

Pride Sports League of Central Iowa

# Board of Directors Manual

Last Updated 10/19/2017

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## Introduction:

This manual is meant to be a guide for the Board of Directors to run the organization. It should be regularly updated with current information. Any update should be approved by a majority vote of the current board of directors.

## Charter Documents

The following documents are available on the Google Drive with official copies held by the secretary.

- Articles of Incorporation
- IRS Non profit Determination Letter
- IRS EIN letter
- ByLaws
- Conflict of Interest Policy
- Amateur Athletic waiver and release of liability

## Strategic Planning

### Vision of the Pride Sports League

The purpose of the pride sports league is to promote healthy lifestyles and social interactions within the LGBTQA community by providing safe environments, resources, and opportunities to participate in sporting activities.

## Conflicts of Interest

### Board Conflict of Interest Policy

After each election, each board member shall receive a copy of the conflict of interest statement. Each board member shall read and sign the acknowledgement of the current conflict of interest policy each year. (available on the Google Drive)

# Board + Officers Roles, and Contact information

## Board member roles

### AT LARGE BOARD MEMBERS + DIRECTORS

- Take care of PSL by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability.
- Make decisions in the best interest of the PSL; not in his or her self-interest.
- Ensure that the PSL/PSL members obey applicable laws and acts in accordance with ethical practices; that PSL adheres to its stated corporate purposes, and that its activities advance its mission.
- Attend at least 70% of yearly scheduled meetings. Review any provided background materials provided before the meeting in preparation of meeting discussion and decision making.
- Be an advocate for the organization

### PRESIDENT

- The official duties of the President are outlined in the current adopted bylaws, the following items are general guidance and expected duties of the President, but are not intended to conflict with the official duties outlined in the bylaws.
- *General*: Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to staff.
- *Community*: Speaks to the media and the community on behalf of the organization; represents the agency in the community.
- *Meetings*: Set dates for meeting in collaboration with the board. Develops agendas for meetings in concert with the rest of the board. Presides at board meetings.
- *Committees*: Recommends to the board which committees are to be established. Seeks volunteers for committees and coordinates individual board member assignments. Makes sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the full board. Determines whether executive committee meetings are necessary and convenes the committee accordingly.
- *Board Affairs*: Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, chronic absenteeism, and recruitment and orientation of new board members.

#### VICE PRESIDENT

- The official duties of the Vice President are outlined in the current adopted bylaws, the following items are general guidance and expected duties of the Vice President, but are not intended to conflict with the official duties outlined in the bylaws.
- *General:* Acts as the president in his or her absence; assists the president on the above or other specified duties.
- *Special Responsibilities:* Can be assigned to a special area of responsibility, such as membership, public relations, equipment handling, and community outreach.

#### TREASURER

- The official duties of the Treasurer are outlined in the current adopted bylaws, the following items are general guidance and expected duties of the Treasurer, but are not intended to conflict with the official duties outlined in the bylaws.
- *General:* Manages the board's review of, and action related to, the board's financial responsibilities. Develops and implements financial procedures and systems. Maintains an itemized report of all funds received and spent on behalf of the organization.
- *Reports:* Ensures that appropriate financial reports are made available to the board. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
- *Auditor:* Recommends to the board whether the organization should have an audit. If so, selects and meets annually with an outside auditor.
- Oversee filing of annual federal and state tax forms and state biennial incorporation filings.
- Pay all obligations as authorized by the Board of Directors.

#### SECRETARY

- The official duties of the Secretary are outlined in the current adopted bylaws, the following items are general guidance and expected duties of the Secretary, but are not intended to conflict with the official duties outlined in the bylaws.
- *General:* Records the minutes of each board meeting. giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.
- *Reports:* Makes available all the minutes (via google docs). Regularly reports to board on previous months minutes. Responsible for maintaining accurate documentation and working with the other officers to meet any legal requirements such as annual filing deadlines.
- *Board Affairs:* Maintains and adheres to the organization's bylaws. Responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

- Shall be responsible to check the Post Office Box and report all correspondence to the Board.

The following roles are outlined for at-large and non-officers. These roles can be reassigned as required throughout the year.

