

ROGERS ROYALS FACE OFF BOOSTER CLUB

POLICIES AND PROCEDURES MANUAL

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I. GENERAL STATEMENTS

A. Mission Statement

1. The mission of the Rogers Royals Face Off Booster Club (RRFOBC) is to provide support to the players, managers, and coaches participating in the Rogers Royals High School hockey program, and to provide a memorable high school hockey experience for the players.

B. Relationship between the Manual and Bylaws

1. If there is any conflict between this Manual and the Bylaws of RRFOBC, the terms of the Bylaws shall govern.
2. Any term used in this Manual, not otherwise defined herein, shall have the meaning ascribed to it in the Bylaws.

II. BOOSTER CLUB ORGANIZATION

A. Roles and Responsibilities

1. The role and responsibility of the Board is to administer and manage the fundraising activities, team activities, and budget of the organization.
2. Membership in RRFOBC shall not entitle any member to interfere, in any way, with the planning, policy making, player participation, or coaching of any organized activity within the District 728 school system.
3. Important Booster Club activities shall be coordinated with the Rogers High School Athletic/Activities Director so as to not interfere with other athletic programs or school events.

B. RRFOBC Board of Directors

1. RRFOBC shall be governed by the Board pursuant to the terms of the Bylaws.

C. Election of Board Members

1. Members of the Board shall be elected pursuant to the terms of the Bylaws.

D. Board Member's Code of Conduct

1. As elected members of RRFOBC, it is the responsibility of each member of the Board to represent RRFOBC to the best of his or her ability.
2. Each member of the Board is obligated to report any type of situation, good or bad, which has occurred within or which may affect RRFOBC.
3. No member of the Board shall knowingly withhold, conceal, or furnish misleading information to any person(s) in the membership regarding issues voted on and passed by the Board in a regularly scheduled meeting or special Board meeting.
4. No member of the Board shall directly or indirectly use RRFOBC funds, equipment, supplies, or other resources or his or her position as a member of the Board for personal benefit.
5. On behalf of RRFOBC, no member of the Board will directly or indirectly offer to pay, promise to pay, or make a payment from RRFOBC funds to any supplier(s) without compliance with pre-approved Board expenditures.
6. No member of the Board will use any RRFOBC funds or assets for any unlawful or improper purchases or established undisclosed or unrecorded funds or assets.
7. Each member of the Board will be held to same code of conduct as the parents with regard to the behavior before, during, and after a game.

E. Vacancies

1. When a vacancy occurs on the Board due to resignation or removal, the following procedure will be used.
2. In the case of the President's vacancy, the Vice President will assume all duties and responsibilities of the President. If the Vice President is unwilling or unable to accept the duties, then the remaining Board members will vote in an interim President to serve out the term.
3. All other vacancies shall be filled by appointment of the President, with a majority approval of the Board, for the remainder of the term.

F. Motions Related to Policy and Procedure Manual

1. All motions related to the Manual shall be submitted to the Secretary by a Board member.
2. The issue will then be included on the agenda of the present meeting with consent to agenda or at the next Board meeting.
3. Any changes to the Manual will take effect upon a majority approval vote with a quorum present at such Board meeting.

G. Board Meeting Conduct

1. All Board meetings shall be run according to Robert's Rules of Order.

H. President

1. Term length of two years
2. Voting Board member
3. The President shall preside at the board meetings, General Membership Annual Meeting, and any official special meetings.
4. The President shall oversee all business of the organization and delegate tasks as necessary.
5. The President or designee shall represent the Booster Club at external activities or events.
6. The President or designee shall have sole authority to speak or act for the organization on official matters.

I. Vice President

1. Term length of two years
2. Voting Board member
3. The Vice President shall preside at Board meetings in the absence of the President.
4. The Vice President shall be responsible for additional tasks delegated to him/her by the Officers.

J. Treasurer

1. Term length of two years
2. Voting Board member
3. The Treasurer shall be responsible for the financial management of the Booster Club.
4. The Treasurer shall create and maintain accurate and timely financial records and reports.
5. The Treasurer shall provide monthly status reports to the Board on all expenditures and revenues.
6. The Treasurer is responsible for creating and leading the process to develop the annual budget of the organization.

