

**SHRINERS HOSPITAL  
OREGON EAST-WEST  
ALL-STAR  
FOOTBALL GAME  
ASSOCIATION**

**POLICIES AND PROCEDURES**

**PART I  
ADMINISTRATIVE  
MANUAL (Draft-4)**

**2009**

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## GOVERNANCE

This association shall be governed by the laws of the state of Oregon, the articles of incorporation and bylaws of The Imperial Council, A.A.O.N.M.S., an Iowa corporation (herein "The Imperial Council"), the articles of incorporation and bylaws of Shriners Hospitals For Children, a Colorado corporation (herein "Shriners Hospitals For Children"), the bylaws of Al Kader Shriners, the bylaws of Hillah Shriners, and these articles of association not inconsistent therewith.

## ALLEGIANCE

This unincorporated, not for profit, charitable association is an organization of Nobles of Al Kader Shriners, A.A.O.N.M.S. (herein "Al Kader Shriners) and Hillah Shriners, A.A.O.N.M.S. (herein "Hillah Shriners"). To further common purposes they have entered into this agreement with the prior official authorization of the potentates of Al Kader Shriners and Hillah Shriners.

## MISSION

The mission of Shriners Hospital Oregon East-West All-Star Football Game Association is to plan, organize, promote and produce an annual all-star football game played with graduating seniors from Oregon's 4-A, 3-A, 2-A, and 1A High Schools, who have distinguished themselves as football players, and who are also of good character, for the purpose of raising funds for Shriners Hospitals for Children.

## OBJECTIVES

The objectives of the Association are: (1) To manage the annual all-star football game, paying all expenses and dispensing net profits from the game to Shriners Hospitals. (2) To obtain adequate insurance to protect the Association and sanctioning Shrine Temples from liability associated with the football game. (3) To devise, design and implement ways and means for raising funds for Shriners Hospitals in conjunction with the annual Shrine All-Star Football Game to the fullest extent possible.

## BOARD OF DIRECTORS

The Board of Directors is the governing body of the Association. It is composed of Nobles from the Shrine Clubs under the jurisdiction of Al Kader Shriners or Hillah Shriners.

Each Member Shrine Club has two (2) members on the Board of Directors, i.e., (1) A member of the Club whom the Club President appoints to a two year term, and (2) A member of the club with one year remaining on a two year appointment from the President during the previous term of office.

The president of each of the foregoing Shrine clubs (if he is not an appointed delegate) is an *ex officio* member of the Board of Directors and he shall receive all notices and may participate in discussions, but he may not vote.

The Potentates of Al Kader Shriners and Hillah Shriners are *ex officio* members of the board of directors and each of them shall receive all notices and may participate in discussions, and have the right to vote.

The Board of Directors shall, at their October meeting, propose the names of (5) five of their members to serve as the Executive Board. These (5) five names shall be submitted to the Potentates of Al Kader Shriners and Hillah Shriners and, upon their approval, they become members of the Executive Board..

Only Members of the Board of Directors, that is, the **two Shrine** Club members appointed by the

president of each Member Shrine Club, may be placed into consideration for the Executive Board or have a vote at Board Meetings. Others attending, with the exception of the Potentates of Al Kader Shriners and Hillah Shriners are not entitled to vote at Board Meetings, except when they hold a proxy from an Board Member from a Member Shrine Club of which they are a member in good standing.

No Member Shrine Club can have more than two (2) votes, including proxy. However, if a Noble belongs to two Member Shrine Clubs, he may hold proxy from Board Members from both clubs, in which case there are still no more than two votes from a Member Shrine Club, since a Noble representing two Member Shrine Clubs may have up to four votes as the sole representative of the two clubs. To be valid, a proxy must be in writing, and the Noble named as proxy **must** be a member in good standing of the **same** Member Shrine Club as the Board Member issuing the proxy. The Association's Proxy Form is included in the Forms Appendix.

