

# Galena High School Five Star Boosters

## POLICIES & PROCEDURES GUIDELINES

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## **NAME**

The Galena High School Five Star Boosters (5-Star Boosters) is an organization committed to enhancing the educational opportunities of students at Galena High School. This is the name that is filed with the Internal Revenue Service and the Nevada Secretary of State. Other variations of the name are not to be used.

## **MEMBERSHIP POLICIES**

In addition to the Membership responsibilities as outlined in ARTICLE IV of the Bylaws of the Galena High School Five Star Boosters, additional policies and guidelines are as follows:

Section 1. Membership dues shall be determined by the Board of Directors. The amount of the dues is to be posted on the Galena website and distributed to existing and potential members in the Galena monthly newsletter and sent via email to Galena parents and staff. Membership forms should also be available in the school office.

Section 2. All funds collected through membership dues designated to arts/or athletics will be distributed by the Treasurer to those departments by the end of December and again by the end of the Five Star Boosters fiscal year (June 30).

Section 3. Qualifications: Good Standing

(A) Members shall always support the mission and purpose of the Galena High School Five Star Boosters (5-Star Boosters) as outlined in the Bylaws.

(B) To remain in good standing, Five Star Boosters Members shall follow the Galena High School Five Star Boosters Policies and Procedures Guidelines as amended by the Board annually as needed.

Section 4. Membership: Privileges

(A) All members in good standing shall be entitled to one vote upon each matter submitted to a vote during meetings of the Galena High School Boosters. Only exception is if more than one person serves as a Committee Chair as outlined in Section 1 of Committees in the Policies and Procedures document. You must be present at the meeting to vote.

(B) Other membership privileges include participation in various committees, activities, events, and publications of the Galena High School Boosters as designated from time to time by the Galena High School Boosters Executive Board.

Section 5. Termination of Membership

(A) Failure To Remain in Good Standing. A member's membership shall be terminated upon the failure of the member to meet qualifications required for membership. A member that is terminated or elects to terminate their membership shall not be entitled to any refunds of donations made to the Galena High School Five Star Boosters.

(B) The Galena High School Five Star Boosters Executive Board may expel or terminate the membership of any member for any behavior or conduct that the Five Star Boosters Executive Board deems detrimental to the Five Star Boosters mission. Causes for termination may include, but are not limited to:

- (i) Violations of any of the Bylaws, Guidelines or policies of the Galena High School Five Star Boosters.
- (ii) Representing the opinions of the Galena High School Five Star Boosters without the approval of the Executive Board.
- (iii) Unauthorized use of the intellectual property of the Galena High School Five Star Boosters.

(C) Any Galena High School Five Star Booster member may terminate membership by filing a written notice with the secretary. Membership dues or donations will not be refunded without written request and approval by the Executive Board.

### OFFICERS AND DUTIES

In addition to the responsibilities as outlined in ARTICLE VI of the Bylaws, the additional responsibilities for each officer are as follows.

**President:**

- (a) Presides over the Executive Board of Directors and the general membership.
- (b) Manages all meetings.
- (c) Ex-officio member of all committees but the nominating committee.
- (d) Sees that all orders are carried into effect.
- (e) Serves as the primary signer of checks, leases, contracts, and legal documents.
- (f) Presents a report at the annual meeting.
- (g) Represents the Five Star Boosters at WCSD and community events.
- (h) Serves as the primary spokesperson for the Five Star Boosters at all public events unless he/she designates otherwise.
- (i) Casts the tie breaking vote in the event of a tie.
- (j) Responsible for the recruitment, training and transition of their position.
- (k) Supports the direction of the Five Star Boosters and helps build a yearly action plan that assists with succession planning.
- (l) Responsible for writing a column for each issue of the Grizzly Growl.

- (m) Ensures that all financial programming and financial matters of the Five Star Boosters are upheld including legal and financial filings.
- (n) Responsible for securing all necessary insurance and limited liability policies.
- (a) Responsible for the filings with the Nevada Secretary of State office.
- (b) Responsible for coordination with Registered Agent or serve as Registered Agent.
- (o) Responsible for social media in coordination with the Vice President.

