

## Amended Absentee voting Changes to sections 8.2 of the Talons Bylaws:

In order to clarify voting rights of eligible members to vote when either present or absent; I propose the following changes to our current bylaws. These changes shall be in effect for all elections that involve installing a new executive board or officer and or when it is necessary to either replace a board member who has left or has been removed from office.

- Voting. Unless otherwise provided herein, the vote of a majority of the active members present and voting or by absentee ballot shall be necessary for approval or disapproval of the action being voted upon.
- Active members who are unable to be present in a membership meeting may vote by absentee ballot upon application to the Talons board in advance of the meeting date.
- Absentee ballots must be returned prior to the meeting to either the Talons Treasure or the Redbox in the band room.
- When returning the absentee ballot to the Treasure, the Treasure must provide a signed receipt to the voting member when the ballot is received. Furthermore, the voting member will print and sign the outside of their sealed envelope before releasing custody of the ballot. When the vote is complete the ballot envelope will be retained with all ballots for the permeant record.
- In the event in which the voting member returns the ballot to the Redbox in the band room. They shall print and sign their name on the outside envelope of the ballot. The Treasure will confirm either by phone or an email that is on file for that member that the vote was cast by that member. When the vote is complete the ballot envelope will be retained with all ballots for the permeant record.
- Official votes will be tallied only for members present and absentee ballots. Proxy voting will not be accepted.

Absentee ballots will be received at the time of the vote in the following order:

- Absentee ballots are confirmed with the roll sheet that the members are eligible to vote prior before bring to floor. This normally takes place before the meeting starts.
- Present voting takes place
- After Present voting the President will bring to order.
- The President brings to the floor the absentee ballots that the secretary has confirmed membership requirements.
- The ballot itself is private but the members requesting to vote absentee are read to the members present.
- The president asks for a motion to accept the absentee ballots from the floor.
- A motion has to be made and seconded.
- Then a verbal vote from the floor to accept.
- After it is accepted the secretary removes the ballots from the sealed envelopes and places them with the rest of the ballots to be counted.
- All ballots are counted aloud by the Treasure (Article 8.2.2,8.2.3,8.2.4 are in effect) with two people normally a board member and a parent.
- Secretary keeps count of the verbal votes by notation on a paper that has the nominee's names on it.
- Votes are tallied and winners announced. When the vote is complete the ballot envelope will be retained with all ballots for the permeant record.

## Amendment to our Bylaws:

### Money-Handling Procedures:

Money refers to cash, checks, money orders or cashier's checks. The following are suggestions related to handling money to assist in the proper accountability.

#### A) Receiving Money

- The person receiving the money **while in the presence of the person turning in the money** should count all money received.
- The person receiving the money should always give a receipt to the person delivering the money (both parties should retain their copy of the receipt).
- Any checks received should be restrictively endorsed immediately.
- Post-dated checks **should not be accepted** from any source.
- Receipts should indicate whether cash, check, money order or cashier's check was received; date of the receipt; and the signature of the person receiving the money.
- Never leave people alone with money. That means at least two people sell tickets, at least two people count the money at the end of an event, etc. After the money is counted, each person signs the deposit form(s) (**exhibited A**) and puts it in a locked bag/box for the treasurer.
- Use tickets (pre-numbered, if possible) for cash events. Issue a ticket that has a stub for our records to every person who attends. This makes it easier to count how many people came through the door and to project how much cash has been collected.
- Copies or a list of checks, money orders and cashier's checks received should be made to assist in recovery of money if these items are lost, stolen or returned due to insufficient funds.

#### b) Recording deposits

- Prior to depositing money, at least two people should count all money received
- All money should be delivered to the Hawk Helpers treasurer to deposit funds daily or as soon as possible.
- If the treasurer is unable to deposit Hawk Helpers money into the bank due to it being a weekend, holiday or any other reason, funds shall put into a safe owned by Hawk Helpers at a location specified by the executive board.
- Receipts should be reconciled with all money turned in and deposited.
- Money received should only be deposited in the Hawk helper's accounts.
- Deposit slips, if applicable will be retained and reconciled weekly but no later than monthly.
- Receipts should be promptly recorded in the Hawks Helpers transaction registry.

