

STANDING RULES OF THE LIONS PARENT CLUB

Approved 4/9/18

The following comprises a list of standing operating rules for the Lions Parent Club:

RECORDS

1. The records of the Corporation are open for public review and will be maintained on the Corporation website. The records will include, but are not limited to:
 - a) Current approved Bylaws and any pending changes to the Bylaws.
 - b) Current approved Standing Rules.
 - c) Minutes of all meetings.
 - d) Annual operating budget and approved revisions.
 - e) End of year financial statements with ending balance.
 - f) All current forms for tracking financial activities.
2. No member of LPC may circulate or use the LPC directory, mail lists, contacts list, or other membership information for other than use in the connection with the work and activities of the Liberty Parents Club.

MEMBERS

1. The Member Booster Club Representative cannot be the spouse of the Booster Club coaching staff they are representing.
2. Each General Member, Member Booster Club representative, and Honorary Member will complete a registration form providing the name, address, email, and telephone number with the Secretary of the Corporation. In addition, all voting members will be required to have a signed acceptance of the Corporation Bylaws on file at all times.
3. Any individual person cannot represent more than two (2) Booster Clubs at the same time. Exceptions can be made by approval of the Board of Directors when other interested parties are not identified to represent a club.
4. When a person is the representative for more than one Booster Club and/or is also a member of the Board of Directors, said person is entitled to one (1) vote at General or other meetings.

FINANCIAL

1. All reimbursements and/or payments must be accompanied by the approved reimbursement form and must be submitted within 45 days of the expenditure during the school year. Reimbursement requests made for expenditures during time periods when school is not in session must be received within 90 days after the purchase was made.
2. At the end of each school year, no less than \$500 will be left in the main Lion's Parents Club treasury for the the next school year.

EVENTS

1. All events will be run by volunteer staff; payment to volunteers is prohibited.
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