**Vice President:**

- (a) Serves as a voting member of the Executive Board of Directors and membership.
- (b) Manages the Bylaws and Policies and Procedures and sits on the Bylaws Committee.
- (c) Attends and represents the Five Star Boosters at sponsored activities.
- (d) Serves as the secondary spokesperson for the Five Star Boosters at all public events unless the President has designated otherwise.
- (e) Responsible for the management and oversight of all social media unless directed otherwise by the President.
- (f) Supports the direction of the Five Star Boosters and helps build a yearly action plan that assists with succession planning.
- (g) Serves as an ad hoc committee member to all committees.
- (h) Serves as a secondary signer of checks, leases, and other documents when President unavailable.
- (i) Ensures that all financial programming and financial matters of the Five Star Boosters are upheld, in collaboration with the President.
- (j) Shares the production responsibilities of the Grizzly Growl.
- (k) Responsible for the recruitment, training and transition of their position.

**Secretary:**

- (a) Serves as a voting member of the Executive Board of Directors and membership.
- (b) Attends, records and distributes minutes from all general membership and Board meetings and makes them available to the membership via the GHS website.
- (c) Maintains an updated membership list and ensures it's submitted for publication in Grizzly Growl and to the school.
- (d) Keeps accurate records of membership dues and coordinates with the Treasurer to record in meeting minutes and final reports.
- (e) Writes all thank you notes and official correspondence for the Boosters to acknowledge donations.
- (f) Responsible for providing the name, addresses and titles of the newly elected officers to the Bylaws Committee and the Vice President for appropriate filings.
- (g) Maintains the official records of the Five Star Boosters and sees that the official records are kept in good order and transitioned to new Secretary at the end of term.
- (h) Responsible for the recruitment, training and transition of their position.

**Treasurer:**

- (a) Serves as a voting member of the Executive Board of Directors and membership.
- (b) Develops, with President, the annual budget and presents to the Board of Directors for approval.
- (c) Maintains Five Star Boosters financials on a monthly basis provides reporting to Board of Directors.
- (d) Submits form 990 and any other IRS returns on an annual basis.
- (e) Works with the local accountant to prepare and conduct an annual review.
- (f) Protects and maintains the 501(c)(3) tax exempt status of the Five Star Boosters.
- (g) Serves as a custodian of the funds outlined in the annual budget along with management of Five Star Boosters sponsored fundraisers and programs involving funding.
- (h) Responsible for sending financial information from the IRS filing to the Bylaws Committee and the Vice President for Secretary of State filings.
- (i) Maintains the Endowment Funds and liaisons with Finance Committee.
- (j) Responsible for providing all books, records, and files to his/her successor.
- (k) Meets monthly with the President to review all pertinent financial documents, payments and information. Oversees all Five Star Boosters financial accounting.
- (l) Manages payments of all bills, payments, etc.
- (m) Oversees all fundraising monies in accordance with handling procedures stated later in this document.
- (n) Maintain up to date filings to secure the organization's tax-exempt status in the State of Nevada.
- (o) Provides the final numbers for the annual report.
- (p) Responsible for the recruitment and training of new Treasurer.

**Parliamentarian:**

- (a) The Parliamentarian shall keep order and ensure that proper procedures are followed at each meeting.
- (b) Attends meetings of the Executive Board and has voting privileges at Executive Board and general meetings.
- (c) Keeps up to date copies of the Bylaws and the Policies and Procedures Guidelines of the 5-Star Boosters; Should have complete knowledge and understanding of the articles and bylaws of the organization.

## COMMITTEES

Section 1. The Five Star Boosters shall have standing committees and special committees. Only members of the Five Star Boosters may serve as committee chair(s). Committee Chair(s) serve on the Board of Directors. Only one chairperson per committee serves as a voting member of the Board of Directors. If more than one person is serving as chair of a committee, the co-chair may vote as a general member. Committee chair(s) are responsible for the recruitment, training and transition of their position.

Section 2. The Standing Committees shall be formed to address the five areas of Academics, Achievement, Activities, Art, and Finance. The chairmen of the standing committees will be appointed by the Board of Directors and will serve for a term of one year. The standing committees of the Five Star Boosters shall include but not be limited to:

- (a) Academic Achievement
- (b) Bylaws
- (c) Community Outreach (Includes Santa Wrap)
- (d) Finance
- (e) Fundraising (Includes Dollars for Scholars)
- (f) Hospitality
- (g) Membership
- (h) Publications - Grizzly Growl
- (i) Scholarship Committee Representation (special circumstances)
- (j) Senior Activities
- (k) Staff Appreciation

Section 3. Special committees may be created by the Board of Directors as needed. The chair(s) of the special committees will be appointed by the Board and will serve for a term of one year.

