

BOOSTER CLUBS

&

PARENT VOLUNTEER ORGANIZATIONS

INFORMATIONAL PACKET

Board Policy Booster Organizations:

The DeKalb County Board of Education encourages parent participation in all aspects of student life in the DeKalb County School District. Parents and others who wish to support school programs are encouraged to participate in the various booster clubs and other parent organizations that play such an important role in supporting, encouraging and advancing school programs. The term “booster club” in this policy refers to all volunteer parent organizations that operate to support school programs in the DeKalb County School District, except PTA’s and PTSA’s which are still subject to all other applicable DeKalb County School District rules and regulations.

The following rules and regulations have been established by the DeKalb County School District as basic and broad guidelines for the establishment and operation of all booster clubs that support DeKalb County School District Schools.

1. The sole purpose of a booster club is to support a school and its programs. Accordingly, all booster clubs must be approved by the principal of each individual school.
2. A copy of each booster club’s: (1) constitution; (2) by-laws; (3) annual approved budget; and (4) listing of officers and board members (with contact information) must be submitted to the principal before booster club activities begin each year. Each booster club will have a written constitution stating clearly defined objectives to be implemented by the club.
3. All fund raisers, projects and activities to be conducted by a booster club must be planned in conjunction with, and have the prior written approval of the principal, or his/her designee. Booster clubs must follow Georgia law and all applicable DeKalb County School District (“School District”) guidelines, including those pertaining to fund-raising activities and advertising.
4. The principal or his/her designated representative is strongly encouraged to attend all booster club meetings of the general membership and may attend other booster club meetings at his/her discretion. The “school sponsor”, or his/her designated representative of each booster club individual activity, will attend each booster club meeting. The “school sponsor” is the person on the staff of the school who has been identified and named by the principal to work with a booster club in some capacity.
5. The principal, the sponsor and the booster club will work together to ensure that all booster club meetings are scheduled at a mutually convenient date, site and time.
6. At least thirty days prior to the election, the booster club will announce to its general membership, the principal and sponsor, its election for officers. The school district strongly recommends that, at the time of his/her election, each officer of a booster club is a parent or guardian of a student currently enrolled in the school that the booster club supports.
7. Booster club activities must not conflict with, or detract from, instructional time.
8. Each booster club will develop a written yearly budget, with input from the sponsor and the school’s principal. The booster club’s budget will be designed to support the program needs that cannot be met by the school.

9. In its constitution, each booster club will have procedures for an annual financial accounting audit. The principal and the booster club members will receive from the booster club, a written copy of the booster club's annual financial report, as well as, a financial report to be submitted, at a minimum, on a quarterly basis. The superintendent may order, at any time, that the booster club's financial records be audited, at the school district expense, by an independent accounting firm or accountant designated by the superintendent.
10. All booster clubs are encouraged to become incorporated and to file with Internal Revenue Service for 501 (c) (3) nonprofit, charitable status. Prior to funds being collected at the start of the school year, all booster clubs that handled funds in excess of \$1,000.00 during the previous school year must ensure that its officers and employees are adequately bonded. Deficit financing and deferred payments are not allowed.
11. Booster clubs are responsible for their own tax filings and accounting and must obtain their own federal tax identification number. Booster club funds must never be commingled with student activity funds or other school or school district funds. All funds collected from a booster club fundraiser or otherwise obtained by a booster club must be deposited into the booster club's bank account. Disbursement from the booster club's bank account will be by check only and all disbursements will be properly documented, i.e., receipts, invoices, etc. Each check written by a booster club must contain the signatures of two booster club officers – (1) the president and (2) the treasurer. Provided proper authorization exists in either the booster club's by-laws or constitution, the vice president's signature may be substituted for the president's signature on a booster club check when the president is unavailable. Booster clubs may donate funds to a school or to the school district. When these funds are deposited in a school or school district account, the booster club relinquishes all control over these funds.
12. All gifts given to the school by a booster club will be accepted by the principal, with a signed statement, a copy of which shall be given to the booster club, indicating that the gift has become the property of the DeKalb County School District, with the school becoming the custodian of the gift.
13. No member of the school or school district's faculty, administration or staff may hold any office in a booster club; appear on a signature card for any booster club **Board Policy Booster Organizations (cont.):**
bank account or sign checks for a booster club. Any financial obligation incurred by a booster club shall be solely that of the booster club.
14. All questions by booster club members concerning booster club policy of the DeKalb County School District should be directed to the principal, his/her designated representative, or to the designee of the superintendent.
15. The superintendent, at his/her sole discretion, may dissolve any booster club that does not adhere to these guidelines, including, but not limited to, those that exhibit serious financial irregularities. The assets of the dissolved booster club will be disbursed in accordance with the by-laws of the booster club and the laws of the State of Georgia. If the booster club has no by-laws, then upon dissolution, its assets will become the property of the school district.