K. Secretary

1. Term length of two years
2. Voting Board member
3. The Secretary shall create and maintain accurate records of all proceedings of the organization.
4. The Secretary shall be responsible for maintaining the Booster Club's Bylaws and Policies and Procedures Manual.

L. Boys and Girls Team Director

1. Term length of two years
2. Voting Board member
3. The Team Director shall be the liaison between the teams and the Board on all matters between the team and the Board.
4. The Team Director shall coordinate all team activities and events.
5. The Team Director is responsible for managing the team specific budget during the season.
6. The Team Director shall provide a proposed team budget to the Treasurer prior to the season.

M. Fundraising Director

1. Term length of two years
2. Voting Board member
3. The Fundraising Director shall manage and/or lead all fundraising activities.
4. The Fundraising Director is responsible to report on all fundraising activities to the Board at monthly Board meetings.
5. The Fundraising Director is responsible for managing all funds before, during, and after the fundraising event. At the completion of the fundraising event a report detailing all financial transactions will be submitted to the Treasurer.
6. Each Fundraising Director is directly responsible for the fundraising activities of their specific team.
7. The Fundraising Director shall provide a proposed team budget to the Treasurer prior to the season.
8. The Fundraising Directors will work together to manage or lead the Booster Club level fundraising activities.

N. General Membership

1. General members consist of the parents or guardians of the players participating in the Rogers High School hockey program.
2. General membership is obtained when all membership dues are paid and collected.
3. It is the intent of RRFOBC to provide support for all players in the hockey program regardless of status as a member in regards to all team events and activities during the season.
4. General membership does include attendance at the year-end banquet. Non-members will be required to pay for the costs of the meal.
5. General members shall pay annual dues on a per player basis.
6. General members have a right to one vote at the Annual Meeting per paid member.

O. Financial Structure

1. The RRFOBC is split into three entities in regards to financial structure – Booster Club, Boys Team, and Girls Team.
2. Each entity has specific fundraising activities that funnel revenue into the specific entity.
3. Each entity has specific planned expenditures that are pre-approved by the Board.
4. If any one entity outperforms the others in regards to fundraising, the monies will remain with the said entity.
5. An annual budget will be developed by the Treasurer and approved by the Board with the goal of completion no later than Aug 31 of each year.
6. The Treasurer will work with each Team Director to establish planned expenditures for the upcoming season.
7. The Treasurer will work with each Fundraising Director to establish goals of planned fundraising revenues for the upcoming season.
8. During the budgeting process, the Board can, upon approval, choose to funnel additional funds in a fair and equitable manner from one entity to another.
9. The amount of the Membership fee will be determined each year during the budget process.
10. It is the stated objective of RRFOBC to treat each team in a fair and consistent manner without preference to one team or the other.

III. FUNDRAISING GUIDELINES

A. Goals and Planning

1. The Fundraising Director is responsible to develop a fundraising plan for each season.
2. Fundraising activities must be approved by the Board.

B. Booster Club vs Boys and Girls Team

1. Fundraising events will be conducted on behalf of the Booster Club, the Boys team, and the Girls team respectively.
2. The fundraising plan for each will be submitted during the budgeting process and approved by the Board.
3. Joint fundraising efforts are allowed with the splits in revenue to be predetermined.

C. Procedure Guidelines

1. No student can be required to participate in a fundraising activity.
2. An unsolicited contribution of money, goods, or services designated for a specific team by a private individual or company is acceptable. However, a designated contribution to a private individual on a team is an infringement of the Private Benefit and Inurement Section of the requirement rules of a non-profit organization and is not acceptable.
3. Contributors of money or goods values at or over \$250 will be provided written acknowledgement of receipt as described by the IRS.
4. Each year an annual fundraising plan will be submitted during the budget process.
5. Fundraising activities must be approved by the Board.
6. After the budget is approved (with approved fundraising activities), if a Director would like to add an additional fundraising activity it must be approved by the Board. The Fundraising Director will be responsible to submit the proposal at a Board meeting.
7. It is the stated objective of RRFOBC to minimize the number of fundraising activities during the season or at the same time. It is also the intent of RRFOBC to minimize the impact to the community by managing the amount of times we are soliciting support.
8. RRFOBC will not provide funds for individual team members for any reason.