## **EXECUTIVE BOARD RESPONSIBILITIES AND DUTIES**

**Responsibilities.** Each Executive Board Member and each Member of the Board of Directors is responsible for: (1) Compliance with the Association's By-laws, Imperial Shrine Law, and orders and directives from the Potentates of Al Kader Shriners and Hillah Shriners. (2) Accomplishing the mission of the Association. (3) Pursuing the ultimate goal of increasing the fund raising capacity of the annual all-star football game on a continuing basis.

**Duties.** a. Chairman. Chief Executive Officer of the Association. (1) Supervises five elected officers and thirty to forty appointed coordinators, directors, managers, and marshals who perform from sixteen to twenty different functions. (2) Chairs the Executive Board consisting of seventy-five to one hundred members representing twenty-five to thirty-five Member Shrine Clubs. (3) Calls and presides at meetings of the Executive Board and Executive Committee. (4) Makes such decisions and appoints, without restriction, such persons as may be necessary to stage the annual all-star football game.

b. First Vice Chairman. Supernumerary to the Chairman. (1) Assumes duties of Chairman pro tempore during temporary absence of the Chairman, exclusive of appointing authority pursuant to Article XII, Section 1(b), By-laws. (2) Assumes duties of Chairman for the unexpired term of office upon the death, resignation or permanent incapacitation of the Chairman, in office.

c. Second Vice Chairman. Alternate Supernumerary to the Chairman. (1) Assumes duties as Chairman pro tempore during temporary absence of both the Chairman and the First Vice Chairman, exclusive of appointing authority pursuant to Article XII, Section 1(b), By-laws. (2) Assumes duties of First Vice Chairman for the unexpired term of office upon the death, resignation or permanent incapacitation of the First Vice Chairman.

d. Secretary. Recorder and records custodian for the Association. (1) Records the proceedings of the Association as prescribed by Article XII, Sections 4(a) and 4(b), By-laws and Article X, Section 60, Roberts Rules of Order. (2) Maintains minutes and attendance records of all meetings of the Association in accordance with Article XII, Section 4(b), By-laws and Article X, Section 60, Roberts Rules of Order. (3) Reviews attendance records at each meeting, calling to the attention of the Chairman, any Executive Board Member that has been absent from any three meetings during the current fiscal year as required by Article VI, Section 9, By-laws. (4) Gives notice of each Executive Board and Executive Committee Meeting as required by Article VII, Section 1, By-laws. (5) Maintains files and records of the Association as prescribed by Article XII, Section 4(d), By-laws.

e. Treasurer. Chief Financial Officer and Bookkeeper. (1) Responsible for all revenues and valuables received by the Association. (2) Issues a receipt for all checks, cash, money orders or other valuables received, and deposits them in a secure financial institution as prescribed by Article XII, Section 5(a), By-laws. (3) Chief signatory for all checks, warrants, or other negotiable instruments issued by the Association as prescribed by Article XII, Section 5(b), By-laws. (4) Prepares and submits statements and reports pursuant to Article XII, Section 5(d), By-laws.

f. Board of Directors. The governing body of the Association. The Board of Directors serves in an advisory capacity to the Executive Board and may submit recommendations for the operation and management of the association to the Executive Board. The Board of Directors consists of the two representatives from each Member Shrine Club pursuant to Article VI, Section 2, By-laws. At the annual meeting each year, the Board of Directors elects from its membership, a Chairman, a First Vice Chairman, a Second Vice Chairman, a Secretary, a Treasurer and two At-large Members to act as the Executive Board to administer the affairs of the Association. Duties of Members of the Board of Directors include: (1) Responsible for organizing, promoting and managing the annual all-star football game as well as keeping all members of their respective Shrine Clubs informed about the Association and the game, giving reports thereof at Shrine Club meetings. (2) Exercises control over the Association and its officers so as to insure compliance with the By-laws. (3) Establishes policy and dictates procedures to accomplish the mission and meet the objectives of the association. (4) Insures that all Association policies, procedures and practices fully comply with Federal and State laws, as well as Imperial Shrine laws and NCAA/NAIA rules. (5) Monitors the Association budget. (6) Serves as liaison between their respective Shrine Clubs and the Association. (7) Attends each meeting of the Association and each meeting of their respective Shrine Clubs to keep informed and to exchange information and ideas between the Association and Shrine Club members.