Constitution/Bylaws (What should be included?)

- Organization/Name**
- Purpose**
- Membership**
- Officers and Elections**
- Duties of Officers**
- Executive Committee**
- Committees**
- Meetings**
- Voting Rights**
- Budget: Dues, Assets, Expenditures, Audits, Bonding (Accountability)**
- Amendments**
- Relationship With School Principal**
- Immunity**

FINANCIAL GUIDELINES

- Golden Rule: All monies received in the name of the Booster Club must be receipted, deposited into the Booster Club checking account, and accounted for through the financial records.
- It is imperative that all monies collected are properly safeguarded.
- Deficit financing is not permissible.
- Booster Clubs must follow Georgia law and all applicable DeKalb County School District guidelines, including those pertaining to fund-raising activities and advertising

RECEIPT BOOKS

- Must be purchased by the booster organization.
- Must be authorized numbered receipt book with two or three part carbon copy.
- Missing receipt books may result in immediate audit.

PROCEDURES ON RECEIPTS

- Receipt cash or money orders immediately.
- Use a pen that will transfer through to all carbon copies.
- Give white receipt to individual.
- Leave yellow and pink copies in the receipt book. (if applicable)
- Deposit funds daily.

PURCHASES/INVOICES

- Invoices and/or receipts must match the total on the check request.
- The invoice must be itemized.
- A request for reimbursement must be accompanied by a valid receipt or invoice. Handwritten receipts are not acceptable.
- Items purchased for the school will become property of the school.
- Check account balance before making ANY purchases or orders.
- All expenditures shall be pre-approved.
- If you place an order or purchase items and funds are not available at the time of order, you will be personally responsible for the bill.

What does a Receipt look like?

There is a White copy, Yellow Copy, and if three part a Pink Copy for each receipt. Most times the receipt number is listed in red in the top right corner.

RECEIPT BOOK

RECEIPT	DATE _____	5380597
RECEIVED FROM _____		
ADDRESS _____		
_____ DOLLARS (\$ _____)		
FOR _____		
ACCOUNT NAME _____		
SCHOOL NAME _____		
CHECK _____ NO. _____	CASH _____	BY _____

Students are not allowed to write receipts for any reason. In any case of reimbursement, the person to be reimbursed must provide the white receipt.

Proper Way to Write A Receipt

There is a White copy, Yellow Copy, and if three part a Pink Copy for each receipt. Most times the receipt number is listed in red in the top right corner.

RECEIPT BOOK

RECEIPT	DATE _____	5380597
RECEIVED FROM _____		
ADDRESS _____		
_____ DOLLARS (\$ _____)		
FOR _____		
ACCOUNT NAME _____		
SCHOOL NAME _____		
CHECK _____ NO. _____	CASH _____	BY _____

Students are not allowed to write receipts for any reason. In any case of reimbursement, the person to be reimbursed must provide the white receipt.

DISBURSEMENTS

- The Booster Club checking account shall include three authorized signers. The check shall require two signers.
- Please develop a pre-approval process for all expenditures.
- Bank Statements shall be reviewed by the Booster Club president monthly.

**MONTHLY
RECONCILIATION**

**Create a
Spreadsheet**

Review Bank Statement

Track every

financial transaction. statement with The bookkeeping the officers and procedures shall principal. The include receipts, statement should deposits, issuance of always reflect checks and debits and credits purchasing.

Share the bank

within the checking account.

Always Balance

After you create a spread- sheet and review the bank statement, you must always be able to reconcile the finances at the close of each month.

Monthly Reports

- Booster Financial Reports Checklist
 - Standard Reconciliation (Excel)
 - Bank Statement Copy
 - Booster Monthly Report (reviewed by officers) – Trial Balance.

Audit

- A financial audit shall be performed each year.
- All financial records, including receipt books, shall be retained for a minimum of 5 years.