#### **INFORMATION OFFICER** (appointed by President)

- *General:* Responsible for distributing league information to the participants and community (via the league's media outlets) while maintaining a consistent, inclusive tone.
- *Reports:* Makes available all advertising, content, and images on google drive for all members and officers to utilize.
- Coordinates advertising schedule with other sports league members
- Can form subcommittee or appoint members to manage social media. Social media management refers to — but not limited to — posting of events, photos of game/sport play, advertising of upcoming events.

#### **EQUIPMENT MANAGER** (appointed by The President)

- *General:* Oversees the purchase and distribution of all equipment for the league.
- *Reports:* Makes available the inventory of the league equipment, the equipment distribution to the teams, the collection of equipment following the season, the compliance with all equipment safety standards, and (working with the treasurer) the purchase of all new equipment and storage unit expenses.
- Forms and leads the equipment management committee.
- Oversees and manages storage space for sporting equipment and promotional material

#### **SPORTS COMMISSIONERS**

- Board members may volunteer or be assigned as a commissioner for individual sports offering. Sport League members may volunteer to be a sports commissioner. The commissioner is responsible for overseeing rules development, facility rental, official hiring (if needed), equipment purchasing, registration, and game scheduling.

#### **REGISTRAR**

- Board members may volunteer or be assigned as a registrar for the league. The registrar is responsible for overseeing registration, scheduling, education and use of leagueapps by sport commissioners.

#### **RESOURCES**

<https://4good.org/sierra-catcott/all-hands-on-board-the-board-of-volunteers-in-an-all-volunteer-or-ganization>

[http://d3kv8ayplk3lle.cloudfront.net/sites/uploads/files/PCA\\_BoardPositions.pdf](http://d3kv8ayplk3lle.cloudfront.net/sites/uploads/files/PCA_BoardPositions.pdf)

[http://www.usultimate.org/assets/1/Page/USAU\\_Resource\\_Guide\\_P1-Organ\\_Struct\\_08-09-10.pdf](http://www.usultimate.org/assets/1/Page/USAU_Resource_Guide_P1-Organ_Struct_08-09-10.pdf)

## Equipment Usage

All Pride Sports League (PSL) sporting equipment and promotional material is available for league activities and other events that can be checked out through the Equipment Manager. Board of Directors, officers, and non-board individuals may check out equipment. Individuals who check out sporting equipment are responsible for its use, care, safe keeping, and return. Damaged equipment beyond normal wear and tear or missing equipment upon return will be replaced at cost by the individual who checked it out. Replacement equipment shall be an exact replacement of damaged/missing equipment.

Damaged equipment through normal wear and tear will be replaced as needed.

Equipment manager will create and manage a check-in/out process for equipment usage.

## Meeting Procedures

### Robert's Rules of Order (Parliamentary Procedures)

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion. Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A

motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

**There are four Basic Types of Motions:**

*Main Motions*

The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

*Subsidiary Motions*

Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

*Privileged Motions*

Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

*Incidental Motions*

Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

**How are Motions Presented?**

1. Obtaining the floor
  1. Wait until the last speaker has finished.
  2. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  3. Wait until the Chairman recognizes you.
2. Make Your Motion
  1. Speak in a clear and concise manner.
  2. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  3. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  1. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  2. The membership then either debates your motion, or may move directly to a vote.
  3. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  1. The time for you to speak in favor of your motion is at this point in time, rather

- than at the time you present it.
2. The mover is always allowed to speak first.
3. All comments and debate must be directed to the chairman.
4. Keep to the time limit for speaking that has been established.
5. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  1. The Chairman asks, "Are you ready to vote on the question?"
  2. If there is no more discussion, a vote is taken.
  3. On a motion to move the previous question may be adapted.

#### **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

## **Sport Commissioners and Contact Information**

Sport commissioners may be appointed by the President or volunteered by oneself. All commissioners must fill out their respective information located in the Commissioner Info folder on the google drive to include, but not limited to, personal contact information as well as sport



venue contact information, rules, and roster creation. This must be done prior to the first day of said sport.

Commissioner needs to work with the skill building committee to offer skill building opportunities before/during the offered sport.

New commissioners need to be trained on leagueapps for scheduling, sign ups, and rosters. Contact the current registrar for training.