## **APPOINTMENT OF MEMBERS OF THE BOARD OF DIRECTORS**

Members of the Board of Directors are appointed by their respective Member Shrine Club Presidents upon their installation, but not later than the first day of January of each year. One Board Member is appointed to a two year term by the Member Club President. The Board Member appointed the previous year with one year remaining on his appointment is routinely appointed to a one year term, except that in case he is unwilling or unable to serve the second year of his term, another club member is appointed to a one year term. The President is an ex-officio member of the Board without a vote. Member Shrine Clubs are limited to two Members of the Board of Directors, however any member in good standing of a Member Shrine Club may serve on the Board as a proxy for an Board Member from the same Member Shrine Club.

## **EMERITUS BOARD MEMBERS**

Past Chairman of the Association are Emeritus Members of the Board of Directors, however Emeritus Members have no vote, except for proxies, per the definition herein.

## **PARTICIPATION BY NON-MEMBERS OF THE BOARD OF DIRECTORS**

All Nobles, whether members of Member Shrine Clubs or Non-member Shrine Clubs are encouraged to participate in the deliberations of Board of Directors and Executive Board meetings. While voting is limited to Board of Directors/Members, the Chairman may entertain questions, comments or even proposals from non-member attendees.

## **EXECUTIVE BOARD RESPONSIBILITIES AND DUTIES**

**Responsibilities.** Each Executive Board Member is responsible for his unique area of expertise in support of the Association's mission and objectives.

**Duties.** a. Chairman. Appointing authority for all Executive Committee Members. (1) Establishes such functions as he deems necessary to stage the annual all-star football game and appoints such persons as he sees fit to perform such functions. (2) Supervises all Executive Committee Members. (3) Sets goals and establishes priorities for Executive Committees.

b. First Vice Chairman. Supernumerary to the Chairman. (1) Assumes duties of the Chairman pro tempore during temporary absence of the Chairman, exclusive of appointing authority

pursuant to Article XII, Section 1(b), By-laws. (2) Assumes duties of the Chairman for the unexpired term of office upon the death, resignation or permanent incapacitation of the Chairman. (3) Performs such other duties as the Chairman may direct.

c. Second Vice Chairman. Alternate Supernumerary to the Chairman. (1) Assumes duties of the Chairman pro tempore during the temporary absence of both the Chairman and First Vice Chairman, exclusive of appointing authority. (2) Assumes duties of First Vice Chairman for the unexpired term of office upon the death, resignation or permanent incapacitation of the First Vice Chairman. (3) Performs such other duties as the Chairman may direct.

d. Secretary. Recording Secretary. (1) Records the proceedings of Executive Committee Meetings. (2) Publishes and maintains a current Association Directory, providing a copy thereof for each Officer, Executive Board Member and Executive Committee Member. (3) Performs such other duties as the Chairman may direct.

e. Treasurer. Chief Budget Officer. (1) Coordinates accountability and handling of all fund raising activities. (2) Monitors the budget. (3) Performs such other duties as the Chairman may direct.

f. Public Relations-Member Relations Director. Information Officer for the Association, primarily focusing on High School Athletic Directors and Coaches; Association liaison with Shrine Clubs and Shrine Centers. (1) Maintains communications and good rapport with High School Athletic Directors and Coaches, providing for an exchange of information between schools and the Association. (2) Maintains communications and good rapport with Shrine Clubs and Shrine Centers, providing for an exchange of information between the Association and Shriners throughout Oregon and elsewhere when requested. (3) Publishes an **Oregon Shrine Game Manual** with revisions as needed to keep High Schools, Shrine Clubs and Executive Committee Members involved with the selection of officials, coaches or players and those responsible for staging the annual all-star football game, informed about Association policies and procedures. (4) Publishes a **Shriners Hospital Oregon East-West All-Star Football Game Administrative Manual** with revisions as needed to provide a comprehensive guide for Association Officers, Executive Board Members and Executive Committee Members to use in carrying out their responsibilities.

g. Publicity Director. Information and Media Director. (1) Keeps informed about Association affairs. (2) Maintains good media relations. (3) Prepares news releases for all media to keep the public informed about the Association; about preparations for the annual all-star football game; highlights and statistics about each game with emphasis on local news tailored for each local community in Oregon.