Tax Exempt IRS Forms

- Form 1023 Application for Recognition of Exemption under section 501(c) (3) of Internal Revenue Code.
- Form 1024 Application for Recognition of Exemption under section 501 (a).
- Form 8718 User Fee for Exempt Organization Determination Letter Request Fee (\$150)

Application

- Conformed copy of Articles of Incorporation/Certificate of Incorporation.
- Full description of purposes and activities.
- Standards, Criteria, Bylaws and Procedures.
- Start-up proposed budget for 2 full accounting periods and current assets/liabilities statement.
- Every attachment must include organization's name, address, contact name, and EIN.

Possible Delays

- Incomplete application.
- Incorrect forms.
- Request from IRS for more information.

For Additional Information

- Call 1-877-829-5500 for Customer Account Services.
- www.irs.gov for form and information.

Bonds

Paragraph 10 of the Board Policy concerning Booster Organizations requires that, “Prior to funds being collected at the start of the school year, all booster clubs that handled fund in excess of \$1,000 during the previous school year **must ensure** that its officers and employees are adequately bonded.

The type of bond required to meet this obligation is a Fidelity Bond.

Fidelity Bonds

Sometimes known as a “Dishonesty Bond,” a Fidelity Bond covers employers from losses stemming from dishonest and/or negligent actions of their employees. Fidelity Bonds reimburse employers for losses, up to the amount of the bond, from employee fraud, theft, forgery, and embezzlement of the company’s cash and other valuable assets.

Costs are relatively inexpensive. The booster organization will pay the bond premiums from their accounts. A \$25,000 bond may only cost \$250-\$550 for a full year. A \$500,000 bond (if available) may only cost \$1500-\$2,000. It is the responsibility of each organization to ensure that they are adequately bonded. Certificates evidencing the bond coverage are required to be presented to the school system. The booster club is the protected organization. Only losses involving “employees” are covered. Should any assets of the booster club be stolen, the insurer will pay the loss directly back to the organization. All losses will have to be fully documented.

Fidelity Bonds usually insure specific individuals. In most cases up to five person can be insured under the bond with no increase in premium. A more flexible arrangement may be the scheduled position bond that would insure anybody holding the position of “President”, “Treasurer”, etc. In this manner specific individuals do not have to be declared. The type of coverage may not be available in all instances. Applications and disclosure documents can be complicated and time consuming. You are well advised to start the process as soon as possible.

The organization will usually be required to maintain generally accepted accounting practices, reporting requirements, and periodic audits as set out in the Board Policy and discussed at this meeting.

Bonds cannot be obtained through the DeKalb County School System however, the Risk Management office can assist in directing you to independent insurance brokers who can place the coverage with reputable insurers qualified and licensed to do business in Georgia. Please feel free to contact me if you have any questions.

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FUNDRAISING INFORMATION

FUNDRAISING

A balanced program of funding for instructional materials and equipment is provided to each school to support adequately a quality program of instruction in each subject area included in the program of studies. Therefore, students shall not be used by teachers or other school officials to raise funds to acquire supplies, equipment, buildings, land or services for use in the operation or maintenance of the educational program. However, the school system recognizes the potential educational value in school/community interaction and cooperation and the need for funds to operate high school sponsored organizations. High school sponsored

organizations may cooperate with community agencies in raising funds, communicating information, and providing other services within established local and district guidelines. Also, high school sponsored organizations may fund an approved budget within the local and district guidelines.

I. District Guidelines for High School

- A. The distribution of materials must be restricted to out-of-school hours and announcements and explanations of activities must be limited to no more than five minutes in a prescheduled high school student assembly. No assembly may be scheduled exclusively for this purpose.
- B. All participation of staff and students must be on a voluntary basis.
- C. Requests for monetary donations from staff and students are prohibited during school hours and/or during work hours. No employee or student should be pressured to contribute at any time.
- D. High School-sponsored organizations may cooperate with only those community organizations that are recommended by the DeKalb School Employees Foundation for such purposes. (Exhibit 8400)
- E. The DeKalb School Employees Foundation publishes and distributes to all schools and departments, for optional participation by DeKalb high school students, an approved list of community organizations according to the following criteria:
 1. The organization must be approved by the IRS as a nonprofit, charitable organization.
 2. The organization must be licensed as a Georgia corporation.
 3. The employees and officers must be adequately bonded.
 4. The organization must have low administrative cost. The foundation will publish the previous fiscal year administrative cost for each fund-raising organization being recommended.
 5. Participation must not necessitate absence from school.
 6. Activities shall be limited to those that have recognized educational value.
 7. All funds raised must go directly to the community organizations. No rebates shall be permitted to the high school, high school sponsored organization, or individuals.
 8. All activities must be nonpolitical, nonsectarian, and noncommercial.