## Organization standard email addresses

All emails received at [info@pridesportsleague.org](mailto:info@pridesportsleague.org) shall be responded to by the secretary of the board within 24-48 hours of receipt. This email address shall forward to the President and secretary. Association emails should be setup for all officers to assist in the continuity of business across elections.

## Standard Procedure for Elections

Board of Director elections shall take place yearly at the August board meeting. Applicants for the board of directors shall submit an application at least one week prior to the board meeting. The application form shall be made available by the Secretary. Candidates for the new board of directors shall be elected by a majority of the current board present at such a meeting, provided there is a quorum present. Officer elections shall follow the election of the new board. All directors and officers will start their term on September 1st and serve until the following annual/bi annual election.

The fiscal year of the organization is so defined in the Bylaws and is stated to being September 1.

## Financial Procedures

Refer to Treasurer duties in the Bylaws and Treasurer role under Board Member Roles in Board + Officers Roles Section of this document.

## BANKING INFORMATION

The current Treasurer and President shall be listed on the organization's bank account. Current banking is conducted at Affinity Credit Union. After board elections, the new treasurer and new president shall replace the old on the bank account. A change in banking institution must be approved by the Board.

## Cash Management

All cash should be deposited into the bank as soon as possible after receipt. During events with large amounts of cash collection, at least two directors shall count the cash and make note of the receipt. A log of cash income shall be kept by the Treasurer to confirm future deposit.

## BUDGET PROCESS

A budget shall be drafted by the Treasurer and presented to the board for approval at the August meeting for the upcoming fiscal year. This budget can be altered throughout the year as approved by the board. Expenses approved in the budget do not require approval by the board. A board vote is required for all non-budgeted expenses or a change in the budget.

## ACCOUNTING SOFTWARE ACCESS

The Treasurer shall use an online version of Quickbooks or similar cloud based software with login information shared with the President. The bank transactions and expense categorization shall be kept up to date.

## AUDIT PROCEDURES

Near the end of each term, at least two additional board members should volunteer to review the financial transactions to inspect for any unusual activities. This audit should include ensuring that major expenses are documented receipts and that all income is accounted for. They should also confirm that the previous years IRS Form 990 was filed and that the State of Iowa Corporate Biennial Report was filed if necessary.

# Standing Committees

The Pride Sports League of Central Iowa recognizes that use of adhoc and standing committees is an appropriate way to focus and accomplish the work of advisory bodies. For purposes of this policy, the term advisory body shall include boards and commissions, committees, and task forces established by the Pride Sports League.

## **STANDING COMMITTEES**

A standing subcommittee shall be defined as a body made up of at least on one board member ( serving as the lead/contact) and an appropriate number of board + league

members/non-members to accomplish defined committee tasks. Members may volunteer or be appointed by president.

The board must approve by quorum the establishment of a standing committee.

Permanent standing committees will consist of:

- Recruitment + Community Outreach
- Infrastructure
- Skill building
- Capital City "Des Moines" Pride

Committees can/will submit a budget to the board, if needed, to satisfy committee and activity needs. The board will approve budget by quorum and committee members are responsible for keeping within budget. Committee members must retain and submit receipts to Treasurer for reimbursement within 7 days of purchase. Any budget overages need to be presented and approved by Pride Sports League Board before purchase.

The lead of the standing committee shall be responsible for final decisions of the standing subcommittee and present updates to the board at monthly meetings.

Charters are stand alone documents that will be reviewed/revised by the head of the respective committee and approved yearly by the board.

### **ADHOC COMMITTEES**

A standing subcommittee shall be defined as a body made up of at least one board member (serving as the lead/contact) and an appropriate number of league members/non-members to accomplish defined committee tasks. Members may volunteer or be appointed by president.

Adhoc committees will be formed when an advisory body is needed that is not satisfied by current standing committees.

Adhoc committees shall be in existence for less than six months and must abide by the same rules and policies as the standing subcommittee.

A quorum is required by the board if there is a need to transition from a adhoc committee to a standing committee.

### **IMPORTANT DATES**

- Yearly Strategic meeting will occur in March of each year
- League schedules for the year will be planned during the May meeting and approved in June.

