

The Glynn County Board of Education (Board) authorizes the organization of Booster Clubs and Parent, Teacher, Student Associations (PTSA) (organization(s)) for the purpose of promoting community involvement in support of the schools in the Glynn County School System (school system).

This policy specifically applies to any organization formed for the expressed primary intent to raise and/or provide funds, services, or other resources in support of a specific school or school-related activity.

All such organizations must receive the written approval of the school principal prior to commencing operation. The organization seeking approval must furnish the following information to the school principal:

- An official application to form an organization; and
- A proposed constitution and bylaws for the operation of the organization, if applicable.

The superintendent is authorized to establish minimum standards for development of the organizations constitution and bylaws, and to specify any requirements that must be complied with by the organization in order to operate properly.

Any organization formed prior to the adoption of this policy must ensure that the provisions established within this policy and the accompanying administrative regulation (LEC-R(1) - Booster Organizations) are implemented prior to the start of the 2018-2019 school year.

The Board recognizes that organizations operate with significant autonomy. However, the Board holds such organizations accountable for complying with all applicable laws and Board of Education policies, and for following all acceptable accounting procedures. The Board, the school and the school system assume no accountability or liability for organization funds or how said funds are handled by the organization.

Organizations are not permitted to act as an agent of the Board, the school or the school system.

The Board, school and school system are not responsible for any debt incurred by the organization.

Organizations shall not engage in activities in the interest of a school without the expressed written permission of the principal.

The principal may suspend or terminate any organization for inappropriate conduct or activity that is determined to be in violation of policy, regulation, or law. All funds remaining in the treasury of a dissolved organization shall be dispensed consistent within the original intent of the organization or donor.

Under no circumstances shall the organization's funds be commingled in any account with school activity funds, Board funds, or school system funds. Organizations may donate funds, equipment, services, or other resources to individual schools or to the school system consistent with this policy, and consistent with Policy DFK - Gifts and Bequests. When these funds are deposited in a school, Board or school system account, the organization relinquishes all control over these funds. All equipment or other tangible objects donated to the school system or its schools become the property of the school system.

Employees of the school system are expected to adhere to the provisions of this policy and

any associated regulation(s). As well, employees must adhere to The Georgia Code of Ethics for Educators regarding Remunerative Conduct. In addition, any gifts or benefits, monetary or otherwise, employee may personally receive from booster organizations must be properly documented and approved by majority vote of all members present at an open and publicly announced meeting of the approved booster organization. Acceptance by an employee of any gift that is determined by administration to not be in compliance with this policy or its associated regulation may result in administrative and ethical violation actions.

Booster organizations, including Booster Clubs and Parent, Teacher, Student Associations (PTSA) (Organizations), are an important resource for supporting academic, athletic and extracurricular programs in the Glynn County School System. The following regulations have been established by the superintendent to ensure that all such organizations operate appropriately and effectively within the Glynn County School System (school system).

1. A school organization exists only to support the school and its programs.
2. Each organization must be approved by the school principal prior to operating.
3. Requests to form an organization must be submitted to the principal in writing and must state the purpose of the organization.
4. Any organization formed prior to the adoption of Policy LEC (Booster Organizations) must ensure that the provisions of Policy LEC and Administrative Regulation LEC-R(1) are implemented in their organization prior to the start of the 2018-2019 school year.
5. The principal shall determine if the organization is required to have a written constitution and by-laws based on its stated purpose, intent and size.
6. Written constitution and bylaws must state the organizations purpose, role, objectives and procedures for financial review consistent with Board policies and regulations. The constitution and bylaws should be reviewed annually. The organizations officers and duties of officers shall be stated in the bylaws.
7. Membership requirements and membership privileges should be defined in the organization's by-laws
8. Each organization will develop a written annual budget with input from the sponsor/coach and the principal. The organizations budget should help support the programs needs. The annual budget must be submitted to and approved by the principal before the organizations activities commence each year. The budget must be approved by the majority of members of the organization present at an open meeting where proper notice has been made to all members in consistent with paragraph 14 below.
9. Any changes to the approved annual budget in excess of \$1,000.00 (or series of cumulative similar changes that amount to \$1,000.00 or more) must also be provided to the principal prior to adoption and must be approved by the majority of the membership present at an open meeting where proper notice has been made to all members in consistent with paragraph 14 below.
10. Each organization will have a written mission with clear-cut objectives.
11. All fundraising activities and projects to be conducted by the organization must have prior approval of the principal. Organizations must follow all Board policies/regulations pertaining to fundraising activities.
12. The Board, school and school system are not responsible for any debt incurred by the organization.
13. The principal or his/her designee may attend all organization meetings. Sponsors/coaches of each individual activity should attend the meetings of their particular organization.
14. The principal or his/her designee, along with the organization, will work together to ensure that all organization meetings are scheduled at a mutually convenient date, site and time. All members shall be provided at least 72 hours notice in advance of a meeting where a vote of the membership is requested or required.
15. All requests for assistance from an organization to the school must be approved through the principal.
16. All gifts or donations to the school by the organization accepted by the principal must

be in accordance with the provisions of Glynn County Board of Education policy DFK - Gifts and Bequests.

17. Booster Organizations need to be aware that educators are subject to the Georgia Code of Ethics for Educators -- specifically the standard pertaining to Remunerative Conduct.
18. Each organization will have in its constitution certain procedures for an annual financial review. The principal will receive a copy of the annual review report as well as a quarterly financial report for each Organization. The financial review will be conducted by a neutral and independent third-party. The principal has the right and the authority to request an audit of the Organizations financial records at any time if circumstances are warranted.
19. All questions by organization members concerning policy or procedures of the Board are to be directed to the principal or his/her designee.
20. Each organization will have prescribed accounting procedures to ensure all funds have accurate financial accounting. At a minimum, these procedures shall include the following:
  - Purchasing procedures to assure that no cash purchases are made.
  - Check-writing procedures to assure that one unrelated officers of the organization sign each check issued.
  - No sponsor/coach will be allowed to sign or co-sign a check issued for support of their activity.
  - Each check issued will be supported by a paid receipt of an invoice for goods/services rendered on behalf of the organization.
  - Bank statements shall be reconciled in a timely manner and signed by a designated member of the organization.
  - The organization should consider having the treasurer bonded based on the amount of money and transactions completed by the individual(s).
  - A financial review of the organizations financial records will be conducted on an annual basis (within six months of the fiscal year-end). The review will be conducted by a neutral and independent third-party.