The fact that an organization is listed does not give the organization the right to operate in a high school. This decision is the responsibility of each high school principal. Being on the list does not imply endorsement of the organization or its programs. In addition, the absence of an organization on the list does not indicate that the organization is without merit.

II. Guidelines for Fundraising in Secondary Schools, Elementary Schools, and Parent Support Groups in Elementary and Secondary Schools

A. Secondary Schools

1. Procedures

- a. All student organizations must be authorized by the principal and sponsored by a faculty member.
- b. The program activities and budgets of student organizations and classes must be approved by the principal.
- c. All funds collected must be accounted for through bookkeeping procedures prescribed by the comptroller of the DeKalb County School System and the principal of the school. The bookkeeping procedures to be prescribed shall include receipts, deposits, issuance of checks, encumbrances, and purchasing.
- d. All student organizational activities must be conducted on a voluntary basis and must not interfere or conflict with or detract from instructional time.
- e. Popularity contests, games of chance, raffles, and lotteries are prohibited.
- f. The sale of products other than those listed in the fundraising activities approved annually by the DeKalb County Board of Education is prohibited. (see II.A.2. below)

2. Approved Fundraising Activities

- a. Admission to high school athletic, entertaining, or performing arts events.
- b. High school publication (annuals, annual photographs, literary magazines, newspapers, etc.)
- c. Authorized high school organization membership dues.
- d. Items produced by the students in conjunction with the instructional program and donated to an authorized high school organization (art projects, Junior Achievement products, shop products, etc.)
- e. School concession stand stock, school spirit items and programs.
- f. Items derived through environmental management projects, such as the selection of paper, glass, or aluminum.
- g. Services, such as car washes, shall not be held on school property or involve the use of water metered through a school facility.

- h. Ads for high school publications under the following conditions:
1. Advertising for the following is prohibited:
 - a. Tobacco products
 - b. Items unlawful for sale to minors
 - c. Pornography
 - d. Any material or activity which is denigrating or scurrilously attacks individuals or ethnic, religious, or racial groups; or publications or activities which contain obscenities or pornography; or which aim at creating hostility and violence
 2. Advertising which is nonpolitical and nonsectarian in nature
 3. Advertising which is in good taste and reflects the values of the community
- i. Admission to productions by student, professional, or semiprofessional groups presented at a time that does not conflict with instructional hours.

B. Elementary Schools

School-related fundraising activities involving elementary school students are prohibited under the standards of the Southern Association of Colleges and Schools. Parent support groups may conduct fund-raising activities as outlined in II.C. below.

C. Parent Support Groups (PTA, Sports, Academic Groups, etc.)

1. The organization must be authorized by the principal and exist to enhance the curriculum goals of the school.
2. The organization's program of activities and budget must be planned in conjunction with and be approved by the principal.
3. Activities must not conflict with or detract from instructional time.
4. Popularity contests, games of chance, raffles, and lotteries are prohibited.
5. All items purchased for use by the students and/or faculty become the property of the DeKalb County Board of Education and must be entered on the inventory of the school.
6. Advertising by parent support groups must conform to the school system's policy on advertising. Sales by parent support groups must not be made to employees or students on school property before, during, or after their regular day. Sales by parent support groups at special occasions (carnivals, festivals, etc.) on nights or non-school days are permitted.
7. Elementary school students are prohibited from participating in door-to-door, fundraising activities sponsored by the school or by a school-related organization in which students would be selling items or soliciting contributions, pledges, or orders.
8. Deficit financing and deferred payments are vigorously discouraged.

III. Local High School Guidelines

Each high school will establish local guidelines for cooperation with community organizations. The list of activities of community organizations recommended by the DeKalb County School Employees Foundation, Inc., will be used in selecting a reasonable number of activities to be supported by the high school-sponsored organizations.

Sale of Programs and Spirit Items

1. When two DeKalb teams play, if the designated home team does not have a program, the designated visiting team may sell programs at the game. The principal of the visiting school should contact the home school principal prior to the game to determine if the home team will have a program for sale.
2. Both teams may sell spirit items from a table in the concourse area as designated by the stadium manager. Sales are limited to school spirit items – no foods or drinks may be sold. Spectator safety and general stadium security must be the primary concern when considering items to sell.
3. Spirit items include programs, stadium cushions, cloth and cardboard spirit items bearing the school logo and/or colors. Only spirit items approved by the principal may be sold at the games.
4. A maximum of four Booster Club representatives may sell programs and spirit items in their designated part of the stadium during the game. These representatives must pay regular admission charges and wear an identification tag provided by the local school.
5. Only the sport in season will be permitted to sell the approved spirit item at the stadium.