## COMMITTEES – ROLES AND RESPONSIBILITIES

Section 1. The general roles and responsibilities of the Five Star Boosters standing committees are outlined below.

**Academic Achievement:** Plan and implement academic programming for students including coordination of ACT and SAT test prep seminars.

**Bylaws Committee:** The committee is to periodically review the Bylaws and annually review these Policies and Procedures and make recommendations as needed.

**Community Outreach Committee:** This committee serves to plan and implement programs that support the Galena High School community including but not limited to our annual holiday shopping event. This committee may take on additional projects to meet the needs of our Galena families and community.

**Finance Committee:** The Finance Committee shall be made up of the Five Star Boosters President and Treasurer, the Finance Committee Chairman, and one 5-Star Boosters member. An additional Booster member may be added with approval of the Executive Board. After receiving and reviewing financial reports, this committee makes recommendations on the amount available for scholarships. The Finance Committee shall meet to review the Endowment Fund, and additionally as needed and properly noticed.

The Finance Committee shall:

- (a) Review the Five Star Boosters budget for approval by the Board of Directors and General Membership.
- (b) Review, amend and distribute Financial Policies and Procedures annually.
- (c) Review requests for amendments to the approved budget and make recommendations to the Board of Directors regarding those requests.
- (d) Inform the Board of Directors of the Finance Committee meeting dates.
- (e) Supply the Galena HS bookkeeper with Five Star Boosters "Request for Funds" forms.
- (f) Meet as needed to perform its duties.

**Fundraising Committee:** This committee serves as the official fundraising arm of the Five Star Boosters and will work to ensure annual fundraising goals are met. Fundraising may include events, no fundraiser-fundraiser, Dollars for Scholars, donor relations, sponsorship programs, giving campaigns, and any other programs whose sole purpose is to raise funds for the Five Star Boosters.

Fundraiser Committee Responsibilities:

- (a) Takes the necessary steps to ensure fundraiser(s) operates profitably and in accordance with the Bylaws
- (b) Provides monthly updates on the status of the upcoming fundraiser(s)
- (c) Handles event logistics for fundraiser(s)
- (d) Works to develop an event marketing plan
- (e) Solicits donations and selects event vendors and provides formal recommendation to President for contracting
- (f) Solicits sponsors and partners to participate in event
- (g) Works with the Treasurer to ensure bills are paid

**Hospitality:** This committee will serve as the organizer and managers of hosting all Five Star Boosters related activities. This committee coordinates donations and volunteers to provide a welcoming atmosphere at all events.

**Membership Committee:** This committee plans and implements the annual membership drive and is responsible for the processing of the applications and to prepare payments for the Treasurer and membership lists for the Secretary. This committee maintains the most current membership rosters and provides the rosters to the athletic and fine arts departments for gate and event admissions. Membership committee is also responsible for selling Five Star Booster Merchandise and Memberships at some home athletic competitions and Galena High School Events.

**Publications Committee:** Led by the editor(s) of the Five Star Boosters newsletter. This committee is responsible for developing a plan and timeline for publications for the school year. The timeline is to include the number of issues and deadlines for each issue. The timeline is to be distributed to all members of the Board and the Galena administration officials and activities advisors. This committee will also work to maintain an up to date calendar of events to share with our Galena community.

**Scholarship Committee Representation:** The Five Star Boosters have two seats on the Galena Scholarship Committee. These representatives must be members of the Five Star Boosters and participate as voting members on the Galena Scholarship Committee in the review of scholarship applications and the selection of scholarship award recipients. The representatives must maintain complete confidentiality. These representatives are also responsible to coordinate with the organization's feeder schools regarding their scholarship donations and participate in the annual Dollars for Scholars event. This may be a two-year placement but the representative may not have a senior student at any time of service on the committee.

**Senior Activities Committee:** This committee coordinates the planning and implementation of the events that are supported by the Five Star Boosters budget and may extend to plan additional events as requested. The senior events may include but are not limited to the Senior Sunrise, Annual End of the year Senior Luncheon & Yearbook signing party, and Senior Sunset. The committee also provides Graduation support. The committee may opt to undertake additional fundraising to support the senior events and may work to coordinate monthly hospitality for the senior class. This committee is to be chaired by current Booster member(s) who have senior student(s). This committee is also responsible for the planning and execution of any Safe and Sober events or travel. They may delegate another booster member to plan and organize any Safe and Sober events or travel.

