

Marcus Aquatics Booster Club Standing Rules

PO Box 271191 Flower Mound TX 75027

Duties of the Officers

President:

Instructs other officers of their duties and provides support.

Provides overall direction, conducts monthly board meetings, and at least two general board meetings per year.

Is the primary point of contact to the swim/water polo coaches and to the school administration.

Responsible for setting and scheduling all booster and general board meetings.

Responsible for supplying the agenda to each board member prior to the board meetings via e-mail.

Responsible for posting minutes with financials to team website or assigning designee

Responsible for picking up the mail along with the secretary from the PO Box.

Responsible for ensuring annual LISD booster paperwork has been submitted to the school secretary.

Will preside or arrange for other members of the board to preside at each meeting in his or her absence, in the following order: Vice President, Treasurer, and Secretary.

1st Vice President – Aquatic Events:

Supports the President and acts for the President in his or her absence.

Responsible for overall (parent facing) coordination of swim / water polo events.

Secretary:

Responsible for recording the minutes of all meetings.

Keeping an accurate record of attendance at board meetings.

Maintaining a current copy of the bylaws and a list of Booster Club members.

Present prior board meeting minutes to all board members at the next board meeting for approval and prior general meeting minutes to all general members at the next general meeting for general membership approval or use committee approval process.

Responsible for picking up the mail along with the president from the PO Box.

Write thank you notes and greeting cards as deemed necessary.

Treasurer:

Responsible for maintaining all funds and records of the Booster Club.

Present Financials of the organization at each meeting.

Responsible for ensuring the Booster Club follows LISD financial policies and procedures for Booster Clubs.

Make disbursements in accordance with the budget adopted by the membership.

Prepare budget for following fiscal year.

Parliamentarian:

Shall advise the presiding officer on questions of parliamentary procedure and votes only when voting is by ballot.

Serves as chairman for the Bylaws Committee.

Appointed by the board

Standing Committees

Corporate Liaison/Fundraising Chairperson:

Responsible for recruiting corporate sponsors and maintaining the relationship between those sponsors and the swim/water polo program throughout the year.

Responsible for developing and coordinating fundraising activities.

Responsible for corporate donations for the benefit of the swim/water polo program.

Responsible for spirit items.

Responsible for Concessions setup at hosted events or ensuring special Olympics has what they need.

Reports to VP1

Publicity Chairperson:

Handle reproduction needs of the swim/water polo coaches.

Responsible for acquisition of photographer when requested by swim/water polo coaches.

Responsible for social media promotion of events.

Responsible for photo storage needs of the organization

Responsible for the email Account management with the president.

Reports to VP1

Volunteer Chairperson:

Responsible for coordinating all volunteers, developing volunteer rosters, and serving as the point of contact for all volunteer activities.

All committee chairs/coordinators will coordinate with the Volunteer Chairperson to solicit volunteers for their activities.

Reports to VP1

Hospitality Chairperson:

Responsible for team meals at meets

Responsible for Coach/Volunteer hospitality at hosted events

Responsible for meals during the A&M Trip

Reports to VP1

Team Building/ Team Events Chairperson:

Responsible for working with swim/water polo coaches on team building / team events. Could include team dinners, district dinner, and Group Dynamix type events

Responsible for homecoming carnival team booth

Reports to VP1

Special Committees

Bylaws Committee:

This committee will be made up of 3 members and 1 alternate.

The Parliamentarian will be the chair.

Financial Reconciliation Committee:

No incoming treasurer shall be a member of this committee.

The Financial Reconciliation Committee shall be expedient in its duty.

Once formed, a reasonable date will be set for completing the financial reconciliation.

A member of the financial reconciliation committee will collect the financial books and records from the outgoing Treasurer.

Additionally, the MABC minutes, reports and membership roster will be collected from the Secretary.

In order to complete the financial reconciliation in a timely manner, the outgoing Treasurer should make themselves available during the financial reconciliation process, in case the committee should need their help in locating or deciphering records.

After the annual financial reconciliation has been completed, the Financial Reconciliation Committee will turn over the financial books and records directly to either the incoming President or the incoming Treasurer.

The minutes, reports, and membership roster will be turned over to either the incoming President or the incoming Secretary.

