

Spartan Lyrical Society Procedure

Number: Procedure XX.

Version: 00

Title: Generating Professional Services Contracts

Status: Approved on October 10th, 2017.

Description: This procedure describes the process for generating/updating professional services contracts for the upcoming SLS year.

Relevant Bylaws: The only relevant bylaws paragraph precludes any board member from entering into a contractual relationship with SLS:

Article X: Executive Board; Section 3. A member shall not serve as an officer or chair on the SLS, Inc. executive board while serving as a paid employee of, or having any contractual relationship with SLS, Inc.

Background Information: SLS needs written contracts for many professional services such as director, choreographer, videographer, etc. There is a need to keep the contracts consistent and also to minimize the number of individual contracts across events. If an individual will be contracted for more than one event in a year, it may be preferable to offer a base service contract with options.

Process Steps:

Assumptions:

- The budget committee has proposed a budget and the board voted to approve it.
- There is access to the prior year's contracts (electronic version).
- The calendar/schedule for the year has been approved by the front office and released by the choral director.
- Note: services contracts can be drafted before all individuals have been selected – their names can be filled in later.

Constraints:

- This procedure only applies to professional service contracts and excludes other SLS contractual relationships such as transportation and goods/products.

STEP 0) The budget is approved and the president nominates an SLS member to draft up the professional service contracts for the year, referred to as Contracts Chair.

STEP 1) The Contracts Chair gathers up the prior year's contracts, the current year's approved budget, and the current year's schedule. He/she also collects any changes that may be required based on SPMS administration, federal tax laws, or SLS lessons learned.

STEP 2) The Contracts Chair updates each service contract – preferably in the order that they are needed – and sends the drafts to the president (and event/activity committee chair if available) for review.

STEP 3) The president (and event/activity committee chair if available) reviews the draft contracts and gives the Contracts Chair any feedback. There is particular attention paid to whether the contractor is a minor or county school employee and also whether/ what level of background checks are required.

STEP 4) After the Contracts Chair incorporates the feedback, the contract is sent to the president in final form.

STEP 5) Once an individual has been identified to perform the professional service, the president will update the name and date on the offer contract (if needed) and email to the individual for signature.

Attached to the email, the president will provide:

- a) the unsigned offer service contract
- b) a Notice of Independent Contractor (a state of Maryland document that also is signed)
- c) instructions for either volunteer background checks or fingerprint-supported background checks.
- d) A blank W9, if the annual funds (in a calendar year – not school year) provided to the contractor are expected to exceed \$600 (or the revised amount by federal tax law).

The email will ask the contractor to sign and return the contract & Notice of Independent Contractor to the president. The W9 information should get passed directly to the SLS treasurer.

STEP 6) The Contracts Chair updates the list of contractors with contact and processing information and also the payment schedule (see attachments 1 and 2) and sends this information to the treasurer. The Contracts Chair also sends 'parsed' fee payment schedules (and contract summaries) to the appropriate activity/event chairs.

STEP 7) As the signed contracts come in, the president will retain a copy and send copies to the treasurer for her files. Note: upon request by the contractor, the president (or any board member) will sign the contract and return a copy to the contractor for their files.

STEP 8) The Contracts Chair reports out the progress at board meetings until the service contracts are complete. At that point, the Contracts Committee stands down.

Required Forms:

List of Professional Services Contractors with Contact and Processing Information (attachment 1)

Professional Services Contractor Payment Schedule (attachment 2)

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.

Attachment 1: List of Professional Service Contractors with Contact and Processing Information

SLS Professional Services Contract Contact Info and Processing Info									
No.	Name	Email	Cell Phone	Processing					
				Contract Internally Approved?	Returned Signed Contract?	Returned Signed Notice of Ind CTR?	Returned W9 if Required ?	Commercial Background Check Req'd?	Fingerprint supported background check?
1									
2									
3									
4									
5									
6									
7									
8									
9									
No.	Name	Contractor Role	Contract Type	Note (aacps or minor)	Event				
					Drama Camp	Fall Musical Revue	Winter Chorus Concert	Spring Musical	Spring Chorus Concert
1									
2									
3									
4									
5									
6									
7									
8									
9									

Attachment 2: Professional Services Contractor Payment Schedule

SLS Professional Services Payment Schedule							
Line Item	Date	Professional Service	Event	Base/Option	Name	Amount	Notes
1							
2							
3							
4							
5							
6							
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10							
11							
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