



***The Standing Rules of the Falcon WINGS of  
Wheaton North High School***

These Standing Rules are meant to supplement and further explain the Bylaws of the Falcon WINGS organization and shall be evaluated and/or revised and approved every school year. The Standing Rules may be revised or amended at any monthly club meeting by a vote of two-thirds ( $\frac{2}{3}$ ) of the members present.

MEMBERSHIP

Section 1. Dues

Effective for membership year 2019-2020, basic annual membership dues will be \$30. This amount entitles each member family residing at a single address to one vote.

Falcon WINGS members may elect to purchase additional membership benefits, as follows:

<b>Falcon Pride Principal Membership</b>	<b>\$250</b>
Basic Membership	\$30
Membership + Sports Pass (1 adult)	\$50
Membership + Sports Pass (1 adult + all children under high school age)	\$60
Membership + Sports Pass (2 adults)	\$70
Membership + Sports Pass (2 adults + all children under high school)	\$80
<i>Add-ons:</i>	
Activity Flyer Recognition	\$20
Reserved Parking (at all Home Football Games)	\$50

Section 2. Sports Pass Fees

Falcon WiNGS retains 10% of the Sports Pass fees collected plus expenses incurred for printing and mailing the passes. Payment equivalent to the remaining balance of the fees collected shall be remitted to CUSD 200 by March 1 of each year.

## EXECUTIVE BOARD

### Section 1. Board Member Requirements

All Executive Board Members shall:

- A. Maintain a binder that includes:
  - a. a job description of his/her office,
  - b. procedural information pertaining to his/her office,
  - c. current Bylaws,
  - d. current Standing Rules,
  - e. current Budget, and
  - f. current financial procedures.
- B. Submit the binder to his/her successor by June 30.
- C. Attend various Wheaton North High School events to assist with Falcon WiNGS tables, including but not limited to:
  - a. Freshman Parent Night,
  - b. Curriculum Nights,
  - c. Spiritwear & Concessions Sales, as needed.

### Section 2. Terms

- A. The following terms shall exist for the Falcon WiNGS Executive Board:
  - a. *President*: at least one year
  - b. *Vice President*: at least one year, with the understanding that s/he will assume the role of President the following year
  - c. *Treasurer(s)*: at least two years
  - d. *Communications Secretary*: at least one year
- B. To maintain continuity of leadership, two Board members shall remain on the Executive Board for the following school year.

### Section 3. Role of the President

The President (or Co-Presidents) shall:

- A. Preside at all Executive Board, Leadership Team, and General Membership Meetings;
- B. Be a member ex-officio of all Committees except the Nominating Committee;
- C. Appoint members to special committees as defined in Bylaws Article VII, Section 4;
- D. Delegate work to Officers or Chairs as appropriate;
- E. Coordinate the work of the Officers and Committees;
- F. Prepare an agenda for each General Membership, Leadership Team, and Executive Board meeting;
- G. Set meeting dates and important Falcon WiNGS event dates;
- H. Sign all legal documents, including contracts and tax returns;
- I. Have access to and conduct periodic online reviews of financial transactions;

- J. Co-sign, with the Treasurer(s), all checks;
- K. Maintain contact with the school administration;
- L. Serve as a Liaison to the Wheaton Warrenville PTA Council, or otherwise delegate this responsibility to another member of the Leadership Team;
- M. Be prepared to speak at Freshman Orientation events, and any other school activity that may be deemed necessary or appropriate;
- N. In collaboration with the Treasurer(s), send a gifting letter within two weeks of the close of the fiscal year to District 200 Board of Education, listing items purchased by the Falcon WINGS and given to Wheaton North High School; and
- O. Coordinate with Assistant Principal for Instruction and Physical Education Uniform Vendor for PE uniform sales and distribution on Schedule Pick-up Day in August.