A copy of the financial reconciliation report will be given to the new Treasurer and kept with the financial records for reference for the next Financial Reconciliation Committee.

A representative of the Financial Reconciliation Committee or the Treasurer will read aloud the report at the first general meeting of the association of the new Fiscal Year or at the first meeting after a call for a financial reconciliation during a fiscal year.

The President will ask for a motion/vote to approve the report as presented. This is the only financial report that requires a motion for approval of the report and a membership vote to accept the report.

Reports to VP1

Senior Night: This committee is responsible for securing a location for the Senior Night Event as well as making all necessary arrangements for food, decorations, presentations, and student posters.

Banquet: This committee is responsible for securing a location for the annual banquet and all aspects of the menu, decorations, awards and entertainment.

Swim and Dive Parent Communications Lead: Responsible for the parent communications about upcoming meets on social media and thru the email communication system in coordination with the president.

Water polo Lead Parent Communications Lead: Responsible for the parent communications about upcoming meets on social media and thru the email communication system in coordination with the president.

Financial Procedures & Notes

The following guidelines will be followed:

Checking account(s) should be established with three authorized signatures: Treasurer, President and one other member of the Executive Board.

The third signer will be appointed by the President, with approval by the Executive board during the first meeting of the Executive board.

All signers are required to be on the signature card at the bank.

Two authorized persons shall sign all checks. Checks are not to be signed by the payee.

Checks are never signed with a blank payee.

All expenditures are to be made by check, never cash. Debit card is allowed in emergency situations. Exception to this rule is insurance and sales tax which may be paid via electronic check.

Debit Card to be held by the treasurer and only allowed to be used with the email consent of the other two signers. This email consent is to be attached to the check request with the documentation.

Where the organization is not billed directly, there must be a completed check request documenting expenditure amount and type submitted with receipts to receive reimbursement within 30 days of the expense unless prior authorization by the Executive Board.

All collected monies should be deposited within 5 business days of receipt.

All monies should be initially collected and counted by two persons other than the Treasurer. The counters and the Treasurer shall sign a deposit form, which is kept as part of the Treasurer's annual records.

Bank Statements should be mailed to the address maintained by the organization so that they can be reviewed by a non-signer Executive Board member other than the Treasurer prior to being given to the Treasurer. Bank statements are to be reconciled monthly. Emailing of the PDF bank statement is also permitted.

Monthly review of any electronic collection system for example PayPal is to also be completed by the statement reviewer.

Fees incurred due to returned check shall be paid by the person(s) who submitted the check for payment and all future payments will be cash only.

The amount carried forward in the general checking account for the incoming association shall be no less than \$15,000, plus any accrued expenses or escrowed items that will not be paid before the fiscal year-end. Such items include but are not limited to sales tax.

Sales Tax will be reimbursed only with written explanation from person requesting reimbursement of merchant refusal to honor our Tax Exemption certificate. For example, Sam's Club will not accept Tax Exemption certificate and purchases are eligible for Sales Tax reimbursement

The budget may be amended, up to \$1000 per line item, between each general membership meeting. Any amount over \$1000 must be approved by the general membership.

Meet Official Fees – Head Referee and Meet Admin \$100 gift card each for the day. Deck officials \$25 gift card per session (\$50 for the day if the work the whole day). Whoever takes the gate pays the officials.

Annual Review Notes

Review LISD Booster Club Guidelines annually.

Review Bylaws/Standing Rules at first executive board meeting

Ensure annual payment to parent booster USA is made to retain group exemption

Ensure annual insurance policy is renewed

Scholarship Notes – The Marcus Aquatics Booster Club has 2 scholarship programs managed thru LEF. The Marcus Swim and Dive Team Booster Club Scholarship and The Marcus Swim and Dive Team Booster Club Kyle Tilley Memorial Scholarship.

Contracts

Written contracts are required with any business regarding fundraising, significant expenditure for services or non-returnable merchandise. Only contracts signed by the President, or the President's designee, are considered by MABC to be valid and binding. Contracts must have been reviewed and approved by the board before signing by the President or the President's designee.

Emergency Voting

Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. Such emergency voting requires a two-thirds vote of the entire board and shall be ratified at the next regular board meeting. A complete accounting of the number of votes cast, and ratifying the vote, shall be included in the minutes.

Standing Rules adopted on August 29th 2022