**Staff Appreciation Committee:** This committee plans and implements the recognition and appreciation events for our Galena teachers and staff throughout the year. This includes but is not limited to, coordinating the holiday gift card donation campaign, hosting teacher hospitality events (breakfasts or lunches) prior to the beginning of school, during the holidays and at the end of the year.

Section 2. Special committees may be created by the Board of Directors as needed. The chairmen of the special committees will be appointed by the Board of Directors and will serve for a term of one year.



## EMAIL POLICY FOR BOARD MEMBERS

The purpose of this policy is to establish an understanding of the general terms and conditions under which Board of Directors members and members will use email. Email generated by the Board of Directors or members of the Board of Directors may use the membership list for the express purpose of conducting Five Star Boosters business only. Members of the Board of Directors will use bcc when disseminating emails to the membership to protect member information.

## SOCIAL MEDIA AND ONLINE COMMUNICATIONS POLICY

Section 1. The purpose of this policy is to outline how the organization and its members should conduct themselves online. We want to encourage members of the Five Star Boosters to share our message responsibly while safeguarding our local brand. Additionally, this policy provides guidance to the President and Vice President or other assigned members of the Board of Directors on the types of social media posting and frequency, as well as how committees and members can work with them to provide official posts.

**What is Meant by “Social Media?”:** Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to a blog, a review/rating site like Yelp, a personal website, a social networking or affinity website like Facebook, Twitter or LinkedIn, web bulletin board or a chat room, an electronic newsletter, as well as any other form of electronic communication

### 2. MEMBER RESPONSIBILITY:

- (a) **Establishing a Profile and Using the Galena Name:** Remember that the Five Star Boosters, while not officially a part of the Washoe County School District (WCSD) should always strive to be in accordance with what is acceptable under the WCSD Social Media Guidelines and social media policy. Members are encouraged to establish a personal social media networking profile and are welcome to identify themselves as a member of the Five Star Boosters. Members may not; however, use the Galena High School Five Star Boosters name or endorsement, unless it is for official use or official communication of an activity already approved by the Board of Directors.
- (b) **Being Mindful of the Five Star Boosters Message and Mission:** Before posting a picture, or a statement, or other information online, members should consider the message that their posted content sends about the students and high school it serves. The organization’s goal is to model the behavior it expects of the students and high school it serves.

Remember, the Internet is forever. Once content is posted to a Facebook profile, a private blog, or anywhere else online, it can be impossible to take it back or remove it. Even deleted content can be recovered. Members should be respectful to their audience. It is acceptable to express disagreement, but personal attacks or other hurtful language is never acceptable or appropriate. While members have their own personal lives, they must be mindful that they are still representing the Five Star Boosters.

- (c) **Keeping Private Information Private:** Although the purpose of social media is to facilitate sharing information, some information, because of its sensitive nature, should remain private. If members have been asked not to post something, honor the request. When in doubt, ask.

The nature of social media is personal. However, personal does not mean private. If social media accounts are set to public, any content posted may be indexed by Google. However, setting personal social media accounts to private may not stop anyone a member is connected to from copying and forwarding content to others. Consequently, when a member shares on social media, even if the matter is of a personal nature, the member should assume that what is posted is public. To that end, members using social media through personal accounts to write about or advocate for polarizing issues should be mindful of how that content will appear to the members of the Five Star Boosters, Galena staff, and associates they may be networked with.

- (d) **Official vs. Unofficial Communications:** Only the President or Vice President may officially communicate on behalf of the Five Star Boosters, unless assigned otherwise. Members may not create any social media profiles representing the Five Star Boosters without prior authorization from the President and Vice President.

In posting content online with a tag or reference, members should think about whether what they are posting is an official or unofficial communication. If they are not authorized to speak about the Five Star Boosters in an official capacity, they should:

- i. Make sure to identify thoughts and opinions as their own.
- ii. Provide context for their content by identifying who they are and their relationship to the Five Star Boosters.

Members should consider posting a disclaimer on their personal website, blog, or network, such as “The views expressed herein are the personal opinions of (member’s name). The content is not read or approved by the Five Star Boosters.

