**DHS Booster & School Support Organizations**

 **Guidelines**

* Employees of the school should not serve in a financial capacity - including holding a position as officer, fund-raising chairperson, or signing checks. Employees should only collect money if using an in-school account and given a receipt book by the bookkeeper.

 **Booster Club Meetings**

* Adequate notification should include emails distributed to membership and publication on website at least a week prior to the meeting date. At least one school official (coach or administrator) should be present at the meetings.
* Minutes should be distributed to all membership as well as the principal and athletic director within the next 48 hours.

  **Training for Booster Club Officers**

* All officers should undergo an annual training such as this regarding booster club requirements and guidelines.
* Any contracts considered by a booster club must be approved by the principal and the school board trained designee – currently Tom Waters. Any loans entered would be considered personal loans by the signees.

**Booster Club Officers**

* Officers should be elected on an annual basis. The president-elect, however, can be considered an officer for 2 years – first as the president-elect and the next year as the president.
* Officers may not be elected in the same position consecutively.
* By-laws for each booster club will define the procedures for elections.

**DHS Booster Club Election Process**

**(to be included in the Bylaws)**

* Candidates in each of the four positions may either be nominated by email submission of name and reasoning to the secretary prior to the election meeting or may be nominated from the floor on the night of the election.
* If possible, parents of freshmen and sophomores can be selected for up to 2 “At Large” officer positions in order to train for future officer positions.
* These officers will be elected by a vote of the membership present at an annual meeting, usually in February.
* In instances where an office becomes vacant due to death, resignation or impeachment, the Executive Board shall select, by a majority vote of the total executive board, a person to fill the unexpired term.
* In order to serve as an officer, a booster member must be the parent of a current student athlete.
* Duties of officers must be delineated in the By-laws.

**General DHS Booster Club Guidelines**

* No Booster Club shall assess membership fees.
* Any parent, faculty member, or community member of Daphne High School may become a member of the organization.
* A financial report detailing all budgeted items and expenditures shall be provided by the treasurer at each meeting
* All checks must have at least 2 officer signatures, and at least 1 of the signatures must be the signature of the president or treasurer.
* Each booster club will ensure that an audit is conducted annually according to school board procedures, and the results of that audit will be provided to the principal and athletic director as well as the club membership.