

# This is a proposed amendment to the Racquetball/whisperball club BYLAWS

offered by Treasurer Jerry Nicholson on 2024-08-23

## Article VI, Section B - Spending Limits

Replace (Sentence 3 page 12)

~~Other expenditures of twenty-five dollars (\$25.00) or less can be paid by petty cash.~~

All expenditures must be paid by club check, not with cash.

## Appendix A - Club Officer Role Descriptions

replace entire "Treasurer" (page 16-17)

### Treasurer

- ~~• Receive and reconcile class income and membership dues paid~~
  - ~~• Account monthly for club income and expenses using Quicken or similar financial software.~~
  - ~~• Reconcile bank account monthly.~~
  - ~~• Provide a financial report with income statement to the Club Board monthly.~~
  - ~~• Provide an income statement to the Content Manager for posting on the website monthly.~~
  - ~~• Provide membership forms received with class receipts to membership chair and reconcile membership count vs income monthly.~~
  - ~~• Attend mandatory Rec Center club officer meetings.~~
  - ~~• Issue checks monthly to instructors and maintain 1099 records.~~
  - ~~• Submit form CR-7 (Annual Financial Statement) for the year just ended to the office of the Recreation Manager by February 15 of the current year.~~
  - ~~• Clubs that turn in an inventory list must have complete item descriptions, serial/model numbers, dates purchased, and total amounts.~~
  - ~~• Send club rosters to ClubTrack administrators at least twice per month.~~
  - ~~• Complete the CR-4a (class attendance) and submit to RCSCW monthly.~~
  - ~~• Complete and submit 1099s to instructors and bookkeeper and IRS annually.~~
  - ~~• Complete and submit form 990 to the IRS annually.~~
  - ~~• Report the state of Club finances at Board and General Membership meetings.~~
  - ~~• Maintain records for seven years.~~
  - ~~• Signatory on the bank account.~~
  - ~~• Contribute to crafting and writing Club policies and procedures.~~
- Attend board meetings, member meetings, & mandatory Rec Center club officer meetings.
  - Receive checks or cash for membership dues, locker rentals, & donations.
  - Capture digital image of each application & all incoming money.
  - Email "Thank you." receipt with attached digital images of application & incoming money to the member & 'cc' the president & secretary.
  - Hold all "PRE-PAID money for next year" until January.
  - Deposit all other money weekly.

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- Capture digital image of all bank deposit receipts.
- If a receipted expense is approved by at least two board members ,write, sign, & deliver a reimbursement check to that person.
- If a reimbursement check is for the treasurer, it must be signed by the president.
- Capture digital image of each check written.
- Do not ever pay cash.
- Capture digital images of each monthly bank statement.
- Email a financial report to the other board members monthly.
- Email a financial report to each club member (use 'bcc') every 4th month.
- Report on the state of finances at all board and general membership meetings.
- Be a signatory on the bank checking account.
- Participate in board discussions about policies, & procedures.
- Keep "End of year" backup for seven (7) years.
- Process all "PRE-PAID money for next year" in January.
- Email CR-7 (Annual Financial Statement) for the year just ended, to the office of the Recreation Manager before February 15.

## Secretary

replace entire "Secretary" (page 17)

- ~~• Attend Board and General Membership meetings to record meeting minutes.~~
- ~~• Seek approval of Board meeting minutes from Board members.~~
- ~~• Seek approval of General Membership meeting minutes at General Membership meetings.~~
- ~~• Complete the CR-15 (membership) and submit to RCSCW annually.~~
- ~~• Attend mandatory Rec Center club officer meetings.~~
- ~~• Maintain, track, and file all Club pertinent communications for three years.~~
- ~~• Responsible for publicity of Club events.~~
- ~~• Contribute to crafting and writing Club policies and procedures. Update policy and procedure changes.~~
- Attend mandatory Rec Center club officer meetings.
- Attend and record minutes of all board/member meetings.
- Announce minutes from previous board/member meeting.
- Seek approval of minutes from previous board/member meeting.
- Update the roster.
- Email roster to the other board members monthly.
- Email club roster CR4 to Club Track administrators at least twice per month.
- Manage raffle tickets.
- File all club communications.
- Keep "End of year" backup for seven (7) years.
- Participate in board discussions about policies, & procedures.
- Update policy and procedure changes.

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