h. Team Personnel Coordinator. Personnel Manager. (1) Manages the selection of Team Managers and Student Managers. (2) Manages an equitable system for the selection of coaches from Oregon's 4A, 3A, 2A, and 1A Division Championship Football Teams to coach the annual Oregon Shrine Game. (3) Manages an equitable system for the nomination of graduating senior all-star football players from Oregon's 4A, 3A, 2A, and 1A Division High Schools as players for the annual Oregon Shrine Game. (4) Manages an equitable system for the selection, from the pool of nominees, by the coaches and team managers, of players to compete in the annual Oregon Shrine Game, and alternates as player replacements. (5) Prepares a roster of players and alternates for each team and has them available at Player Pickup for each Executive Board and Executive Committee member. (6) Insures that each coach, player and alternate understands the prerequisites, requirements and expectations for each participant in the annual Oregon Shrine Game. (7) Provides information about the pre-game, game, and post-game activities, in addition to information about game tickets, game videos and lodging in Baker and Union Counties for coaches, players and their families. Provides all updated rosters to Fox TV and Game Coordinators. (8) Replaces coaches and players who are unwilling or unable to meet the criterion for all-star coaches and players per *Coach Selection, Player Selection, and Player Nominations* on pages 2 and 3 of the **Oregon Shrine Game Manual**.

i. Team Insurance Coordinator. Team Insurance Negotiator. (1) Contacts insurance underwriters to negotiate medical insurance for team managers, coaches and players during training camp and while participating in the annual Oregon Shrine Game. (2) Counsels the Executive Board about liability insurance coverage pursuant to Article IX, By-laws.

j. Team Medical Coordinator. Players' Physical Examination Coordinator. (1) Selects volunteer physicians and medical personnel to conduct physical examinations on each player prior to the start of training for the annual Oregon Shrine Game. (2) Arranges for necessary equipment and a suitable facility to conduct physical examinations on each player. (3) Maintains records of the physical as well as a medical history statement and any waivers required for each player. (4) Evaluates any abnormal physical condition or injury detected to insure participating in the annual Oregon Shrine Game will not further aggravate such condition or injury.

k. Game Coordinator. Game Facilities and Transportation Coordinator. (1) Reserves and makes arrangements for training camp and game facilities for the annual Oregon Shrine Game.(2) Coordinates transportation for each team from training camp to visit to Baker City to view the player displays and other activities. (2) Arranges for transportation from training camp to Baker City Stadium for the annual Oregon Shrine Game.

l. Game Officials Coordinator. Officiating Team Coordinator. (1) Maintains an equitable system for selecting game officials, on a rotating basis, among the twelve officials' associations in Oregon. (2) Arranges for an officials banquet prior to each Oregon Shrine Game. (3) Arranges for reserve seat tickets for each official's lady and/or family members attending the game.

m. Game Security Director. Directs Game and Stadium Security. (1) Arranges for an adequate force of volunteers to provide for stadium and facilities security during pre-game, game and post-game activities. (2) Provides security against anyone without a ticket from entering the seating areas. (3) Implements measures to keep unauthorized intruders off the gridiron, infield and sidelines during pre-game, game and half-time activities.

n. Sponsorship Director. Solicits Corporate Sponsorship. (1) Directs a system for soliciting corporate sponsorship through program or game advertising and corporate grants. (2) Devises ways and means for attracting sponsors for the game. (3) Establishes and maintains a list of prospective corporations and foundations from which sponsorship will be solicited.

o. Player Pick-up and Hospital Visit Coordinator. Coordinates Player Pick-up Activities. (1) Arranges for facility for roll call for players reporting for player pick-up. (2) Arranges for lodging at no expense to the Association for players, alternates and family members who wish to arrive the night before player pick-up roll call. (3) Arranges for hospital visit of all players after roll call as well as alternates and family members who wish to tour the Portland Shriners Hospital with Oregon Shrine Game players. (4) Arranges for transportation for all players to Portland Shriners Hospital following roll call and to training camp at EOU in La Grande following the Shriners Hospital visit. (5) Arranges for lunch for the players enroute to EOU in La Grange from Portland Shriners Hospital.

