

POLICIES AND PROCEDURES MANUAL  
OF THE  
PRINCE GEORGE'S COUNTY  
BOYS AND GIRLS CLUB  
(PGCBGC)



## PREFACE

This Manual was created at the expense of the Prince George's County Boys & Girls Club. It is provided to the members of the Prince George's County Board of Directors to aid them in the performance of their duties. Policies represent the mandatory courses of action or guiding principles authorized by the Board of Directors when specific authorization is defined in the club bylaws. Procedures are those actions deemed preferred but not mandatory. In the event of a conflict between the Club bylaws and these policies and procedures, Club bylaws take precedence.

These Policies and Procedures are open to the general public and may be copied. The Manual will be maintained by the By-Laws Committee or the Secretary in the absence of that committee.

Board of Directors, PGCBGC

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Article I.

## Article I. Duties of Officers and Appointees

In addition to the duties outlined in the By-Laws, it shall be the duty of each officer to perform the following.

### Section 1. President

It shall be the duty of the President to:

1. Preside of all meetings of PGCBGC;
2. Exercise all powers and duties generally pertaining to the office of the President as prescribed in the By-Laws and the Policies and Procedures herein;
3. Represent PGCBGC on all occasions unless he/she designates a representative;
4. Chair the Executive Committee meetings;
5. Announce all vacancies of appointed offices and standing committee chairs to the Board of Directors prior to appointment;
6. Appoint the Chairs of Standing Committees with recommendation from the Executive Board and within the guidelines of the Policies and Procedures herein;
7. Review and approve in advance all PGCBGC communications and commitments;
8. Recommends to the Executive Committee the removal of any officer or committee chair who fails to perform the duties of his/her position;
9. Serve as an ex-officio member on all committees, except the Nominating and Elections Committees; and
10. Review and signs all contracts.

### Section 2. Vice President

It shall be the duty of the Vice-President to:

1. Perform all duties of the office of the President in the absence of, or at the request of the President;
2. Serve as parliamentarian and sergeant at arms;

### Section 3. Treasurer

It shall be the duty of the Treasurer to:

1. Account for all income collected at PGCBGC registrations and all monies collected by the Registrar;
2. Review budgets from each sport and committee for inclusion of the annual budget;
3. Prepare and present the annual operating budget for review and approval by the Board of Directors;
4. Deposit all monies in accounts approved by the Board of Directors;
5. Disburse funds for budgeted and non-budgeted items upon proper written

- request and maintain a file of such requests;
6. Notify the Board of Directors of any unpaid debts and bad checks from unit club.
  7. Sign all checks authorized for disbursement;
  8. Provide a detail written report of all receipts and disbursements to be distributed at each Board of Directors meeting;
  9. Reconcile bank statements monthly within the Treasurer's financial ledger; and
  10. Serve as the Chair of the Budget and Finance Committee.

#### Section 4. Secretary

It shall be the duty of the Secretary to:

1. Maintain all official records of PGCBGC;
2. Record accurate minutes of all Board of Directors and Executive Board meetings;
3. Disseminate minutes of the Board of Directors to members 10-14 days prior to the next regular Board of Directors meeting;
4. Maintain a roll of all Board of Directors members present at each meeting;
5. Prepare and disseminate the agenda of Board of Directors and Executive Board meetings; and
6. Assist the President in compiling special and periodic reports.

#### Section 5. Transition of Officers

All PGCBGC files, information and properties pertaining to each office or position shall be delivered into the hands of the newly elected officers prior to January's regular Board of Directors meeting.

Newly elected officers shall meet with former officers in the month of December to assist with the planning and to ease their transition into actively assuming the reins of leadership.

## Article II. Executive Committee

### Section 1. Composition

The Executive Committee shall be comprised of all Elected Officers. Each officer comprising the Executive Board is entitled to one vote within the Executive Board. It shall be chaired by the President. The Secretary shall serve as its secretary.

### Section 2. Duties

The Executive Board shall make recommendation(s) to present to Board of Directors for consideration at the regular Board of Directors meetings. The Executive Board, however, shall conduct the business of and act for PGCBGC Board of Directors in the period between meetings. It shall be subject to the orders of PGCBGC Board of Directors and none of its acts shall conflict with action taken by the PGCBGC Board of Directors.

