

**Ronald McDonald House Charities Arkansas Red Shoe Crew
By-laws**

**Article I
General Provisions**

Section 1: NAME:

The name of this organization shall be the Ronald McDonald House Charities Arkansas (RMHCA) Red Shoe Crew (hereinafter "RSC").

Section 2: DUES:

Annual dues will be collected as specified in the annual Membership Handbook.

Section 3: VOLUNTEER CONTRACT:

Each RSC Member is required to sign a volunteer contract and is subject to a registered sex-offender background check.

**Article II
Purpose**

RMHCA MISSION:

To provide a "home-away-from-home" that serves and sustains families of children being treated at area hospitals and supports community programs that serve the needs of children.

RSC MISSION STATEMENT:

The mission of the Red Shoe Crew is to engage, empower and inspire individuals to build awareness and expand our circle of friends for RMHCA.

**Article III
Leadership Board**

Section 1: COMPOSITION:

There shall be no more than 15, but not less than five elected, voting members, including at least one of each of the following:

- a. President
- b. Vice-President
- c. Secretary (Secretary/Treasurer may be combined by approval of Leadership Board)
- d. Treasurer
- e. Committee Chairs
 1. Membership and Recruitment
 2. Family Enrichment
 3. Marketing and Communications
 4. FUNdraising
- f. Designated RMHCA Board Member

There shall be no more than two chairs for any committee.

The RMHCA Development Director is a non-voting, ex-officio member of the RSC.

Section 2: DUTIES AND QUALIFICATIONS:

All candidates for the Leadership Board must have served a minimum of one year as an active contributing member of the RSC.

The duties, responsibilities, and qualifications of each position are listed in Attachment A.

Section 3: ELECTION:

All candidates must be nominated by a member of the RSC, including themselves or the RMHCA Development Director. All candidates are subject to an interview with the Interview Committee, composed of the President, Vice President, and Development Director. The Interview Committee may, at their discretion, include others as they deem appropriate.

The Interview Committee will present a list of candidates to the RSC for elections by a majority vote of the membership. Votes will be tallied by and available from the RMHCA Development Director.

Should a Leadership Board member be unable to complete a term of office, his or her replacement may be selected by a Leadership Board majority vote to complete an existing term.

Section 4: TENURE:

For his/her initial term on the Leadership Board, each Leadership Board member shall serve a two-year term. Thereafter, each Leadership Board member may serve an additional one-year term, but each said new one-year term must be approved by a majority vote of the Leadership Board.

A Leadership Board member shall serve no more than three consecutive years in one position. A Leadership Board member may serve for more than three consecutive years if he/she is nominated for a different position by another Leadership Board member, RSC member, or Development Director, participates in an interview for the position of interest, and receives a majority vote of the Leadership Board. The Interview Committee will present its opinion to the Leadership Board with the interviewing board member absent for the proceedings and subsequent vote. Final approval by majority vote of the RSC.

Leadership Board members shall attend a minimum of 75% of RSC-sponsored events per calendar year to properly represent the RSC and demonstrate leadership, availability, and commitment to the general membership. Failure to do so will result in review by the Leadership Board and may be grounds for removal according to Article III, Sec. 7. These events may include, but are not limited to: the annual meeting; volunteer activities, preparation of meals; social functions or networking happy hours; development fundraisers; or any other events related to or sponsored by the RSC or any of its sub-committees. Participating in a Supper Club meal with co-workers or friends or a designated RSC Supper Club meal will count towards the requirement. Representing the RSC at the annual golf outing or gala will also count towards the requirement. An event may be deemed eligible by approval of the Leadership Board.

Section 6: ATTENDANCE POLICY:

Members shall attend 75% of regularly scheduled meetings in a twelve-month period. Failure to do so will result in review by the Leadership Board and may be grounds for removal according to Article III, Sec. 7.

Section 7: REMOVAL:

Any member may be removed by the affirmative vote by majority of the Leadership Board at any regular meeting or special meeting called for that purpose. Grounds for removal include conduct deemed detrimental to the interest of RMHCA and/or the RSC and/or failure to comply with and/or refusal to render reasonable assistance in carrying out the mission of the RSC. Any such member proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear and be heard at such meeting.

Article IV **Leadership Board Meetings**

Section 1: FREQUENCY:

Meetings are to be held at least bi-monthly (*i.e.*, at least one meeting every two months). RSC meetings are to be held on the opposing months.

Special meetings may be called at the request of the President or RMHCA Development or Executive Directors. Notice of any special meetings shall be given at least two days in advance by written or e-mail notice to each member.

