

Ravenwood Athletic Club (RAC) of the PTO of Ravenwood High School (Organization): POLICIES AND PROCEDURES

Purpose

The basic policies and procedures of RAC shall include, but not be limited to, the following:

- A. To comply with the By-Laws of the Organization.
- B. Compile yearly a list of anticipated capital needs including, but not limited to, submission from related athletic booster clubs.
- C. Determine and manage two (2) to three (3) annual fundraisers at the RAC level in order to raise funds for capital needs.
- D. Allocate dollars from annual RAC fundraisers towards capital needs.
- E. Oversee the fundraising efforts of athletic booster clubs.
- F. Oversee Athletic Website

Leadership

The basic policies and procedures of the Leadership shall include, but not be limited to, the following:

- A. Leadership shall consist of a President, President-Elect, Vice President of Fundraising (up to 2), Treasurer, Treasurer-Elect, Secretary, IT (Website) Liaison, and a representative from each athletic booster club (the Members). Plus, the Ravenwood Athletic Director, and the Ravenwood School Administrator all serve as part of the Leadership.

The Executive Leadership shall consist of the President, President-Elect, Vice President of Fundraising (up to 2), Treasurer, Treasurer-Elect, Secretary and IT (Website) Liaison

The President-Elect, Treasurer-Elect and Secretary position shall be filled by one of the representatives from each athletic booster club.

Only the members shall each have one (1) voting right.

Since the number of athletic booster clubs may vary, in case of a tied vote due to an even number of Members, the Ravenwood School Administrator may also cast a vote.

A single nomination each for President-Elect, Vice President of Fundraising (up to 2), Treasurer-Elect and Secretary shall be presented to the Leadership by the Nominating Committee at the April meeting. Voting shall take place at the May

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meeting with a simple (51%) majority vote of the member present needed for ratification.

Each elected position shall carry a one (1) year term, with a maximum of 2 years.

Quorum in order to conduct a vote shall be 7.

- B. Formulation of organizational policies and procedures, and long-range plans in keeping with the purposes and objectives of the RAC. The objective of RAC is to assist with the financial needs of Athletics for capital improvements not covered by RHS.
- C. Preparation and distribution of an agenda prior to each meeting, to include all old business and new business.
- D. Coordination of quarterly financial information and reports from each athletic booster club and timely submission of information and reports to the Organization.
- E. Assistance in processing of all related athletic booster clubs fundraising events and timely submission of approvals to the Organization. Fundraising forms need to be submitted to school AD and copies sent to RAC. RAC will forward the forms to the PTO Fundraising Chair. The school AD will then submit them through the School to the WCS Central Office for final approval.
- F. Allocation of dollars towards capital needs shall be voted on by Leadership and passed by a simple (51%) majority of members present.
- G. Allocation of dollars towards other operational needs, up to \$1,500 per month, shall be managed by the Executive Leadership and shall require approval by at least two (2) members of the Executive Leadership.
- H. Annual coordination of payment of pro-rated insurance premiums and proportional tax audit costs to the Organization (PTO)
- I. Annual review of the RAC's Policies and Procedures.
- J. Coordination, during the month of June, of the transfer of administration and operations of RAC to the incoming Leadership.

Meetings

Regular monthly meetings shall be held by the Leadership. Special called meetings can be held and called by the President, if needed. Regular monthly meetings may be attended by any parent of a Ravenwood student athlete, though voting rights and ability to make motions are reserved for Leadership members.

Standing Committees

The basic policies and procedures of the Standing Committees shall include, but not be limited to, the following:

A. Appointments

The President shall annually appoint chairpersons of the standing committees from either Leadership or parents of Ravenwood student athletes.

B. Fundraising Committee(s)

Annually it shall be determined which fundraisers shall be managed by RAC. Each fundraiser shall have a separate committee.

C. Nominating Committee

The Nominating Committee Chair shall select at least two (2) other members for the committee from either Leadership or parents of Ravenwood student athletes no later than February of each year. Prior to submitting nominations to Leadership, the Nominating Committee shall solicit and confirm, through direct contact with potential nominees, that if elected those individuals are willing to serve in the capacities and for the specific terms of the position involved.

Finances

The basic financial policies and procedures of RAC shall include, but not be limited to, the following:

- A. To comply with the financial policies and procedures of the Organization.
- B. Fulfill the capital improvement need for Athletics, not fulfilled by Ravenwood High School Funds
- C. RAC will have Administrative authority over each booster checking account. RAC has the authority to freeze funds if compliance is not in order, but not disburse any funds.
- D. RAC Treasurer is responsible for collecting each Booster Clubs Quarterly report, and submitting it to the PTO Treasurer. The quarterly report consists of a statement of receipt and disbursements (excel worksheet) and copies of each monthly bank statement, including cancelled checks. The Treasurer-elect shall assist the Treasurer by obtaining and tracking these Quarterly Reports for the Treasurer.

- E. For disbursements, pre-numbered bank checks are required that require two signatures.
- F. Each check written should have an approved check request form. The Treasurer should write the check number and date paid on the form and attach any supporting documentation. All check request forms will be filed by check number.
- G. Collections should be deposited at the bank in a timely manner. Deposit slips should include an itemized listing of checks.
- H. All collection records, bank statements, canceled checks, and invoices along with copies of the monthly treasurer's report, should be maintained for at least 4 years.
- I. RAC should maintain documentation of any written conditions on any donations to the board of education or the school. Pursuant to state law, the school board or school must, in good faith, disburse funds in accordance with those conditions. RAC should contact the Organization if fraud is suspected.