



Board of Trustee Policy

A Board of Trustees will govern the financial stability of the McHenry County Hurricanes with one appointed member from each team in the program. For their respective teams, the Board of Trustees will have policy responsibility for financial planning, approval of cash disbursements by the managers, the setting and collection of player fees and funds raised from Sponsorships and Fundraising, and approval of program expenses.

General Intent

The collection of player fees and payment of expenses should be monitored and controlled by a body including but not exclusive of the manager and treasurer. Budget planning, collection of fees, and payment of expenses should be coordinated so that the program can give a complete accounting to the general membership. In addition the disbursement of expenses by one team or the board should not interfere with the operation of the program or the teams due to deficit spending or improper controls. The Board of Trustees, as directed by the treasurer, will ensure that proper budget planning and management of team funds are executed properly.

Specific Policy

1. The Board of Trustees will operate continuously throughout the organizations fiscal year.
2. Each team will designate a Trustee.
3. The Treasurer will chair the Board of Trustees, and will represent the Board of Trustees at all general Board meetings.
4. Every team's trustee must work with the manager to prepare a team budget.
5. Every manager will be responsible for submitting the team budget and must gain general approval by the Board of Trustees.
6. The Board of Trustee chairperson will submit each team and the program budgets to the Board for approval.
7. To the extent an expense item is not contemplated in the team's budget, the manager must notify and gain approval of the team's trustee prior to committing to the team or program expense. To the extent the incremental unbudgeted expense item exceeds \$500, the trustee must also gain the approval of the Treasurer, with a notification to the Board of Trustees
8. Managers are permitted to commit their team to budgeted expenses that are within \$50.00 or 10% of the budgeted amount. Budgeted expenses exceeding the greater of \$50.00 or 10% of the budgeted amount must be approved by Treasurer, with a notification to the Board of Trustees.
9. The President of the Hurricanes has the ability to approve any amount to be dispersed by a team or the program but must have the approvals of the Treasurer and the respective team Trustee who is requesting the disbursement of funds. If the disbursement is for the program then the President must gain approval of both the Treasurer and Secretary of the Board.
10. Board of Trustees will meet no less than once per month.
11. Treasurer will attend all Board of Trustee meetings to verify team budgets, validate expenses, and make payments or deliver checks to the Board of Trustee members for payment of team or program expenses.
12. Trustee members will submit for checks at Board of Trustee meetings when ever possible.
13. The Board of Trustees will propose player fees for each year, and submit the proposal to the General Board for approval.



14. The Board of Trustees, working with the General Board, will determine the program expenses and will place an assignment on team funds at the beginning of each year.
15. Without prior approval from the President and Secretary of the Board, no manager will be allowed to deficit spend. If a team deficit spends without prior approval, the manager and Board of Trustee member for that team are subject to suspension or dismissal from the program.
16. All player fees are due into the team accounts by December 1 so that uniforms, league fees and tournament fees can be paid.
17. Each manager is responsible during team meetings to present the team budget to the team and give a general update quarterly.
18. The Treasurer will update the general membership each quarterly meeting of the overall program budget and identify any critical issues.

Approved by the Official Board

December 8, 2008