Advertising

All advertising must be approved in advance by the principal and the Director of Athletics. No beverage, other than the school system's contracted beverage company may be advertised or sold in the athletic area of a DeKalb County School. The Athletic area includes the concession area, gymnasium, and locker rooms.

Advertising Panels

Schools may sell advertising panels for the gym and fields keeping the total proceeds. It is estimated that each panel will cost about \$50 to produce.

1. All advertising panels must be submitted to the Director of Athletics for approval. Print on an 8 ½” by 11” sheet of paper the exact ad that is to be displayed on the advertising panel. Specify colors to be used (see number 3 below).
2. The proposed cost to advertiser for a 2 ft. by 3 ft. panel for display on the gymnasium wall will be \$350 for one year, \$650 for two years, and \$900 for three years. The cost for 12 ft. by 32 ft. panels for display on the fence on the athletic field will be the same. The prices for advertising panels may change when the panel contract is offered for renewal.
3. All panels will have a solid background with one or two colors for lettering and or logo.
4. It will be necessary to have a signed contract with the company that purchases the advertisement. Blank contracts that will be used are available.
5. The cost of painting and mounting the ad panels will be paid from proceeds by the school or school system as appropriate.
6. It is the responsibility of the school to contract to have the signs made by one supplier for consistency and quality. The Department of Athletics will assist the school in finding a vendor as needed.

Advertising for the Benefit of the Athletic Program

At the regularly scheduled meeting on July 14, 1997, the DeKalb Board of Education authorized the Superintendent, or his designee, to execute contracts for Posters Calendars. Such calendars consist of the season schedule for a respective team, usually a team picture, and several advertisements. The proceeds realized from the calendars are for the benefit of the athletic program in the local school.

If a school wishes to take advantage of this opportunity to raise funds, the principal must submit a proposal to the Director of Athletics and obtain written approval to proceed. A written contract with the publishing company signed by the principal and **approved by the Director of Athletics or his designee is required.** Each advertiser must be approved by the principal. No alcohol or tobacco ads are permitted. The usual restrictions on political and religious ads also apply.

The company producing the Poster Calendar will provide a predetermined number of copies of the calendar to the school absolutely free of charge. The calendars are printed in the respective school colors featuring the school's choice of game schedules, pictures, and other information that you may wish to display. The school logo or mascot is usually included.

The cost of producing the calendar is covered by local merchants who purchase advertisements for display on the front of the poster. The publishing company will provide a professional sales representative to handle all ad sales, collecting, and billing of the accounts. The design and layout work is also handled by the company with input from the school, and final approval from the principal. The school must provide the pictures and schedules for the poster, and will distribute the calendars to the advertisers and to others as appropriate. In return, the school will receive a percentage of the fees paid to the company by the advertisers.

The publishing company is required to provide to the principal a complete listing of the advertisers with the fee each one is paying. The percentage of the total fees to be paid to the school will be clearly defined in the contract.

The money paid from the publishing company for the right to publish the Poster Calendar must be paid directly to the school and must be deposited into the school account. The money cannot be paid to a booster organization. It is further stipulated that all proceeds from the Poster Calendars are to be used to benefit the local school athletic program. Each principal will determine how the funds are to be spent for the benefit of athletics.

All payments for purchases made from these special advertising funds are to be paid by school check with the proper invoice and documentation on file for audit. The principal must approve each step of this process and must accept full responsibility for the final outcome.

All advertising to benefit the athletic program must be approved by the Director of Athletics. Copies of the contract which must be used for advertising panels for display in the gymnasium or on the athletic field are available from the Department of Athletics.

ATHLETIC/INSTRUMENTAL MUSIC BOOSTER CLUB

Do's and Don'ts

Athletic Department Booster Club Do's and Don'ts

Don't.

- Allow boosters to enter any athletic contest free of charge.
- Interfere with the X's and O's of the coach and his/her staff.
(support, but not try to run the team)
- Charge student athletes a fee to participate in any athletic activity. (fees can NOT be mandatory)

Do:

- Distribute all funds collected by boosters equally among both male and female teams.
- Communicate with head coaches regarding wish-lists.
- Allow home teams at the stadiums to sell spirit items in the corridor.
- Require all Booster Organizations to submit an itemized budget for the year to the following:
 - > Principal
 - > Parents
 - > County Athletic Director
- Require all coaches to communicate with the booster organizations the needs for their programs and get approval prior to ordering.
- Communicate with principal as well as head coaches on key decisions regarding the Athletic program (s) they are supporting.
- Maintain an open line of communication to all stakeholders.

