

# WHITTELL BOOSTERS CLUB, INC.

## GENERAL OPERATING PROCEDURES AND BOARD DUTIES

### ARTICLE I    GENERAL OPERATING PROCEDURES (GOP)

#### Section 1.    Expenditures

##### a) Criteria for Funding

1. Funding expenditures are available, funds permitting, which develop and benefit students and staff at Whittell High School (hereinafter referred to as WHS).
2. Funding requests are typically limited to \$1,000 per group.
3. Requests for individuals are evaluated on a case-by-case basis.
4. Student contributions will be a consideration, as age appropriate.

##### b) Requests and Approvals for funding of expenditures

1. All funding requests are to be submitted in writing on the appropriate forms available from the Treasurer of the Whittell Boosters Club, Inc. (hereinafter referred to as BOOSTERS).
2. All funding requests are to be submitted to the BOOSTERS Treasurer at least one (1) week prior to the regularly scheduled BOOSTERS Board meeting. The BOOSTERS Treasurer shall submit the funding request for consideration at the Board meeting.
3. The BOOSTERS Treasurer shall inform the person making the funding request of the Board's decision via email as soon as possible after the meeting.
4. If the funding request is approved, the BOOSTERS Treasurer shall issue a check within seven (7) days of the Board meeting.

#### Section 2.    Fundraising Events

- a) All items that are purchased for fundraising purposes are at the buyer's own risk. BOOSTERS and WHS shall assume no liability or risk for any fundraising items. A disclaimer shall be adopted and published by BOOSTERS for specific fundraising activities.

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### ARTICLE II BOARD DUTIES

#### Section 1. President

The President shall be the principal officer of BOOSTERS for both the general membership and the Board of Directors, and shall:

- a) Preside at all meetings of BOOSTERS Club and the BOOSTERS Board of Directors.
- b) Set the dates and times, and lead the BOOSTERS General and Board meetings as prescribed by the BOOSTERS ByLaws.
- c) Assist all BOOSTERS Board members in the delegation of their duties as prescribed by the ByLaws.
- d) Coordinate the needs of students, faculty and administrators as they pertain to BOOSTERS activities.
- e) Supervise the voting on all actions of the BOOSTERS Board and the General membership.
- f) Prepare an agenda at least three (3) days prior to all BOOSTERS Board and General meetings.
- g) Provide information to the parents, teachers, and GWHS Principal from our BOOSTERS Board and General meetings.
- h) Provide support for ideas and projects developed by the parents and teachers.
- i) Oversee the content of any printed material distributed from the BOOSTERS.
- j) Appoint and remove, with the approval of the BOOSTERS Board of Directors, the Chairpersons of all committees.

#### Section 2. Vice-President

The Vice-President shall:

- a) Assume all of the duties of the President in the absence of the President.
- b) Represent BOOSTERS at the Douglas County School (DCSD) Board meetings.

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1. Attend or appoint someone to attend DCSD Board meetings and be responsible to present any issues of parental concern to the DCSD Board.
- c) Assist the BOOSTERS President in completion of duties as the President requests.
- d) Assume the presidency in the event the President is unable to complete the elected term.

*This BOOSTERS Board position shall not be filled when Co-Presidents share the role of President.*

### Section 3. Immediate Past-President

The Immediate Past-President shall:

- a) Assist and advise the President.
- b) Chair the Budget Committee.

### Section 4. Secretary

The Secretary shall:

- a) Distribute an agenda three (3) days prior to all BOOSTERS Board and General meetings.
- b) Prepare complete and accurate minutes of all BOOSTERS Board and General meetings.
- c) Submit and post minutes from all BOOSTERS Board and General meetings for correction at least seven (7) days prior to the meetings. Minutes shall be submitted for approval at the meetings.
- d) Maintain and keep all BOOSTERS committee reports on file.
- e) Record and attest by signature the approved minutes as the official minutes of the BOOSTERS, with a date of Board approval.
- f) Record and attest whether a quorum is present at each BOOSTERS meeting.
- g) Have available at each BOOSTERS meeting a copy of the ByLaws, "Roberts Rules of Order," and a list of BOOSTERS members.
- h) Record the votes and elections.
- i) Furnish the exact wording of a motion that is pending before the BOOSTERS members.

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- j) Deliver any correspondence as prescribed by the BOOSTERS Board.

### Section 5. Treasurer

The Treasurer shall:

- a) Keep an accurate accounting of all BOOSTERS fund accounts.
- b) Report on the financial conditions of BOOSTERS at both Board and General meetings.
- c) Assist the Budget Committee with preparation of an annual budget.
- d) Submit a budget of projected incomes and expenses based on historical records, current goals and objectives, and input from the GWHS Principal and the BOOSTERS Board of Directors.
- e) Keep all financial books current and pass on to the next year's Treasurer by the beginning of the fiscal year, July 1<sup>st</sup>.
- f) Deposit funds as required to the appropriate accounts.
- g) Oversee contributions of funds to BOOSTERS from groups, vendors, and activities as projects are completed.
- h) Supervise the accounting functions for all BOOSTERS events.
- i) Have tax returns prepared and filed as necessary.
- j) Make available for review, upon reasonable notice and at a reasonable time and place, the financial records to any BOOSTERS member in good standing.

### Section 6. Immediate Past-Treasurer

The Immediate Past-Treasurer shall:

- a) Assist and advise the Treasurer.
- b) Attend the Budget Committee meeting.

### Section 7. Remaining Board Members

The remaining Board members shall:

- a) Assist by vote and participation in conducting the activities of BOOSTERS.
- b) Advise the BOOSTERS President and Officers.
- c) Serve as Chairperson or members of committees when appointed by the President.

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- d) Perform all duties assigned by the President.

### **ARTICLE III**      **WHS FACULTY REPRESENTATIVE/ADMINISTRATOR ROLES**

#### Section 1.    Faculty Representative

The role of the Faculty Representative shall be to:

- a) Serve as an advisor and liaison between WHS and BOOSTERS.
- b) Communicate with BOOSTERS Board about school activities.

#### Section 2.    WHS Principal

The role of the WHS Principal:

- a) Work with BOOSTERS Board and membership in an advisory capacity to develop and implement improvements at WHS.
- b) Help define and assess the needs of students and faculty as they relate to BOOSTERS activities.
- c) Evaluate all faculty/staff funding requests submitted to BOOSTERS for alternate sources of funding (i.e., Douglas County School District, WHS budget, etc.) and present this information to the BOOSTERS Board of Directors.