Field program.

ARTICLE THREE – Meetings

Section 1- ANNUAL MEETING: An annual meeting shall be held during the month of June for the purpose of electing officers. It is recommended that the June meeting of the Executive Committee be held as the Annual meeting.

Section 2- REGULAR MEETINGS: Regular meetings shall be held twice annually. Time and place for said meetings will be determined by the Executive Committee.

Section 3- SPECIAL MEETINGS: Special meetings may be called by the President.

Section 4- NOTICE OF MEETINGS: Email notice stating date, time and location of any called meeting shall be sent to each Board Member not less than 5 days prior to the meeting. Website and social media notice of meetings will also be given as deemed appropriate by the Executive Committee.

ARTICLE FOUR – The Executive Committee

Section 1- ELECTION: The affairs of the Track Boosters shall be managed by an Executive Committee of the Board of Directors, which shall consist of no less than four (4) elected members, plus the immediate past President, who shall serve in an ex-officio capacity. In addition the acting Head Coach will serve as Chair of the Board in an ex-officio, advisory capacity. A new Executive Committee shall be elected each year for a term of one (1) year. The new Executive Committee will begin its term of office on December 1st and preside over the December-January meeting.

Section 2- EXECUTIVE COMMITTEE/OFFICERS: The Executive Committee of the Board of Directors shall consist of a President, Vice President, Secretary and Treasurer. The Presidency and Vice-Presidency may be held as co-positions. No two offices may be held by the same individual(s).

Section 3- QUALIFICATIONS: To be eligible as to hold an executive office, an individual must be a parent of an active BC Track & Field athlete. It is advised, but not required, that the President(s) has been a Track Booster member for at least one year prior to serving on the Executive Committee.

Section 4- NOMINATIONS: Nominees will be voted on and approved by the Executive Committee at the June meeting. Nominations will be solicited from the full Board of Directors via email at least 30 days prior to the June meeting. The past President shall provide deciding vote(s) as necessary in the event of a tie.

Section 5- VACANCIES: In the event a vacancy in the Executive Committee occurs, such vacancy shall be filled by the remaining Executive Committee officers who shall elect an individual to serve until the next June meeting.

Section 6- QUORUM: Three members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting without further notice. It is permitted for members present to take a vote and solicit votes for quorum via email from the officers not present.

Section 7- ACTION BY THE EXECUTIVE COMMITTEE: The act of a majority of the Executive Officers present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 8- COMPENSATION: Executive Committee officers and other board members shall NOT receive any compensation for their services.

Section 9- TERMS OF SERVICE:

- a. Executive Officers are expected to serve for one full term of 12 months. Executive Officers are encouraged to serve for two terms;
- b. No officer shall hold office for more than a term of two years in any one office unless by an affirmative vote of not less than three fourths of the members of the full Board of Directors;
- c. Outgoing officers are encouraged to recruit and train their replacement for the next term of office.

ARTICLE FIVE – Director’s Duties

Section 1- PRESIDENT:

- a. Consults with and endeavors to keep the Chair informed of Track Booster affairs;
- b. Sets up, coordinates, and prepares agendas for Track Booster meetings;

- c. Conducts all general and Executive Committee meetings;
- d. Oversees and coordinates all Track Booster functions, including recruiting and assigning parent volunteer positions during meets and other team events.

Section 2- VICE PRESIDENT:

- a. Reports to and assists the President as required;
- b. Provides the Executive Committee with lists of possible candidates for future officer positions;
- c. In the event the President is not able to preside over a general board or Executive Committee meeting, the Vice President will preside over the meeting;
- d. In the event the President is unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

Section 3- SECRETARY:

- a. Reports to the President;
- b. Maintains minutes of all Track Booster meetings;
- c. Prepares and distributes agendas and other meeting materials
- d. Notifies Board members of meetings, events and activities via email;
- e. Serves as custodian of the Track Boosters records and reports.

