

Savannah-Chatham County Public School System

Booster Club GUIDELINES

Article I. ROLE

The object and general purpose of this organization shall be:

- To support all aspects of athletics through the promotion of school spirit, good sportsmanship, and volunteer commitment.
- To encourage academic excellence, participation in all sports, sportsmanship and team spirit.

Article II. WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- How to obtain administrative approval before beginning projects.
- How to plan and publicize meetings.
- Bookkeeping and fund administration including process to obtain superintendent's approval prior to raising funds.
- Election of officers (suggestion: one president, one vice-president, one secretary, one treasurer)
- Taking and distributing and filing minutes.
- Public communications
- Plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Article III. SCHOOL RELATIONSHIP

All meetings should be open to the public.

- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- School administration should be apprising booster clubs of all school activities.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general booster club membership and kept on file at the school.

Article IV. FINANCIAL

Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretions. Any gift(s) presented to an individual school must be deemed suitable by the Board and Administration. All gifts must be approved by the Superintendent or his/her designee.

Fundraising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.

Individuals who actively coach or direct athletic activities should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coach's wish-lists should have received prior approval from school administration before submission to boosters.

The district may pay a stipend, fixed at the beginning of the year as part of the employment. The amount of the stipend cannot depend on the success of a team or individual. In order words, a coach cannot receive more money if a team or individual qualifies to region or state.

Funds are to be used to support school activities. To provide such funding for non-school activities would violate GHSA rules and the public trust through which funds are earned.

Article V. RESTRICTIONS

Booster clubs can give symbolic awards (i.e. non-cash) for winning or placing in the GHSA competitions which are limited to \$250 per year, per student in the aggregate. Beyond this, a student may receive one (1) school sweater or jacket presented by the school during his/her high school career. Check with school administrators before giving anything to a student or coach. Schools must give prior approval for any banquet given for students.

Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration.

No cash awards may be accepted. All individuals should be informed of the seriousness of violating the athletic amateur rule.

Article VI. MEMBERSHIP

- All regular members shall have voting rights and be eligible to hold office or a position on the Board of Directors.
- Each regular member present at a meeting shall be entitled to one (1) vote on each matter submitted to a vote at that meeting.

Article VII. OFFICERS

- The officers of the Boosters Club should be as follows:
President ► Vice-President ► Secretary ► Treasurer
- Each booster club shall determine the date for election and will hold office for one calendar year.
- In the event of a vacancy in the office of president the Vice-President shall become the president for the remainder of the term.
- In the event of a vacancy of an officer other than President, the vacancy may be filled for the remainder of the term in the following manner:
The Board can appoint someone to fill the position or
The Board may not fill the position with another person but rather the position into other Board members duties.

Article VIII. DUTIES OF OFFICERS

- The President shall preside at all general membership and Board of Directors meetings. He/She shall be ex-officio member of all committees. He/She shall appoint such special committees as may be authorized by the membership, and shall render, maintain and establish an agenda for all meetings. He/She shall be an authorized cosignatory of all checks, along with the treasurer.
- The Vice-President shall assume and perform the duties of the President in the absence of the President. In the event of the resignation or death of the President he/she shall assume the duties of the President for the remainder of the term He/She is an authorized cosignatory of checks, along with the Treasurer.
- The Secretary shall record the minutes of all meetings.
- The treasurer shall be responsible for keeping all financial records of the club, as well as recording of the receipts and disbursements of all club expenditures. He/She shall be an authorized cosignatory of all club checks, along with the President or Vice-President. Disbursements shall be made only upon approval of the general membership with the issuance of the proper purchase order and invoicing by the vendor. The financial books shall be open for inspection by any regular member within thirty days of request. The treasurer shall submit a written report to the secretary, as well as an oral report of all general membership meetings. All receipts of monies shall be recorded in the Secretary's minutes.

Article IX. PARLIAMENTARY AUTHORITY

- All meetings are to be conducted by the latest edition of Robert's Rules of Order and shall govern all deliberations of the organization insofar as they are in accordance with the Organizational By-Laws.
- The President shall yearly appoint a parliamentarian to preside over general membership meetings. The parliamentarian provides counsel covering the By-Laws and parliamentary procedures.

Article X. AMENDMENT TO BY-LAWS

- The Organization's By-Laws may be amended at any regular meeting of the Club by a two-thirds ($\frac{2}{3}$) vote of the members voting, a quorum being present, written notice been given at least ten (10) day prior to the general membership meeting.
- These By-Laws shall be reviewed and revised as deemed necessary.

Article XI. WHAT YOU CAN DO

PARENTS

“Remember the classroom comes first!
Help conduct fair and equitable competition, adhere to rules,
uphold the law respect authority.
Remember that officials are human, Respect their decisions.
Delegate authority to the school, and then support their decision.
Set standards by which you expect children to conduct themselves
and live by those standards yourself.
Be aware of capabilities and limitations of young people.
Don't have unrealistic expectations.
Allow your children to live their own lives.
Be involved in areas in which your own child in not involved,
thus contributing to school spirit and unity.
Show respect to the opponents of your children.
Praise. Don't criticize. Urge others to do the same.
Help your children and their friends develop integrity through
the intensity of competitive activity.

WORK WITH THE ADMINISTRATION

Positive and direct communication can prevent most problems.
Keep the principal involved of all activities.
Make sure your local administration has a copy of all club publications
Invite administrators to all booster club meetings.
Have an officer meet with the school administration regularly.
Have a chain of command for communication with the administration.
Clear all activities through your administration.

COACHES

Be sure your booster club wish list has been approved by your
athletic director before it goes to the booster club.
Work with your administration to determine what your club can provide.
Make your request to the club benefit as many students as possible.
Attend the booster club meetings and/or know what the club is doing.
Understand that your advisory role to the booster is without vote.
Support other programs within your school and/or district.
Meet with parents regularly and make them aware of relevant rules.
Involve your staff with your booster club.
Let the booster club know who your staff is and what duties they perform.