Instrumental Music Booster Club Do's and Don'ts

DO'S:

Participate in the Booster Club as an active member or volunteer. All parents are encouraged to participate.

Form a constitution, by-laws, and annual approved budget.

Hold proper elections of officers for the Booster Club.

Have all fundraisers approved by the school principal or their designee.

Encourage administrative attendance at Booster Club meetings.

Create a regular meeting schedule that has been mutually agreed upon by the school Principal, sponsor, and the Booster Club.

Make parents aware of annual elections and officer/volunteer positions.

Support academic achievement without interfering with instructional time through Booster Club activities.

Promote camaraderie and teamwork among the sponsor, principal and boosters in creating a budget that is designed to support the needs of the program that cannot be met by the school.

Have adequate accounting procedures to assure that general body, administration, sponsor, etc. can review the records of the organization when needed and without conflict.

File for 501 (C) (3) non-profit charitable status.

Ensure that officers and employees are adequately bonded.

Create payment plans that will not cause deficit spending.

File taxes and obtain a federal tax identification number.

Keep Booster Club funds separate from school or school district funds.

Understand that gifts from Booster Club become the property of the school district.

Understand that any financial obligation incurred by a Booster Club shall be solely that of the Booster Club.

Exercise proper protocol in dealing with internal organizational conflicts as well as Booster Club policy.

Understand that the Booster Club may be dissolved by the Superintendent.

DON'TS:

Don't be excluded from the organization. The Booster Club is not exclusive to a select or exclusive group of parents.

Don't function without a constitution, by-laws, or an approved budget. It will eventually lead to organizational problems within the Booster Club.

Don't function as a Booster Club without proper protocol. Without officers, protocol is sometimes difficult to establish in terms of a chain of command.

Don't hold fundraisers without receiving approval from the proper authority. This is a major violation of the Booster Club Policy.

Don't exclude administrators from being invited to meetings. They can be very helpful with local school approvals, scheduling, etc.

Don't create a random meeting schedule. Allow all involved parties to properly plan for meetings by creating a regular schedule.

Don't make elections "last minute" ordeals. If parents are not aware of elections and office/volunteer positions, they are not likely to participate.

Don't let activities conflict with instruction. Booster Club activities cannot interfere with instructional activities (i.e. fundraisers cannot take place during instructional time).

Don't create a budget without the input of all key players (sponsor, principal, and booster). It could lead to an ineffective budget.

Don't create an environment of poor accounting practices. Parents, sponsors, and principals should have the right to review the records of the organization whenever needed.

Don't be discouraged by a lack of donations; however, donors may be less likely to make donation without 501 (C) (3) status.

Don't let officers and employees go unprotected. In the event of a financial mishap, Bonding helps in the protection of the Organization.

Don't negotiate deferred payment plans. Deficit financing is not allowed.

Don't cause accounting problems for the organization. If the Booster Club does not file taxes, future accounting concerns could escalate.

Don't co-mingle Booster Club fund with school district funds. If done, the fund could become the property of the school.

Don't misunderstand if an organization makes a donation to the boosters. If the boosters in turn make the donation to the school, the donation becomes the property of the school district.

Don't expect the school district to be responsible for debts incurred by the Booster Club.

Don't function as an organization without detailing to members proper protocol in dealing with conflicts relating to internal and Booster Club policy.

Don't have your organization dissolved. If the policy guidelines relating to Booster Clubs are not properly adhered to, the Superintendent may dissolve the Booster Club.

Booster Club Constitution and By-Laws

CONSTITUTION OF

_____ **HIGH SCHOOL BOOSTERS CLUB**

ARTICLE I: NAME

The name of this organization shall be the _____ High School Boosters Club.

ARTICLE II: PURPOSE AND FUNCTION

It is the purpose of the _____ High School Boosters Club to encourage and support the _____ High School Interscholastic athletic philosophy and all sport activities.

ARTICLE III: MEMBERSHIP

Membership shall be open to any person who subscribes to the purpose and function of the _____ High School Boosters Club.