#### Section 4. Role of the Vice President

The Vice President shall:

- A. Perform the duties of the President, in his/her absence due to illness or disability;
- B. Act as the interim President in the event of the resignation or dismissal of the President until a new President is elected;
- C. Shadow the President to learn the duties and responsibilities for the following year;
- D. Facilitate the formation of the Nominating Committee and oversee its work in selecting a slate of Officers for each school year;
- E. Coordinate the creation of the Activities Program, in collaboration with the Athletic Department, the Falcon WINGS Corporate Sponsorship Chair, the Activities Program Designer, and the CUSD200 printer;
- F. Provide (at least) monthly communication and support Committee Chairs regarding each committee's activities.
  - a. Gather Committee reports from Committee Chairs prior to WINGS membership meetings and read reports for those Chairs unable to be present.
  - b. Prompt Committee Chairs to submit announcements to the Secretary for the bi-weekly Falcon Focus and for monthly WINGS email blasts.
- G. Coordinate any supplementary fundraising activities or events, in collaboration with the Executive Board.

#### Section 5. Role of the Treasurer (or Co-Treasurers)

The Treasurer/Co-Treasurers shall be responsible for processing, recording, and reporting the financial activities of the Falcon WINGS organization according to the Financial Procedures of the organization. This responsibility shall include:

- A. Providing payment/reimbursement forms and procedures to all members of the Leadership Team;
- B. Payment and reimbursement of authorized expenditures in accordance with the budget, as approved by the membership and authorized by properly signed vouchers;
- C. Depositing funds in a depository approved by the Executive Board within 48 hours of receipt;
- D. Maintaining bank accounts and reconciling monthly bank statements to the organization's transaction registers;

- E. Maintaining accurate accounting records;
- F. Preparing financial statements reflecting all accounts held by the Falcon WiNGS, and providing copies to be presented at every meeting of the organization;
- G. Providing supplemental financial information and analysis as deemed necessary;
- H. Obtaining a co-signature from the President on all disbursements;
- I. Delivering all required information and records to the accountant, so that annual state and federal tax reports can be prepared and an audit completed, if deemed necessary by the accountant;
- J. Providing, in a timely fashion, all financial documents requiring signature by the President; and
- K. In collaboration with the President, send a gifting letter within two weeks of the close of the fiscal year to District 200 Board of Education, listing items purchased by the Falcon WiNGS and given to Wheaton North High School.

#### Section 6. Role of the Communications Secretary

The Communications Secretary shall:

- A. Attend all General Meetings and keep accurate recordings of the proceedings;
- B. Provide draft minutes for the next general membership meeting;
- C. Maintain a copy of duly approved and signed minutes in the organizational records;
- D. Ensure that a current copy of the Bylaws, Standing Rules, and membership list is accessible at each meeting;
- E. Revise the Standing Rules following any change(s);
- F. Provide the President with an accurate count of meeting attendance;
- G. Be the custodian of all organizational records;
- H. Send monthly email blasts (and other email communication as requested by the President) to the Wheaton North community;
- I. Provide notice of the nominated slate of Officers via an e-mail blast at least 5 days in advance of the election;
- J. Conduct correspondence as may be delegated by the President.
- K. In collaboration with the President and the Communications Committee, manage all marketing and external communication of the organization.

### STANDING & SPECIAL COMMITTEES

#### Section 1. Committee Chair Requirements

All Committee Chairs shall:

- A. Serve a term of a minimum of one year;
- B. Maintain documentation of committee duties & responsibilities;
- C. Work within the committee budget, as approved by the membership;
- D. Forward cash deposits to the Treasurer within 48 hours of receipt unless advised otherwise by the Treasurer(s);
- E. Transfer Committee documentation and responsibilities to his/her successor by June 30;
- F. Be responsible for all communications with their committee members; and
- G. Keep the Vice President informed of the committee's progress.

## Section 2. Communications Committee

In collaboration with the President, the Communications Secretary leads a committee including a Webmaster, Graphic Designer, Activities Program Team, Email Blast Manager, and Social Media Manager.