A meeting may take place via conference call or electronic video screen communication, provided that all participating members can hear one another. A meeting may also take place via other electronic transmission if (a) each participating member can communicate with all other participating members concurrently, and (b) each member is provided the means of participating in all matters before the meeting.

Section 2: ORDER OF BUSINESS:

The following format provides a suggested framework for conducting meetings:

- a. Approval of minutes of the prior meeting
- b. Reports by Officers and Committee Chairs
- c. Other business/General discussion
- d. Adjournment

Section 3: TRANSACTION OF BUSINESS:

More than one-half of the total Leadership Board shall constitute a quorum for the transaction of business at any meeting.

- a. A quorum is required to approve decisions that come before the Leadership Board, to accept nominations or to approve removals.
- b. Decisions regarding RSC business shall be made by a majority vote of the Leadership Board. A majority vote is sufficient for the adoption of any motion that is in order.
- c. All actions of the Leadership Board are subject to final approval by RMHCA.

Article V
General RSC Business

Section 1: FREQUENCY:

Meetings are to be held at least bi-monthly (*i.e.*, at least one meeting every two months).

Committee Meetings may be called at the request of the Committee Chair, President or RMHCA Development Director.

Section 2: ORDER OF BUSINESS:

The following format provides a suggested framework for conducting meetings:

- a. Reports by Officers and Committee Chairs
- b. Other business/General discussion
- c. Adjournment

Section 3: TRANSACTION OF BUSINESS:

- a. One-third of the membership shall constitute a quorum for the transaction of business at any meeting.
- b. A quorum is required to vote on decisions. A simple majority is required to approve decisions.
- c. All actions of RSC are subject to final approval by RMHCA and Leadership Board.

Section 4: MEMBERSHIP AND DUES

Refer to the RSC Membership Handbook.

Section 5: PERSONAL CONDUCT/REMOVAL FROM RSC

Any member may be removed from the by the affirmative vote by majority of the Leadership Board at any regular meeting or special meeting called for that purpose. Grounds for removal include conduct deemed detrimental to the interest of RMHCA and/or the RSC and/or failure to comply with and/or refusal to render reasonable assistance in carrying out the mission of the RSC. Any such member proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear and be heard at such meeting.

Article VI **Approval of By-laws**

Section 1: REVIEW OF BY-LAWS:

The By-laws shall be reviewed annually or when changes are deemed necessary. Recommendations for revision shall be made at a scheduled Leadership Board meeting.

Section 2: AMENDMENT OF BY-LAWS:

Notwithstanding Article IV, Sec. 3, these By-laws may be amended at any regular Leadership Board meeting by a majority vote of all Leadership Board members, provided the amendment was submitted in writing to all Leadership Board members at least one week prior to the meeting.

Section 3: APPROVAL OF BY-LAWS:

Notwithstanding Article IV, Sec. 3, these By-laws must be approved by a majority vote of all Leadership Board members, RSC membership, and shall pass to the Executive Director of RMHCA for approval. The approved By-laws will be sent to RMHCA Board of Directors for review and approval.

Article VII **Dissolution of the Organization**

The Leadership Board and RMHCA must formally agree to the dissolution. The Leadership Board must vote on, and approve, a motion to dissolve. Any dissolution plan must be approved by a majority vote of all Leadership Board members. A notice of dissolution must be provided to all members of the Red Shoe Crew. In the case of liabilities the Leadership Board shall make provisions for the payment of all liabilities. Upon dissolution all assets shall be returned to RMHCA, including any remaining funds, dues, and/or property.

Article VIII **Fiscal Policies**

The Treasurer shall distribute a summary financial overview of RSC to all members of the Leadership Board at each regularly-scheduled meeting.

Article IX
Certification of Adoption

The foregoing by-laws of the RSC have been adopted by action of the Leadership Board on May 6, 2019.

Founding RSC Leadership Board Members:

Mandi Booe

Donna Clark

Matt Martin

Caitlyn Mason

Rebekah Prince

Christie Reyes

Michelle Rupp

Cindy Van Veckhoven

RMHCA Staff

Janell Mason, Executive Director

Emily Piechocki, Development Director

Attachment A

Ronald McDonald House Charities® Arkansas Red Shoe Crew Leadership Board Job Descriptions

PRESIDENT

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Preside over RSC meetings.
- Represent RSC in the community.
- Motivate and assist Leadership Board in planning and implementation of activities and events.
- Serve as a member of the RMHCA Board of Directors during their tenure, including representing the RSC. This includes RSC Reports of vital info (membership, fundraising efforts, hours, etc).
- Evaluate annually the performance of the RSC.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Work closely with President-Elect to ensure smooth transition in leadership.
- Communicate to RSC members via RedShoeCrew@RMHCArkansas.org.

