

Palatine Booster Roles

President(s): The President(s) shall: Serve as the Chief Executive Officer of The Club; Preside at all meetings of this organization, the Board and the executive committee. Since there can only be one individual designated as the presider of a meeting, in the case of co-presidents, it should be decided before each meeting which co-president will be presiding; Be a member ex-officio of all committees except the nominating committee and if authorized to sign checks, the audit committee; Sign all legal documents, including contracts. If co-presidents, only one should be the designated signer of legal documents, contracts and checks; Be responsible for other duties as may be assigned to them by the organization, the Board or the executive committee; Have the general powers and duties of supervision and management usually vested in the office of president of an organization; Be responsible to verify that federal and state not-for-profit tax returns have been submitted annually by the federally mandated due date; and In lieu of a Vice President, duties outlined in Article III, Section 3 will be assumed by the President(s).

Vice President: The Vice President shall: Act as aide to the president(s), and shall perform the duties of the president(s) in the absence or inability of that officer(s) to serve; Assist in the coordination of any projects or events deemed necessary by the Board to support the various activities of The Club; and Assist in the organization of the By-Laws Committee, Nominating Committee, Audit Committee and any other committee that the President and Board deem necessary to carry on the business of the Board.

Secretary: The secretary shall: Attend all meetings of the general membership and the Board of the Club, and shall preserve in books the true minutes of the proceedings of all such meetings; Determine a quorum prior to any voting at every meeting; Receive and maintain copies of all correspondence pertaining to The Club, and shall collect and maintain copies of the documented procedures; Give all notices required by statute, law or resolution; Perform such other duties as may be delegated by the Board; and Prepare and publish all minutes from Board meetings to the members of the Board within 10 days of the meeting. 5

Treasurer: The Treasurer shall: Have custody of all bonds and securities and shall keep in books, belonging to The Club, full and accurate accounts of all receipts and disbursements; Deposit all monies, securities and other valuable effects in the name of The Club in such depositories as may be designated for that purpose by the Board within seven business days of receipt of monies; Disburse the funds of The Club within a reasonable time frame from receipt of a written request for such disbursement with proper support attached, as may be ordered by the Board; Tender to the President(s) and Board at the regular meetings of the Board, and whenever requested by them, an account of all transactions and the financial condition of The Club; Be responsible for filing the appropriate tax return documents to the Internal Revenue Service annually by the federally mandated due date. Additionally, the Treasurer is responsible for obtaining W-9's from parties receiving payment from The Club and submitting the appropriate 1099's to those parties and the Internal Revenue Service by the federally mandated due date to maintain non-profit status; F. Annually obtain bond insurance for the board. Assist in the organization of a Budget Committee and provide access to all documents needed for the annual audit as defined in ARTICLE VI, Section 1, B.

Election of Officers: At regular winter meeting of the Board, the president shall ask for candidates to serve on the nominating committee for the officers of The Club. The nominating committee shall consist of (5) members, three (3) of whom shall be appointed by the Board from its body, and two (2) shall be appointed from the general membership. There should be one (1) alternate from the board and one (1) from the general membership. The Principal shall serve as a non-voting advisory member of the nominating committee. B. The committee shall choose its own chairman from its members. C. The nominating committee shall select one (1) nominee for each office to be filled. If co-officers are allowed for a position, two (2) candidates can be selected for that position. D. The nominating committee shall select one (1) nominee for each standing committee chairperson role specified in the standing rules. The standing committee Chairs will be approved by the board. E. The nominating committee shall report their slate of officer nominees at least twenty eight (28) days prior to the election meeting. F. The officers of the Board shall be elected by the general membership at a duly called general membership meeting; an opportunity shall be given for nominations of qualified candidates from the floor. The members present at the general membership meeting shall then elect the officers for the forthcoming term. If there is more than one nominee for a position the Australian ballot (secret ballot) form of election shall be used. G. Only those who have consented to serve if elected shall be eligible for nomination either by the nominating committee or from the floor. H. Newly elected officers of the Board shall be seated at the next and subsequent board meetings in a nonvoting capacity until their term of office begins on July 1 of that year.