ARTICLE IV: BOARD OF DIRECTORS

Section I The affairs of the club shall be managed by a nine (9) member Board of Directors who shall comply with the Constitution and By-Laws of the _____ High School Boosters Club. The Athletic Administrator shall represent the administration of _____ High School and shall serve as an ex-officio member of the Board of Directors. A representative of the coaching staff, to be determined by the coaching staff, may also serve as an ex-officio member of the Board of Directors.

Section II No member of the Board of Directors shall serve more than three (3) consecutive years, including the fulfillment of an unexpired term of a previous board member.

ARTICLE V: OFFICERS

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary and Treasurer.

ARTICLE VI: MEETINGS

Section I Two (2) regularly scheduled meetings shall be held annually. An annual meeting shall be held in May and a membership meeting in September.

Section II Meetings other than the two (2) yearly meetings, will be conducted upon call of the President or any five (5) members of the Board of Directors.

ARTICLE VII: AMENDMENTS

These Articles of the Constitution may be amended at any meeting of the membership by a two-thirds (2/3) affirmative vote of the voting adult members present, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

BY-LAWS OF THE

_____ HIGH SCHOOL BOOSTERS CLUB

ARTICLE I: MEMBERSHIP

Section I: Qualifications

- A. Membership is open to persons who subscribe to the purpose and function of the _____ High school Boosters Club.
- B. Annual dues for membership shall be five (5) dollars for family membership and three (3) dollars for single membership.

Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

ARTICLE II: BOARD OF DIRECTORS

Section I: Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of nine (9) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Three (3) directors shall be elected each year for a term of three (3) years, except at the first election (20__), when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be: three for a term of three (3) years, three for a term of two (2) years and three for a term of one (1) year.

Section II; Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the unexpired term shall be elected by the entire membership present at the following meeting.

Section III: Meetings

Board of Director's meetings shall be held at a time and place called by the President.

Section IV: Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE III: OFFICERS

Section I: Officers

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a President, Vice-President, Secretary and Treasurer.

Section II: Vacancies

In case of a vacancy of any office, The Board of Directors shall fill the vacancy..

Section III: Duties

- A. The President:
 - 1 Shall preside at all meetings of the club and of the Board of Directors.
 - 2 Shall personally represent the club or appoint a delegate where representation is deemed advisable.
 - 3 Shall appoint committees and committee chairpersons.
 - 4 Shall effect compliance with the rules, regulations, and policies of the Board of Education and the _____ High School Athletic Department.
- B: The Vice-President:
 - 1. Shall have such powers and perform such duties as may be delegated to him/her by the President.

2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.

C: The Secretary:

1. Shall keep the minutes of all meetings of the Board of Directors and all meetings of the membership.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall sign with the President, or with the Vice-President, all contracts in the name of the club.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

D: The Treasurer:

1. Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.
3. Shall be bonded as prescribed by the Board of Directors.

ARTICLE IV: FINANCE

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the Treasurer and President or Vice-President.

ARTICLE V: FISCAL YEAR

The fiscal year of the Booster Club shall begin August first and end July thirty-first.

ARTICLE VI: BASIC POLICIES OF OPERATION

The following section delineates the policies of the _____ Booster Club.

A. The club shall be non-political and non-sectarian.

B: The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.

C: The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.

D: Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

E: In the event of the dissolution of the club, its assets shall be distributed to the _____ High School Athletic Department and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE VII: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

ARTICLE IX: FINANCES

- A: The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the treasurer upon the approval of the Board of Directors, shall be authorized to disburse funds.
- B: The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.
- C: This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the _____ Board of Education.
- D: All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board.
- E: The Treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- F: The Treasurer of the association must be bonded in the amount set by the Board of Directors. The fee for the bond is to be paid by the association. The bond must be payable to the _____ Board of Education. No bonding company report shall be made public by the Board of Directors or officers of the association.
- G: All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors by the Vice-President, on the approved forms as stipulated by the Board of Directors. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board.
- H: Total expenditures cannot exceed approved total budgeted amount without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the _____ High School Booster Club, listed on the itemized request for funds form and submitted to the President of the Athletic Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.
- I. An annual audit by one or more non-Board Members shall be required. The treasurer will be required to submit a detailed report at the end of each year. The incoming President and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and filed in the records of the club.

ARTICLE X: AMENDMENTS

- A: This Constitution may be amended at any Annual Meeting of the association by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting.