(e) **Photography:** Individual posts might include photos of events, fellow Five Star Boosters members, and sometimes individuals within the communities we serve. Remember that some of the people the organization serves may not want their photo taken or posted online, so please use caution when taking or posting these pictures. When taking pictures at events sponsored by the Galena High School Five Star Boosters, including committee events and activities, members should adhere to the following guidelines:

- i. The President, along with the Vice President must approve the use of any 3rd party to take pictures at various Galena High School Five Star Boosters sponsored events and activities for the purpose of distributing digital media. This includes posting pictures to social media platforms, apps, websites and private servers not administered by the Galena High School Five Star Boosters. Exceptions are current Galena High School students taking pictures for Leadership or Yearbook.
- ii. Parents are welcome to take pictures for personal use only. Any pictures taken at Five Star Boosters events for any use other than personal must be approved by the Board of Directors. However, the Board of Directors can decide to leave that decision to the President along with the Vice President.
- iii. Members should avoid taking and posting pictures where a child, other than their own, can be identified without that child's parental consent. Be mindful that the majority of Galena High School students are minors.

### Section 3. OFFICIAL COMMUNICATIONS FROM THE BOARD

(a) **Post Types:** Social media provides a great opportunity to participate in an ongoing conversation about our community impact and exhibit thought leadership. Social media engages members, volunteers, donors/sponsors, partners and the general community. The types of social media posts coming from the Five Star Boosters in an official capacity may include:

- i. Announcements for the community
- ii. Volunteer recruiting events
- iii. Events benefiting the community, the School or the 5-Star Boosters
- iv. Upcoming fundraisers
- v. Educational events
- vi. Announcements for Members
- vii. Reminders about meetings and trainings
- viii. Invitation to apply for Board and committee positions

(b) **Types of Digital Media and Social Media Platforms Used by Board of Directors:** This communications function of the Board of Directors has several forms of social media available for official communications. They are listed below along with a guideline for posting frequency.

- i. Grizzly Growl (or other online newsletter)
- ii. Facebook
- iii. Twitter
- iv. Instagram
- v. Text messaging
- vi. Galena High School Five Star Boosters Website
- vii. Blog

(c) **Photos and Photography:** In addition to the guidelines listed under Social Media and Online Communications Policy Section 2, Item (e) Photography, official photos and photography should follow these guidelines:

- i. Photos should focus on members at work, at play, and the final result of any efforts.
- ii. Event photos taken by members for inclusion in social media posts should be sent to the President or Vice President for posting.
- iii. When possible, obtain the approval of the photo's subjects before posting to any digital media or social media platforms.
- iv. If photos are submitted by a group, athletic team, or club it is their responsibility to obtain and maintain related photo releases, and provide copies if asked.

#### Section 4. COMMUNICATION THROUGH THE FACEBOOK GROUP, INSTAGRAM, AND OTHER DIGITAL SITES AND SOCIAL MEDIA PLATFORMS

The purpose of the Facebook group, Instagram, Digital sites and other social media platforms is to have a place where members can receive communications about Five Star Boosters events and activities, along with communication from the school.

- (a) The group is ultimately governed by the official terms of use and privacy policy of the various digital sites and social media platforms.
- (b) No solicitations are allowed. This includes:
  - Tagging, watermarks, and any other reference that can be construed as a business promotion.
  - Photo credits are not given on any of our platforms as we are not promoting specific photographers.
  - Submitting your photograph releases us from providing credit.