p. Pageantry and Auction Coordinator. Coordinates pre-game and half-time activities. (1) Coordinates pre-game and half-time pageantry with the Potentate, Al Kader Shrine Center or his designated representative. (2) Schedules half-time activities so as not to exceed twenty minutes in duration. (3) Provides a schedule of pre-game and half-time events for each participating Shrine Center Potentate and each participating Shrine Unit.



q. Program Advertising Manager. Manages the Program Advertising Campaign. (1) Establishes procedures for the annual program advertising campaign with emphasis on soliciting contributions in support of local all-star football players. (2) Designs and arranges for printing receipt books for contributions and program ads. (3) Distributes receipt books to each Member Shrine Club as well as other Shrine Clubs that show an interest in collecting contributions and/or selling program ads. (4) Maintains a record of contributions and program ads by Shrine Club/Unit/Committee and makes an annual report of program revenues by Shrine Club/Unit/Committee. (5) Designs and coordinates the layout of the game program, and arranges for printing of the game program.

r. Program Sales Director. Directs Program Sales Campaign. (1) Arranges for volunteers to sell game programs for the Oregon Shrine Game at each stadium entrance and elsewhere in the stadium. (2) Supplies game programs to Baker City Visitors Center, motels and other businesses in and near Baker City for pre-game and post-game program sales. (3) Accounts for game programs supplied for sale by local businesses. (4) Accounts for money received from the sale of game programs, deposits same into an Association account, and informs the Treasurer of all deposits.

s. Ticket Sales Director. Directs Ticket Sales Campaign. (1) Designs and arranges for printing of *General Admission Tickets* and *Reserve Seat Tickets* for the Oregon Shrine Game. (2) Requests *Big Dad Ticket* mailing address labels from each participating Shrine Center. (3) Mails *Big Dad Tickets* to each addressee on the address labels. (4) Pre-sale *Reserve Seat Tickets* upon request. (5) Mails a supply of *Reserve Seat Tickets* to each Member Shrine Club for sale to their members. (6) Sales *Reserve Seat Tickets* at each pre-game function. (7) Records all ticket sales, and deposits the money from ticket sales into an Association account, and informs the Treasurer of all deposits.

t. Parade Marshal. Organizes Shrine Divans and Units for Civic Parades. (1) Secures necessary permits and waivers for the annual Baker City Parade on the day of the Oregon Shrine Game. (2) Designates staging areas for all Shrine Divans and Units participating in the parade. (3) Assigns parade positions for all Shrine Divans and Units participating in the parade. (4) Insures compliance with Shrine Protocol, e.g., safeguarding against any female, other than an Imperial Potentate's lady from marching with a Shrine Unit or riding in a vehicle with a Shrine Unit; safeguarding against non-Shrine individuals or units from marching in or riding in that portion of the parade designated for the Shrine.

u. Merchandising Manager. Manages Oregon Shrine Game Merchandise. (1) Arranges for the procurement, storage and sale of Oregon Shrine Game merchandise, i.e., clothing, equipment, game memorabilia, etc. (2) Inventories, orders and maintains stock levels of merchandise and memorabilia for sale by the Association. (3) Maintains records of all items on inventory and all items sold. (4) Deposits money received from sales into an Association account, and informs the Treasurer of all deposits. (5) Schedules preventative maintenance services and repairs on the merchandise trailer as required. (6) Maintains current, the registration and license together with adequate liability, collision and comprehensive insurance coverage on the merchandising trailer.

## **NOMINATIONS OF EXECUTIVE BOARD OFFICERS AND COMMITTEE MEMBERS**

**1. Nominating Executive Board Officers.** Nominations of Executive Board Officers, i.e., Chairman, First Vice Chairman, Second Vice Chairman, Treasurer and Secretary, are made from the floor of the regularly scheduled annual meeting of the Association by Members of the Board of Directors or their proxies, pursuant to proxy restrictions herein.