- Money received and not yet deposited should not be used for purchases, check cashing, loans advances, and reimbursements or for any other purpose. All money received must be deposited.

### **c) Disbursement of Money**

- All disbursements made by the Hawk Helpers should be made from a properly completed Check Request form accompanied by adequate documentation.  
**(Exhibit B)**
- When issuing reimbursements a check for the full amount of the disbursement must be written to the receiver. If the receiver wishes to donate part of their reimbursement to the Hawk Helpers a check, cash or money order must be received from that parent in order to receive their donation. To better balance the books the parent or donor must receive their full reimbursement in order to prevent confusion.
- For any reimbursement a receipt is required. (exceptions can be made with the agreement of the executive board)
- It is required that two signatures for each check written out of the Hawk Helpers accounts. At no time should one person have the authority to issue/initiate booster checks.
- All checks dispersed shall be made out to the person or business it is to be given to. At no time will blank checks be signed and given out for consumption.
- Checks/disbursements should be promptly recorded when created in the Hawks Helpers transaction registry.
- All unused checks should be kept safe and secure at all times in a safe owned by Hawk Helpers.
- Check sequence of numbers should be accounted for when reconciling the bank statement to the Booster Club books.
- Issuing checks payable to Cash should be avoided.

### **D) Debit Card Purchases:**

Use of debit cards for the Hawks Boosters require a lot of oversight and control, receipts are required for all purchases.

- It is suggested that low credit limits should be put in place of \$250.00 or less per card carrying executive member. The only exception to this rule is the Booster treasure in which their card is unlimited in order to conducted Booster business. The treasurer card may be checked out for purchases that the treasurer is unable to make but only after an approval of two unaffiliated board members. A log with the signature of the person checking out the card and the treasure must be kept by the treasure and annotated with the names of the approving board members for the use of the treasurer's card. Upon completion of the purchase the card shall be returned to the treasurer with the receipt of the purchased item so it can be logged in for accounting purposes.

- If the limit of the Presidents debit card has a limit of more than \$500.00 and would like to make a purchase above that amount. They must have the approval of the General membership at the monthly Hawks Helpers board meeting to make that purchase (Bylaws 6.5.12) the only exception to this rule is for emergency's addressed in bylaws 6.5.13.
- All purchases with a booster debit card up to \$500.00(6.5.11 bylaws) a debit purchase form must be completed (**exhibited C**) for that purchase in which two unaffiliated executive members have to approve the purchase. If the purchase is between the general meetings a text or email may be sent out to the executive team for approval for the purchase. Once the purchase is complete at the earliest convenience or the next General meeting the debt purchase form must be filled out with the receipt of the purchase attached to the form. Two of the executive board members who originally approved the purchase must sign the debit purchase form that was previously approved through text or email. The completed form must be given to the treasurer for proper recording.
- All purchases of any amount will require a receipt and a completed debt purchase form with the two approving unaffiliated executive's members signatures.

#### **E) Financial Red Flags:**

- Receipts not received or notated with event for which it was purchased.
- Failure to notate invoices for what event and item purchased.
- Failure to keep receipts or invoices.
- Budgets not approved by parent membership.
- Fundraising activities not approved by membership.
- Financial reports not given at executive or regular meetings.
- Financial beginning balance is not the same as the previous months ending balance.
- Checks made out to cash or family members.
- Money being counted by one person.
- Missing checks.
- Missing deposits.
- Missing voided checks. Voided Checks will remain in the booster's checkbook.
- Signed blank checks.
- The Treasurer receiving money and failing to give a receipt for money received.
- Two check signers married, related or residing in the same household signing the same check.

## **F) Executive Committee monthly meeting:**

- The executive board will meet at a minimum once a month outside of the parents meeting at a venue of their agreement.
- The Booster President shall prepare an agenda which shall include an open forum for the board members for comment or proposals. The agenda shall be given to the executive board members at least a week ahead of the meeting to give each member the ability to provide any information required from them at that meeting.
- This meeting is to discuss any and all booster business. Furthermore, to strategize upcoming proposed fundraisers, events, trips, budgets or proposals of any type that is a concern of booster business.
- Secretary will take minutes for these mid-month meetings.
- Some agendas and meeting notes or board discussions may fall under attorney-client privilege. These discussions need to be included in the minutes, but the board may not be able to share information about those discussions with certain parties due to confidentiality rules. Best practices suggest that notes that fall under attorney-client privilege be kept private as necessary. The secretary will take notes for this section in such a way that text can be redacted under certain circumstances.