### Section 3. Quorum

A majority shall constitute a quorum for the Executive Board meetings.

## Article III. Committee Type Definition and General Responsibilities

### Section 1. Definitions

(a) Standing Committee:

A committee that has a continuing task related to the operation of PGCBGC. The Chair of the committee may be elected or appointed as designated by the Policies and Procedures herein.

(b) Special Committee:

A committee with a special purpose appointed for a definite program or assignment with a time limit in which to complete the task. When the assignment is complete the committee is dismissed. The Chair of the committee is appointed by the President and may meet with the Executive Committee at the President's request.

(c) Sub-Committee:

A committee organized to carry out a task assigned to a standing or special committee and is responsible to the parent committee. It may be classified as either standing or temporary. The Sub-Committee Chair shall be a member of the parent committee for the duration of the program. Sub-committee programs shall be reviewed biennially.

(d) Ad-Hoc Committee:

A committee appointed for a special assignment.

### Section 2. General Responsibilities

(a) Committee Chair

It shall be the responsibility of all committee chairs to:

1. Be active with PGCBGC;
2. Submit written program and fund raising proposals which must include a budget;
3. Present written reports to members of the Board of Directors and Executive Board;  
and
4. Compile final evaluation and submit results to the Board of Directors.

(b) Committee Members

It shall be the responsibility of all committee chairs to:

1. Attend committee meetings and events;
2. Be supportive of committee decisions; and
3. Share responsibility for moving meetings along in a timely fashion.

## Article IV. Standing Committees

In addition to the Standing Committees identified in the By-Laws, the following committees are have been established by the Board of Directors.

### Section 1. By-Laws and Policies and Procedures Committee

It shall be the duty of the By-Laws and Policies and Procedures Committee to review the By-Laws, Rules of Order and Policies and Procedures and make recommendation for updates and changes as needed. This committee shall maintain a current set of the By-Laws, Rules of Order and Policies and Procedures and shall be responsible for its availability to PGCBGC members.

The Chair of this committee shall be appointed by the President.

### Section 2. Technology

It shall be the duty of the Technology Committee to maintain and update the website and social media sites. The committee shall respond to the needs and questions of online users concerning their access to resources on the website and the operation of various software programs. The committee is responsible for all aspects of data security and integrity, recovery procedures, report continuity and disaster recovery planning. The Chair of this committee shall be appointed by the President.

### Section 3. Competition Committee

1. It shall be the duty of the Competition Committee to provide oversight and guidance to the Board of Directors, Executive Board and Executive Director concerning the administration and execution of the ground rules.

#### (a) Recommendations and Modifications

The Competition Committee shall submit recommendations for changes to the ground rules to the Board of Directors on topics including but not limited to:

1. Determining required Coach and Team Assistant certifications
2. Membership requirements
3. Acceptable forms of identification
4. Roster requirements
5. Game rules
6. Playing facility requirements
7. Home team responsibilities
8. Visiting team responsibilities
9. Recommendations shall be submitted to the Board of Directors in writing.
10. Recommendations shall include the exact text to be incorporated and the rationale for the change.

(b) Commissioners' Meetings or Sport Rules Meetings

1. The Competition Committee shall advise and update commissioners on sport rules during sport rules meetings
2. The Competition Committee shall record proposed rules changes and report the proposed changes to the Board of Directors as written recommendations.

## Article V. Amending these Policies and Procedures

Proposed amendments to these Policies and Procedures shall be submitted in writing at a regular Board of Directors meeting for vote. A simple majority will be required to amend these policies and procedures.

### Procedure

(a) In addition, the submitter may present the proposed change to the By-Laws committee prior to submission to the Board of Directors. The committee will review the amendment(s) and present the proposed change presented at the next regular BOD meeting for vote.

(b) All emergency amendment would require a two-thirds (2/3) vote of the Board of Directors present to temporarily suspend the procedure for amending the Policies and Procedures. At such time, two-third (2/3) vote of all Board of Directors members present and voting will be required to amend the Policies and Procedures herein. Amendments adopted by the Board of Directors shall become effective immediately.