- A. The Webmaster shall function in consultation with the Communications Secretary and the President, updating and re-designing the Falcon WiNGS website as needed.
- B. The Graphic Designer shall serve the Communications Secretary and the President by creating needed graphics for Falcon WiNGS communication.
- C. The Activities Program Team shall be led by the Vice President, as explained in Section 4E.
- D. The Email Blast Manager shall publish email blasts at the beginning of every month, and when deemed necessary by the Executive Board. All blast e-mails shall be approved by the WiNGS President prior to distribution, and shall be used for the following purposes:
  - a. Information concerning Falcon WiNGS meetings and events;
  - b. Requests made by the Principal and/or Assistant Principals of WNHS; and/or
  - c. Other requests deemed appropriate by the Executive Board.
- E. The Social Media Manager shall post about the WiNGS organization or WiNGS events as deemed appropriate by the Executive Board. The Social Media Manager shall also request access to and post on and monitor the Wheaton North Class Parent Facebook Groups.

## Section 3. Concessions Committee

In collaboration with the Volunteer Coordinator, the President, the Treasurer(s), the Master Griller(s), the Parking Guard, and the Indoor Concessions Coordinator, the Concessions Chair will serve as Outdoor Concessions Coordinator and the lead coordinator for Concessions purchases and inventory. The Concessions Chair assists with running Concessions, including training new volunteers. The Concessions Chair will also track volunteer hours for the Volunteer Allocation System. The Concessions Chair shall ensure that a Parking Guard is available for each Home Football Game during the Football Season. This may be done in collaboration with members of the Executive Board.

## Section 4. Corporate Sponsorship

- A. In collaboration with the President and the Treasurer, the Corporate Sponsorship Chair solicits and maintains corporate sponsorships for the Falcon WiNGS by sending letters and making phone calls.
- B. Once sponsorships are identified, the Chair orders banners for each company for advertising.
- C. The Corporate Sponsorship Chair thanks sponsors by creating framed posters outside of indoor concessions and working with Activities Program Team to include sponsors in seasonal activities program.
- D. The Corporate Sponsorship Chair hangs banners on chain fence during the outdoor season and creates one banner for the gym during the indoor season.

- E. The Corporate Sponsorship Chair, in collaboration with the Executive Board, develops and maintains the list of marketing benefits to corporate sponsors and ensures that those benefits are met.

#### Section 5. Membership Committee

The Membership Committee:

- A. Solicits new Falcon WiNGS members by coordinating the mailing of the membership letter in August, and by being present at various events such as Freshman Parent Night, Curriculum Night, and home football games;
- B. Mail or distributes sports passes to those members who have purchased them;
- C. Gives all dues payments to the Treasurer(s);
- D. Provides membership status of volunteers, as requested by the Concessions Chair for the purposes of Volunteer Allocation Program; and
- E. Provides a list of current members to the Communications Secretary.
- F. Gathers 4 local business sponsors to advertise on yearly Sports Pass.

#### Section 6. Post-Prom/Operation Safe Celebration

The Falcon WiNGS shall identify a member to serve as the Liaison with Operation Safe Celebration (the collaborative effort of Wheaton Warrenville South High School and Wheaton North High School), which provides a safe celebration after Prom for each school. This Liaison will coordinate internally with Falcon WiNGS and the Wheaton North Activities Director.

#### Section 7. Scholarship Committee

The WiNGS offers a scholarship opportunity to twelve Wheaton North Seniors whose parents are members (or who have qualified to fulfill the volunteer requirement of three (3) hours of service to the Falcon WiNGS). 10 WiNGS Scholarship & 2 Ralph Heatherington Scholarships

- A. Scholarship applications will open on December 1 and close after Spring Break.
- B. The Scholarship Chair(s) will coordinate volunteers to read and judge scholarship applications and will inform scholarship recipients.
- C. The Scholarship Chair(s) will coordinate refreshments for the ceremony before the May WiNGS Meeting, at which scholarship recipients receive their checks.
- D. Note that those parents with Seniors may not serve on this Committee.