Revision approved and effective _____

Introduction to Robert's Rules of Order

1. [What is Parliamentary Procedure?](#)
2. [Why is Parliamentary Procedure Important?](#)
3. [Example of the Order of Business](#)
4. [Motions](#)
5. [Types of Motions](#)
6. [How are Motions Presented?](#)
7. [Voting on a Motion](#)

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
 2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 3. Wait for Someone to Second Your Motion
 4. Another member will second your motion or the Chairman will call for a second.
 5. If there is no second to your motion it is lost.
 6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
 7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The mover is always allowed to speak first.

- c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
- a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
 2. Have members obtain the floor properly.
 3. Speak clearly and concisely.
 4. Obey the rules of debate.
- Most importantly, *BE COURTEOUS*.

Frequently Asked Questions

- Q. Do we have to be bonded?
A. Yes, all officers need to be bonded.
- Q. Do we need to elect officers each year?
A. Yes, you need to elect officers each year. You can re-elect the same officers as long as a vote is taken.
- Q. When donating a vehicle or trailer to the school system, who pays for the upkeep?
A. It becomes a gift to the system and the school system provides maintenance.
- Q. Can we have season ticket passes for football and basketball?
A. The Department of Athletics is in the process of evaluating a program for the sale of season passes.
- Q. Can we have a cap on dues because they are too high?
A. All extracurricular fees and/or dues must have the approval of the principal.

Q. Can we have raffles or drawings?

A. No, raffles and/or drawings to raise money are not permitted under DeKalb County Board of Education policies and guidelines.

Q. Will the county provide ninth grade uniforms?

A. No, Booster Clubs may purchase ninth grade uniforms, and they will become the property of the school system.

Q. Are Athletic Liaisons paid a supplement?

A. Yes.

Q. Are Athletic Directors paid a supplement?

A. No, the county has only one Director of Athletics and he does not receive a supplement.

Q. What kind of training does the county provide coaches?

A. Coaches must attend annual coaches' meetings with DeKalb School System Coordinators, GHSA Rules Clinics, and Ga. Coaches Association Clinics. They must also complete the Sports Safety CPR/AED First Aid courses through the American Red Cross.

Q. Can a Booster Club charge for parking at schools or stadiums?

A. Parking fees are not allowed for events sanctioned by the school system. Schools may charge parking fees for tournaments, and Region and/or State playoffs if voted on by the region.

Q. Is there any custodial coverage at games?

A. Clean up is provided before and after single games, and custodial coverage is provided during the day for county meets, playoffs, etc. Please report any problems to the stadium manager.

Q. We are told that no athlete will be turned away from playing because they don't have money to pay dues. Who pays when students can't afford dues?

A. Students are never prohibited from playing for financial reasons, but they may not receive items which are provided by dues. Funds for these circumstances are sometimes provided at the local school level at the principal's discretion.

Q. Has anyone thought to re-examine the cost of tickets?

A. The Department of Athletics evaluates ticket prices on an annual basis. It is not feasible to reduce prices at this time. Ticket prices for all state playoffs are determined by GHSA.

Q. Would athletics please provide more oversight, input, guidance, etc. for DCSS swimming pools? They are not being properly maintained.

A. Pool maintenance is overseen by the Plumbing Division of Plant Services. Each school should have a custodian assigned to maintain its pool. A weekly report of the chemicals for each pool is sent to the Department of Athletics. Please report any problems to the school principal or to the Department of Athletics.

Q. You claim to support 17 sports, but swimming doesn't seem to be getting any athletics money or management time. We need places to practice, transportation, officials, lane ropes, kick boards, etc.

A. Athletics provides transportation to and from practices and meets. Also provided are kick boards, lanes ropes, and officials. Extra officials are provided if requested for extra heats.

Q. Can we buy football tickets in advance at a discount with a credit card?

A. We do not have a credit card system in place at this time.

Q. How do we find the GHSA booklet, guidelines, etc.?

A. The website for the Georgia High School Association is www.ghsa.net

Q. Who pays GHSA membership dues for the county and schools? Is it per sport? Does the school receive any benefits?

A. DeKalb County pays the State and Region dues for each school based on its classification. This provides membership in the GHSA which is mandated by the state for all competitive sports. Any additional fees are paid at the local school level.

Q. Why is transportation covered for some sports and not for others? Is transportation available for summer practices? How are rates determined?

A. Transportation is provided during each sport's season for all GHSA sanctioned events and for practices if there is not an on-site practice facility. Transportation is not provided for summer practices; however, transportation is available if paid for by the school or the individual booster club or organization. Rates are determined by the county and are based on the number of hours at the driver's hourly rate and the number of miles traveled.