- (c) No event promotions are allowed. The only promotions permitted are the official Five Star Boosters events and those of our partner organizations, unless approved by the President or Vice President
- (d) Page administration will be conducted by the President, Vice President or another person authorized by the President or Vice President.
- (e) The Five Star Boosters reserves the right to accept and deny membership to the Facebook group, Instagram, and other digital sites and social media platforms at any time.
- (f) The Five Star Boosters reserves the right to remove posts and comments that do not comply with any digital sites and social media platform's terms of use, the Five Star Boosters Facebook group policy, Instagram policy or any post or comment on any digital site or social media platform that does not align with the mission and vision of the Five Star Boosters without notice.
- (g) The Five Star Boosters reserves the right to suspend a member's ability to post to any digital site or social media platform administered by the Galena Five Star Boosters at any time.
- (h) Text, images, posts and other content posted to the "Galena High School Parents" Facebook page, Instagram or any other digital site or social media platform administered by the Five Star Boosters is the property of the Galena high School Five Star Boosters. Any unauthorized use or representation of the Five Star Boosters intellectual property will be met with:
  - (i) A request to remove same.
  - (ii) Refusal to comply or continued violation will be met with a cease and desist letter.
  - (iii) Members violating these policies will be removed from membership and denied participation from any of our platforms. Membership fee will be refunded upon removal.
- (i) Any posts regarding non booster event will be tagged, with this is not a booster event or booster partner sponsored event.
- (j) The Executive board will publish a social media posting document that outlines the guidelines for sharing social media and submitting posts to be shared by members of the Galena High School Five Star Boosters. This document will be provided to all individuals, groups or organizations requesting to share their information through the social media platforms of the 5-Star Boosters. This document can be amended as needed and provided to the Executive board for approval.

#### Section 5. REQUESTS FOR SOCIAL MEDIA COMMUNICATION

On occasion, committees may require an official Five Star Boosters communication through social media platforms for events and must submit those requests to the President and Vice President.

## **FUNDRAISERS**

Fundraising is the responsibility of the entire Board of Directors. Funds are generally raised through annual campaigns, fundraising events, and other appeals.

### **Section 1. CONTRACTS AND OTHER WRITINGS**

Except as otherwise provided by resolution of the Board of Directors, the President and Treasurer shall execute all contracts, grants, and other agreements of the Five Star Boosters on its behalf.

As the Five Star Boosters is legally responsible for all donor fundraising undertaken on its behalf, as well as donor(s), can face serious penalties if careful procedures are not established and followed, written solicitations to foundations and corporations, must be cleared through the President to ensure that any promises made or required reports fall within the Five Star Boosters ability to provide the service.

- (a) Contract Review and Signatures: Vendor contracts will be brought to the Board of Directors from the responsible party for final approval. Signature from the President or other Executive Board member designated by the President is required of all contracts.
- (b) Identifying Fundraisers and Voting on Fundraisers: The Board of Directors will vote on all future and current Five Star Boosters approved fundraisers.

### **Section 2. PAYMENT OF EXPENSES**

The Treasurer will be responsible for all expenses and shall maintain appropriate financial controls and records related to fundraising events. Members may be reimbursed for pre-approved expenses with the appropriate documentation no more than 60 days after the expense was incurred.

### **Section 3. TAX REQUIREMENTS AND ACKNOWLEDGEMENTS**

Donor(s) who provide a gift that is wholly charitable in the amount of two hundred and fifty dollars (\$250.00) or more will receive a written acknowledgement from the Five Star Boosters in order to claim a tax deduction for the contribution. Letters to be sent from Committee Chair, Secretary or Treasurer.

- (a) Contributions of services, while appreciated, are not generally deductible.
- (b) Contributions of personal or real property must be received directly to the Five Star Boosters in order to be acknowledged.
- (c) Property contributed for silent auctions is not acceptable for gift receipt purposes.
- (d) Raffle tickets are not tax-deductible. This must be stated clearly on the face of the distributed tickets.
- (e) Prize drawing tickets are not tax-deductible.
- (f) Rummage sale purchases are not tax deductible.

### **Section 4. LIABILITY INSURANCE AND LIABILITY FOR LOSSES**

The Five Star Boosters may need to secure liability insurance for events outside of the WCD property.

**Section 5. HANDLING OF EVENT PROCEEDS**

All proceeds must be counted and verified by two board members. All monies raised at any Five Star Boosters sanctioned fundraising event are to be turned over to the Treasurer. The Treasurer shall provide a receipt and deposit the monies the same day or on the next banking day.

**FISCAL POLICIES**

**Section 1. BUDGETS OF THE 5-STAR BOOSTERS**

The annual budget of the General Fund will be presented by the Treasurer to be approved by the Board of Directors. The approved budget will be presented to the membership in the fall at the first general membership meeting. Budget recommendations and requests must be submitted to the Vice President and the Treasurer prior to the March Board meeting. This does not guarantee recommendations will be included in the budget for approval. The annual budget will be presented by the Treasurer to the Board of Directors at the General Membership meeting May.