Section 4- TREASURER:

- a. Reports to the President;
- b. Handles all Track Booster transactions and deposits as required for the proper and efficient operation of the organization;
- c. With the advice and consent of the Executive Committee, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of the Track Boosters' financial operations;
- d. Maintains a clear and standardized ledger of incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and a Track Booster accountant as needed;
- e. Shall present statements of the Track Boosters' financial condition at all regular Board meetings and at other times as requested by the President;
- f. Shall deliver all books, monies, and other property in their charge to their successor at the beginning of each new Executive term. In the event there is no successor, these materials shall be transferred to the President.

Section 5 – PRESIDING DIRECTORS:

President: Donna Anderson, 205 Bluffwood Drive, Danville, KY 40422, 859.319.4013

Vice-President: Chris Whitsell, 116, Angela Drive, Danville KY 40422, 859.339.0582

Treasurer: Melanie Harris, Upper Salt River Road, Danville, KY 40422, 859.583.8899

Section 6 – REGISTERED AGENT

The name and address of the organization's registered agent is Chris Whitsell, 116 Angela Drive, Danville, KY 40422.

ARTICLE SIX – FISCAL YEAR AND ELECTIVE YEAR

Section 1- OPERATIONAL CALENDARS: The Fiscal Year shall run from January 1 to December 31, inclusive. The Elective Year shall run from January 1 to December 31, inclusive.

ARTICLE SEVEN – Bookkeeping and accounting procedures

Section 1- BOOKKEEPING: A chart of accounts that accurately reflects the income, revenue, expenses and liabilities of the organization shall be prepared and maintained by the Treasurer. An archive of books, records, financial statements, and relative documents will be maintained in the Club office on the school premises or other location designated by the Executive Committee. The Secretary shall keep a record book of all organization proceedings and documentation.

Section 2- INSPECTION: All books and records of the organization may be inspected by any member for any proper purpose at any reasonable time.

ARTICLE EIGHT- Funds Disbursement

Section 1 – SMALL DISBURSEMENTS: Expenditures under \$300 supporting all track athletes in general, Booster Club functions, or operations require the signature of approval of the Treasurer.

Section 2 – LARGE DISBURSEMENTS: Expenditures over \$300 supporting all track athletes in general, Booster Club functions, or operations require approval from the President, in addition to the Treasurer. All expenditures in excess of \$1,000 require a three-fourths approval of the Executive Committee.

Section 3 – DISBURSEMENT CRITERIA: Because funds raised by the Booster Club are limited and are often not enough to satisfy all legitimate needs, it is necessary to establish criteria to prioritize requests. Legitimate requests in order of priority include team equipment, facility maintenance, conference and meet fees, transportation costs, team awards, etc. Additional requests may be approved by the Treasurer, President, and Executive Committee as outlined in Section 2 of this article.

ARTICLE NINE – Dissolution

Section 1 – DISSOLUTION PROCESS: The Track Boosters may only be dissolved by a two-thirds majority of the members in attendance at a special meeting of the full Board of Directors. Said meeting

Section 2 – DISSOLUTION OF ASSETS: Upon dissolution of the Track Boosters organization, any assets remaining after all obligations are satisfied shall be distributed to the Boyle County High School Track & Field Athletic fund, or General Athletic fund as determined by the Boyle County administration. This transfer shall only take place as long as it is occurring from one 501(c)3 exempt account to another. Any assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county (BOYLE) in which the principal office of the organization is located.

ARTICLE TEN – Amendment Procedures

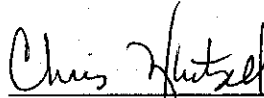
Section 1 – PROCEDURE: These Articles of Incorporation may be altered, amended, or replaced by a majority vote of the entire Board of Directors at any meeting of the full Board, provided at least seven (7) days written notice is given of intention to alter, amend, or replace.

Section 2 – NOTICE: When any amendments of these Articles have been made, copies of said changes and/or a revised copy of the Articles shall be mailed within thirty (30) days to each member of the Executive Committee.

ARTICLE ELEVEN – Witness/Incorporating officer

The name and address of the incorporator is Chris Whitsell, 116 Angela Drive, Danville, KY 40422.

IN WITNESS WHEREOF, the undersigned hereby subscribes his name as the incorporator this the 30th day of November, 2016.



CHRIS WHITSELL

I consent to serve as Process Agent.



CHRIS WHITSELL
116 Angela Drive
Danville, KY 40422