



COUGAR BOOSTERS

Proposed By-Law Amendments

Proposed by: Cheryl Mark, Booster Treasurer

Date of Distribution for Review: Monday, August 1, 2011

Proposed Date for Amendments Vote: Monday, September 12, 2011

List of proposed amendments to the existing Cougar Booster By-Law are as follows:

Amendment 1

Article and Title: *Article 5: Membership and Dues, Section 3*

Currently Reads as: *"The membership year shall be from August 1 through July 31."*

Proposed Amendment: *"The membership year shall be from July 1 through June 30."*

Rationale: *Membership year will now coincide with fiscal year of organization*

Amendment 2

Article and Title: *Article 7: Duties of Officers, Section 1F*

Currently Reads as: *"Have authority to sign checks in absence of the Treasurer*

Proposed Amendment: *"Have check/cash disbursement authority to sign checks and approve debit card purchases in the absence of the Treasurer"*

Rationale: *Enhanced to include approval of cash disbursement forms and utilization of debit cards as part of new accounting process.*

Amendment 3

Article and Title: *Article 7: Duties of Officers, Section 3E*

Currently Reads as: *“Deposit all monies in local bank with Treasurer and President’s signatures on file”*

Proposed Amendment: *“Deposit all monies in local bank in which the Treasurer, President and Concession Chairperson’s signatures are on file”*

Rationale: *To properly reflect the 3 authorized signers on the Booster checking account*

Amendment 4

Article and Title: *Article 8: Executive Board, Section 1D and 1E*

Currently Reads as: *“D. School athletic director” and “E. School activities director”*

Proposed Amendment: *“D. School athletic and activities director.”*

Rationale: *To reflect the fact that the athletic director and activities director are now the same individual within PSHS*

Amendment 6

Article and Title: *Article 11: Standing and Special Committees, Section 1D*

Currently Reads as: *“Concessions, Cougar Quickie Mart and Hospitality – overseeing all concessions needs, quickie mart activity and hospitality opportunities*

Proposed Amendment: *“Concessions and Hospitality – responsible for coordinating all concessions needs and hospitality opportunities”*

Rationale: *delete references to Cougar Quickie Mart and Quickie Mart activity as it is no longer in operation*

Amendment 7

Article and Title: *Article 13: Loss of Membership, Section 3*

Currently Reads as: *“The execution of Sections 1 and 2 of Article 12 shall be by a two-thirds vote of the members present at any meeting, provided a member of the organization makes a motion that such action shall be taken and it shall be seconded by an additional member.”*

Proposed Amendment: *“The execution of Sections 1 and 2 of Article 13 shall be by a two-thirds vote of the members present at any meeting, provided a member of the organization makes a motion that such action shall be taken and it shall be seconded by an additional member”*

Rationale: *to correct reference to Article 12 when by-law is pertaining to Article 13*

Amendment 8

Article and Title: *Article 14: Finance*

Currently Reads as: *not contained in current by-laws*

Proposed Amendment: **Article 14: Finance**

“The Cougar Boosters will have prescribed accounting procedures to ensure all funds have accurate financial accounting. At a minimum, these procedures shall include the following:

- A. The Cougar Booster’s fiscal year will run from July 1 to June 30.*
- B. Preparation of an annual budget prepared by the Treasurer, reviewed by the President and presented to and approved by the Executive Board.*
- C. Documentation of policies and procedures governing the Cougar Booster accounting processes including processing of cash receipts, cash disbursements, invoice approvals and approval limits as outlined by the Treasurer, reviewed by the President and approved by the Executive Board.*
- D. Establishment of a checking account at a local bank to be determined by the Executive Board in which the President, Treasurer and Concessions Chairperson are reflected as authorized signers.*
- E. Utilization of checking account benefits including the use of two debit cards in the names of the Treasurer and Concessions Chairperson. Debit cards are to be utilized within the guidelines established by the Executive Board including the preauthorization of debit card purchases by the Treasurer and/or President based on documented pre established limits.*
- F. Submission of paid receipts or invoices supporting debit card purchases of goods/services rendered on behalf of the Cougar Boosters to the Treasurer within 7 days from the date of the transaction.*

- G. *Approval of invoices and cash disbursements may be done via email provided the approval email is generated on the required approver's designated email account and the content of the email refers to the vendor, the amount, the date and the type of expense being approved.*
- H. *Documented check writing procedures to assure that a check is generated only when properly supported by an invoice or a paid receipt for goods/services rendered on behalf of the Cougar Boosters including a properly prepared cash disbursement request form containing the proper documented approvals based on approval limits of the Treasurer and President as established by the Executive Board.*
- I. *Documented bank reconciliations generated on a monthly basis by the 15th of the month following the month end and supported by both Book and Bank balances are to be prepared by the Treasurer, approved by the President and presented to the Athletic Director and Principal for informational purposes.*
- J. *Documented monthly financial statements outlining the financial viability of the Cougar Boosters and including a complete Balance Sheet and Income Statement are to be prepared by the Treasurer, approved by the President and distributed to the Executive Board and Cougar Booster members at the monthly booster meetings.*
- K. *Preparation of an annual audit by an independent accountant and submission of the report for review to the Executive Board.*
- L. *Preparation of the required annual reports and submission of these reports to the respective government agencies by the required deadlines, State of Illinois and the Internal Revenue Service*
- M. *Payment of the required annual fees/taxes deemed necessary based on the completion of the annual audit and preparation of the required annual reports."*

Rationale: Inclusion of new by-law pertaining to the need for prescribed accounting procedures and a reflection of the minimum requirements to be implemented.