## **G) Member at Large:**

- An organization's executive board of directors is tasked with specific governing duties for the organization. Members of the board – including a member at large – are elected. Unlike other executive board leadership such as a president, vice president, secretary or treasurer, a member at large doesn't have a specific role. A member at large serves as a liaison to the general membership. Duties change as defined in organization bylaws or as needed to fulfill board requirements and address overall organizational goals.
- A member at large shall attend all executive board meetings.
- A member at large is bound by the same confidentiality requirements as any board member.
- Member at large shall have the right to vote in executive board meetings on issues regarding the proposed following, budgets, fundraisers, events and trips.
- Member at large may be asked by the President to be a liaison between the executive board and any committee's chairs. They shall serve as an advisor to the chair if needed.
- A member at large cannot be a signer on Hawk Helpers bank accounts or on Hawk Helpers checks.
- A member at large will not be assigned a Hawk Helpers debit card.
- A member at large does not have the right to approve any purchases made with Hawk Helpers debit cards or approve reimbursements.



# Check Request Record

## Hawk Helpers Boosters **Exhibit B**

YOUR NAME:		PHONE: (    )    -	
PROJECT/CATEGORY:			
DATE SUBMITTED: / /		DATE PURCHASED: / /	
REASON FOR CHARGE:			
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET		or <input type="checkbox"/> APPROVED AT MEETING (DATE: / / )	
<input type="checkbox"/> OTHER			
AMOUNT OR APPROVED TO BE CHARGED: \$			
NAME OF VENDOR:			

NOTE ANY SPECIAL/ADDITIONAL EXPLANATION

APPROVED BY (EXECUTIVE OFFICER):	DATE: / /
APPROVED BY (EXECUTIVE OFFICER):	DATE: / /

For Treasurer's Use Only: Category \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_

# Debit Card Record

## Hawk Helpers Boosters **Exhibit C**

YOUR NAME:		PHONE:	
		(      )      -	
PROJECT/CATEGORY:			
DATE SUBMITTED:		DATE PURCHASED:	
/      /		/      /	
REASON FOR CHARGE:			
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET      or <input type="checkbox"/> APPROVED AT MEETING (DATE: / / )			
<input type="checkbox"/> OTHER			
AMOUNT OR APPROVED TO BE CHARGED:			
\$			
NAME OF VENDOR:			

NOTE ANY SPECIAL/ADDITIONAL EXPLANATION

APPROVED BY (EXECUTIVE OFFICER):	DATE:
	/      /
APPROVED BY (EXECUTIVE OFFICER):	DATE:
	/      /

# Financial Review Worksheet

Hawk Helpers



FISCAL MONTH OR YEAR ENDING:

BEGINNING CASH BALANCE	AS OF: <input type="text"/>	\$0.00	(A)
RECEIPTS DURING PERIOD		\$0.00	(B)
TOTAL CASH AVAILABLE	(A + B)	\$0.00	(C)
DISBURSEMENTS DURING PERIOD		\$0.00	(D)
ENDING CASH BALANCE	(C - D)	\$0.00	(E)
BANK STATEMENT BALANCE		\$0.00	(F)
CHECKS OUTSTANDING (list on back)		\$0.00	(G)
RECONCILED CASH BALANCE	(F - G)	\$0.00	(H)
CHECKBOOK BALANCE	AS OF FY END: <input type="text"/>	\$0.00	(I)
ANY DISCREPANCY?	(H vs. I)	\$0.00	

**REVIEWER STATEMENT:**

To the best of my ability, I have examined the report of the Treasurer and have found that the reconciled cash balance presented above is correct and that all receipts and disbursements during the period were in accordance with this organization's mission.

A separate exceptions report noted during the review is attached.

NAME OF REVIEWER: <input type="text"/>	
SIGNED: <input type="text"/>	DATE: <input type="text"/>