**Section 2. EXPENSES BY MEMBERS**

Receipts must accompany all requests for reimbursement, be attached to a Five Star Boosters voucher, and be submitted in a timely manner. An elected officer, other than Treasurer, must approve all vouchers prior to submission to Treasurer.

**Section 3. OFFICER AND TREASURER INSURANCE AND BONDING**

The Galena Five Star Boosters must maintain non-profit officer and board liability insurance and the Treasurer should be bonded each year.

**CONFLICT OF INTEREST POLICY**

The purpose of this conflict of interest policy is to protect the Five Star Boosters interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or the Board of Directors or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 1. DUTY TO DISCLOSE**

In connection with any actual or possible conflict of interest, a member must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors which shall consider the proposed transaction or arrangement.

**Section 3. DETERMINING WHETHER A CONFLICT OF INTEREST EXISTS**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the member shall leave the Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The Board of Directors shall decide if a conflict of interest exists.

## PRIVACY OF INFORMATION

### Section 1. COLLECTION OF PERSONAL INFORMATION

Through its membership activities, the Five Star Boosters gathers/has access to information that personally identifies individuals. This information is gathered in order to maintain complete and accurate records for Five Star Boosters activities and record keeping.

### Section 2. USE OF PERSONAL INFORMATION

The Five Star Boosters uses the information it gathers for the following purposes:

- (a) To send occasional invitations to events
- (b) To send mailings, such as newsletters
- (c) To announce special events or opportunities
- (d) To maintain accurate financial records

### Section 3. CONTROL OF PERSONAL INFORMATION

As a matter of policy, the Five Star Boosters will not sell or share personal information it gathers with third parties.

### Section 4. SECURITY OF PERSONAL INFORMATION

The Five Star Boosters is committed to protecting the security of personal information.

## DOCUMENT RETENTION

The document retention policy establishes standards for document integrity, retention, and destruction of sensitive materials. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense, which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

### Section 1. MINIMUM RETENTION PERIODS FOR SPECIFIC CATEGORIES:

- (a) **Corporate Documents.** Corporate records include the Articles of Incorporation, By-Laws and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. A copy of corporate records should be kept in the GHS administrative office, with the President, and with the Secretary. IRS regulations require that the Form 1023 be available for public inspection upon request.



- (b) **Tax Records.** Tax records include, but may not be limited to, documents concerning expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Five Star Boosters revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- (c) **Board of Directors and Committee Materials.** Meeting minutes should be retained in perpetuity in the Secretary's notebook or digitally/electronically. The Five Star Boosters should keep a clean copy of all other Board of Directors and Board committee materials for no less than three years.
- (d) **Legal Files.** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten (10) years.
- (e) **Contracts.** Final, execution copies of all contracts entered into by the Five Star Boosters should be retained. The Five Star Boosters should retain copies of the final contracts for at least three (3) years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (f) **Correspondence.** Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two (2) years.
- (g) **Banking and Accounting.** Accounts payable ledgers and schedules should be kept for seven (7) years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three (3) years. Any inventories of products, materials, and supplies and any invoices should be kept for seven (7) years.
- (h) **Insurance.** Expired insurance policies, insurance records; accident reports, claims, etc. should be kept for seven (7) years.
- (i) **Audit and Review Records.** External reports should be kept permanently.

## **TRANSPARENCY AND ACCOUNTABILITY DISCLOSURE OF FINANCIAL INFORMATION**

By making full and accurate information about its mission, activities, finances, and governance publicly available, the Five Star Boosters practices and encourages transparency and accountability to the general public.

### **Section 1. IRS ANNUAL INFORMATION RETURNS (FORM 990)**

The Treasurer shall submit the Form 990 to the Board of Directors prior to the filing of the Form 990 the month before it's due. While neither the approval of the Form 990 or a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to the Board of Directors with adequate time to review before the Form 990 is filed with the IRS.

### **Section 2. BOARD OF DIRECTORS DOCUMENTS OPEN TO PUBLIC**

- (a) All Board of Directors deliberations shall be open to members except where the Board of Directors passes a motion to make any specific portion confidential.

- (b) All Board of Directors minutes shall be open to members once accepted by the Board of Directors, except where the Board of Directors passes a motion to make any specific portion confidential.
- (c) All papers and materials considered by the Board of Directors shall be open to members following the meeting at which they are considered, except where the Board of Directors passes a motion to make any specific paper or material confidential.