VICE-PRESIDENT

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Assume the duties of the President, when necessary, including attending as a non-voting member of RMHCA Board of Directors meetings.
- Motivate and assist the Leadership Board in planning and implementation of activities and events.
- Evaluate annually the performance of the RSC.

- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Work closely with Vice-President-Elect to ensure smooth transition in leadership.

SECRETARY

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration.
- Knowledge of basic Microsoft Office computer applications.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Maintain records of all RSC business meetings.
- Work closely with Membership and Communication Directors to effectively communicate with all members of the RSC.
- Provide a written record of previous meetings to the Leadership Board for review, comments, and approval.
- Document the annual evaluation of the performance of the RSC.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Work closely with Secretary-Elect to ensure smooth transition in leadership.

TREASURER

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration.
- Experience in maintaining financial records.
- Accounting or Finance background with experience in budgeting strongly preferred.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing at meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Maintain all financial records of RSC including but not limited to preparing budget, checking and savings account records, event profit/loss statements, and annual balance sheet.

- Share financial reports with RMHCA's Executive Director and Development Director.
- Work closely with the Development Director in planning and budgeting of activities and events.
- Evaluate annually the financial performance of the RSC, identifying any opportunities to cut costs or increase revenues.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.

MARKETING/COMMUNICATIONS CHAIR

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration.
- Demonstrated knowledge of basic public relations strategies and techniques.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Work closely with Communications co-chairs (if applicable) to ensure proper and timely dissemination of event details and social-networking strategies
- Work closely with the Secretary and Membership Chair to communicate with all members of the RSC.
- Work closely with RMHCA's Communication Managers to coordinate efforts.
- Generate regular communication with members through social media, email, and/or print material.
- Lead Communications Committee.
- Evaluate annually the performance of the RSC Arkansas.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Work closely with Communications Chair-Elect to ensure smooth transition in leadership.

FUNDRAISING CHAIR

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration as well as a passion for the mission and strategies of RMHCA.
- Basic knowledge of fundraising strategies and techniques.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.

- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Work closely with Communications co-chairs to ensure proper and timely dissemination of event details and social-networking strategies
- Work closely with the Treasurer to raise funds to support the activities of the RSC
- Work closely with Service and/or Membership co-chairs on any overlapping opportunities.
- Work with RMHCA's Development Director to set annual fundraising goals.
- Motivate and assist the Leadership Board in planning and implementation of fundraising activities and social events.
- Lead Fundraising and Networking Committee.
- Evaluate annually the performance of the RSC.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Work closely with Fundraising and Networking Chair-Elect to ensure smooth transition in leadership.

MEMBERSHIP AND RECRUITMENT CHAIR

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Work closely with Communications co-chairs to ensure proper and timely dissemination of event details and social-networking strategies
- Continually recruit additional members through RSC events and activities.
- Recruit and retain active members.
- Work closely with Secretary to maintain accurate membership records.
- Work closely with Communications Chair to communicate with members.
- Lead Membership Committee.
- Research and implement resources for recruitment and community awareness.
- Evaluate annually the performance of the RSC, including member needs and satisfaction levels.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Successfully onboard new members and ensure that they have the proper introductory experience, facilitating any connections with appropriate committees and members with similar interests or backgrounds.
- Work closely with Membership Chair-Elect to ensure smooth transition in leadership.

FAMILY ENRICHMENT CHAIR

Qualifications:

- Demonstrated passion for the mission of RMHCA.
- Established leadership in personal and/or professional arenas.
- Successful history of cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
- Possess personal values of integrity, teamwork, and collaboration as well as a passion for the mission and strategies of RMHCA.

General Responsibilities:

- Support the mission and vision of RMHCA by positively promoting the organization and its services to the community.
- Respect the confidential nature of proprietary information sharing during meetings held by RMHCA.
- Attend RMHCA service, fundraising, and networking events throughout the year.
- Actively participate in RSC sponsored events.

Specific Responsibilities:

- Work closely with Communications co-chairs to ensure proper and timely dissemination of event details and social-networking strategies
- Plan and execute fun and meaningful service events for the RSC.
- Partner with key contacts of RMHCA to develop service opportunities for Red Shoe Crew members at the House.
- Provide RSC members with broader service opportunities within the Cincinnati market, working closely with Development and/or Membership co-chairs where appropriate.
- Lead Service Committee.
- Demonstrate willingness to mentor members of the RSC and identify outstanding members as potential successors to the Leadership Board.
- Work closely with Service Chair-Elect to ensure smooth transition in leadership.