#### Section 8. Spirit Wear Committee

The Spirit Wear Committee will oversee the selection, purchasing, and sales of Wheaton North Falcon Spirit Wear to the Wheaton North community. This will involve ordering apparel and other products for purchase. It will also involve coordination with the Volunteers Chair to oversee and coordinate volunteers to sell Spirit Wear at:

- A. Home Football Games,
- B. the School Store,
- C. Freshman Parent Night,
- D. Curriculum Nights, and
- E. the annual Hollidazzle Sale in December.

### Section 9. Staff Appreciation Committee

The Staff Appreciation Committee will coordinate a lunch for Wheaton North staff in May. This will involve coordinating with the Volunteers Chair to recruit parents to assist with food for the lunch and volunteer assistance with the lunch.

### Section 10. Volunteers

The Volunteer Coordinator will serve as the primary recruiter and manager for Falcon WiNGS volunteers. The Volunteer Coordinator will:

- A. Create and manage an on-line Signup for recruiting volunteers for Spirit Wear, Concessions, and Staff Appreciation.
- B. Coordinate with the Concessions Chair and the Membership Chair to verify membership standing for the purpose of earning funds for activities.
- C. Coordinate with the Communications Secretary to share the Signup with the Wheaton North community.
- D. Approve allocation of funds earned for activities according to the following amounts:
  - a. For hourly Concessions and Spirit Wear volunteers: \$10/hour served.
  - b. For Executive Board positions (totaling \$5,000):
    - i. President = \$1,000
    - ii. Vice President = \$1,000
    - iii. Co-Treasurer = \$1,000
    - iv. Co-Treasurer = \$1,000
    - v. Secretary = \$1,000
  - c. For Standing Committee Chairs (totaling \$4,750):
    - i. Concessions = \$1,000
    - ii. Spirit Wear = \$1,000
    - iii. Membership = \$500
    - iv. Assistant Concessions = \$500
    - v. Post-Prom = \$500
    - vi. Corporate Sponsors = \$500
    - vii. Scholarship = \$250
    - viii. Staff Appreciation = \$250
    - ix. Volunteer Coordinator = \$250
    - x. Yard Signs = \$250
    - xi. Website = \$250

### Section 11. Yard Signs

The Yard Sign Chair will sell Yard Signs on-line and at most events where Spirit Wear is selling their items. See Section 8 above for those locations.

### WISH LIST PROCESS

Wheaton North Administration sends out a form to all coaches and sponsors in February. The form is an application for team funding for the following school year. The form is due March 1.

Administration then meets to review all Wish List requests fairly given the anticipated WiNGS Wish List budget for the following year. The Wish List is then presented to WiNGS Board by May 1. WiNGS Board approves Wish List Items at the June meeting with administration.

### FINANCIAL PROCEDURES

The annual operating budget shall be a cash basis accounting system. Fiscal year transactions shall reflect all activity occurring between July 1 and June 30 of each year. The annual operating budget will be presented for approval at the first general membership meeting of the year and will be posted on the website five days prior to the meeting. Any amendment to such budget must also be presented for approval at a general membership meeting and will be posted on the website five days prior to the meeting at which such amendment is to be presented.

### RECORDS RETENTION

In order to comply with legal requirements and to maintain generally accepted standards for the retention of organizational documents, the Falcon WiNGS shall maintain a permanent archive of designated documents and adhere to the following records retention schedule:

#### A. Permanent Archive

- a. Articles of Incorporation
- b. Annual Reports (as filed with the Secretary of State)
- c. Annual Financial Review
- d. Bylaws & Standing Rules
- e. Canceled Checks, for important payments only
- f. Contracts and leases still in effect
- g. Correspondence: Internal Revenue Service and legal
- h. Equipment owned by the Falcon WiNGS
- i. Insurance records
- j. Minutes of meetings and Treasurer's Reports
- k. Record of membership
- l. Tax returns and associated schedules

#### B. Seven Years

- a. Financial statements (year-end) and budgets
  - b. Accounts payable records and payment vouchers
  - c. Cash receipts records
  - d. Cancelled checks, excepting those referenced above as important payments
  - e. Contracts and leases, expired
  - f. Bank statements, reconciled
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President's Signature

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Principal's Signature

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Secretary's Signature

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Date