

Shawnee Mission West Black Student Union By-Laws

Sponsor

Tiffany Dixon

Membership

Voluntary sign-up process

Officers and Executive Committee

Club will elect officers.

Source of Income

Approved fundraisers and voluntary dues.

Anticipated Expenditures

The normal expenditures for the year would be: approved fundraisers, food, T-shirts, meeting expenses, gifts, conferences, transportation, student parties, supplies.

Approval Process

The club agrees that one of the club officers or designees, along with a club sponsor, is authorized to approve expenditures on behalf of the club. Anticipated expenditures are listed above. Monthly reports will be sent to the club sponsor for their review. The report is shared with the students in the club when they meet and expenditures are presented to the entire club in monthly minutes.

All of the officers sign the monthly report at least twice a year. The signed report is returned to the bookkeeper in November and April. For auditing purposes, a random list of clubs for each school will be made during the annual audit. The district auditor will ask to see proof that the students have reviewed the reports and the officers will be called to the bookkeeper's office to sign indicated that they regularly review the expenditure reports. At the beginning of or end of the school term, a school administrator may approve expenditures in the absence of the students or before student elections take place.

Students who are authorized to approve expenditures and other club business are submitted to the Shawnee Mission West Bookkeeper.