- Yearly budget for committees need to be submitted to the board by July 1 for review and approval at the July meeting. Per the bylaws, budgets will renew on September 1st.
- Elections commence in August, and new members will take office Sept 1.

## Volunteer / Community Service

The Pride Sports League (PSL) welcomes volunteers who are required by a court to do community service. The PSL reserves the right to deny ANY individual in need of court ordered community service hours the ability to volunteer with the organization based on the nature, type and/or specifics of their offense. The PSL will not be a party before the specific Court which orders the service, there is no jurisdiction over the organization and the Courts cannot order the PSL to allow an individual to volunteer with our organization. Individuals will be judged solely by their offense(s) and not by any other means, including, but not limited to: age, race, religion, sexual orientation, or disability.

### **COURT ORDERED COMMUNITY SERVICE APPLICATION PROCESS**

The PSL will not accept a volunteer for community service credit who is 'being charged, pleading guilty to or having been found guilty of certain serious offenses including but not limited to:

#### **Acceptable Offenses**

Contempt of Court Perjury  
Child Support  
Minor Traffic Violations  
License, Tag and Registration Violations  
Minor Drug and Alcohol Violations  
Truancy

#### **Unacceptable Offenses**

Armed Robbery  
Assault  
Aggravated Assault  
Battery  
Kidnapping  
Arson  
Robbery  
Sexual Abuse  
Sexual Assault

## Rape

*Certain offenses will be considered on a case-by-case basis as to whether or not an individual will be allowed to volunteer with the PSL. Such offenses include but are not limited to: (Drug Possession, Drug Sale Offenses, Violation of Probation, Disorderly Conduct, Burglary and Theft).*

To apply to complete your court-ordered community service with the PSL please submit the following documentation to PSL Board at [info@pridesportsleague.org](mailto:info@pridesportsleague.org) or mail to Pride Sports League P.O. Box 146 Des Moines IA 50301.

1.) Written documentation from the courts, probation officers and/or lawyer stating that you are required to complete court ordered community service hours, as well as the specifics of the offense.

2.) Court-Ordered Community Service Volunteer Application

NOTE: At minimum it can take up to 3-4 business days for the approval process to be completed once all documentation has been received.

### **COURT ORDERED COMMUNITY SERVICE VOLUNTEER PROCESS**

After receiving approval from PSL to complete your hours with us, you will be required to do the following:

Sign Waiver: You must complete and sign a liability waiver.

Schedule Volunteer Opportunities: Volunteer opportunities vary from time to time and can include but not limited to equipment storage and retrieval, sport clinics, commissioner duties, advisory board duties, refereeing, representing the league at planned events, and setup/teardown of equipment at events.

Volunteers are responsible for tracking and documenting their hours along with obtaining a signature from a board member.

Once you have acquired the needed hours, please notify the President of the PSL and submit your hours tracking sheet. The president will sign any documents needed and submit them to you and/or the court. If a letter of verification needs to be written on PSL letterhead, it must be requested at least 24 hours in advance of when it is needed. \*Note: Validation letters will not be prepared without a validated timesheet. No Exceptions.

### **GUIDELINES**

Work Ethic: We expect that all of our volunteers show up on time, respect board and league members, and do the work that is needed to be done. We appreciate our volunteers being flexible in this regard.

If you are found to be unproductive you will not earn any volunteer hours for that day. If you have completed a task and need something to do, you are required to seek out PSL board members to be assigned your next task. The use of cell phones or other electronic devices is not permitted while you are completing hours.

Volunteers are responsible for bringing their own refreshments.

Dress Code: Please wear clothing that is appropriate to the volunteer opportunity. Any clothing with disturbing messages or is provocative in nature, which could be viewed by others as offensive or suggestive, is prohibited.

Code of Conduct: We do not permit the use of foul language, drugs or alcohol, or any kind of physical or verbal abuse. If you are caught doing any of the above you will be asked to leave and will not have the opportunity to finish your hours with us.

The PSL reserves the right to terminate the agreement for community service if the participant is unproductive, fails to adhere to the guidelines, is disruptive or in any way negatively impacts the accomplishments of the organization's mission.

By signing below you agree that you have read the above guidelines, that you understand them, and that you agree to abide by them while volunteering with the PSL.