**2. Nominating Executive Committee Members.** Nominations of Executive Committee Members are made directly to the Chairman by any member of a Member Shrine Club at any time. A list of Executive Committees appears in this manual. There is always a need for new

committee members and anyone with expertise in any committee function should be nominated for the committee.

## **PARTICIPATION**

The Association is made up entirely of volunteers, having not a single paid employee. This attests to the quality and character of the volunteers whose skills, dedication and long hours of labor have made the Oregon Shrine Game one of the most successful Shrine All-Star Football Games in the country.

The key to our growth and future success is limited only by the numbers and abilities of participants from our Member Shrine Clubs. Keep in mind that every Association Officer, every Board Member, and every Executive Board Member is a member in good standing of a Member Shrine Club.

What can one Noble do? One Noble can fill a vacancy on an Executive Committee or Executive Board, or become an Executive Board Officer Candidate. Closer to home, in his own community, one Noble can make a significant contribution to the association's mission and objectives. For instance, one Noble can serve as his Shrine Club's public relations and/or media relations director, e.g., coordinate news releases from the Association Director of Publicity to all the news media and sports editors in his community and/or serve as liaison for the Association to local high school athletic directors and coaches. One Noble who has never been involved with his Club's program ad campaign can greatly expand his club's participation in this important event by collecting contributions or program ads from his friends and neighbors in support of the players and alternates from local schools, without whom there could be no all-star game.

If one Noble from each Member Shrine Club, who did not participate in last years Oregon East-West Shrine Game ad campaign, would collect a single page ad, or the equivalent in miscellaneous contributions, the Association could contribute an additional \$10,800 to Shriners Hospitals.

## **QUORUM**

A quorum of the Executive Board consists of (3) three members thereof and a quorum of the Board of Directors consists of 18 members thereof.

## **MEETINGS**

It is incumbent upon each Member to attend each Association meeting and participate in its deliberations, or to appoint a trusted proxy as their personal representative at an Association meeting.

### **Executive Board.**

Regular meeting. A regular meeting shall be held at least once every calendar quarter at a place and on a date selected at the previous meeting.

Special meeting. A special meeting may be called by the chairman at any time, and shall be called when requested by 3 members of the Executive Board.

### **Board of Directors.**

Regular meeting. It shall hold a regular meeting at least once every calendar quarter at a place and on a date selected at the previous meeting. The regular meeting in the final calendar quarter shall be held in the month of October. The regular meeting in the first calendar quarter shall be held in January and it is the annual meeting.

Special meeting. A special meeting may be called by the chairman at any time, and shall be

called when requested by 18 members of the board of directors.

## **ASSOCIATION DIRECTORY**

Each January the Association Secretary publishes an Association Directory containing the names, addresses, telephone numbers, FAX numbers and E-mail addresses of each Association Officer, Executive Board Member and Executive Committee Member.

It is important that Member Shrine Clubs inform the Association Secretary of the above information for each of their three Executive Board Members no later than January 1st of each year.

In addition to the Association Directory, the Secretary is required to submit similar information to the Recorders of Al Kader and Hillah Shrine Centers for inclusion in their directories.

## **POLICY STATEMENTS**

It is the responsibility of the Chairman to clarify any vague or obscure customs or practices indulged by the Association, and to insure that Association policies and procedures are in compliance with Shrine Protocol; Imperial Shrine Law; Roberts Rules of Order; the bylaws of Al Kader Shriners, the bylaws of Hillah Shriners,, orders and directives; Association By-laws; Federal, State and local laws.

It is the duty of the Chairman to review all customs and practices to insure that they are clear, concise and understandable, yet that they fully comply with all laws, orders and directives of Shrine and government bodies as well as Association By-laws, and to issue Policy Statements he deems appropriate.

Policy Statements currently in effect: **(Copies may be obtained from the Secretary)**

- Policy Statements.
- Executive Board and Executive Committee Nomenclature.
- Association Mission and Objectives.
- Appointee Titles.
- Executive Committee Liaison.
- Expense Reimbursement viz Charitable Donations Credit for Tax Purposes.

## **EXPENSE REIMBURSEMENT**

Shriners Hospitals for Children is a charitable organization, recognized as such under the Internal Revenue Code, and since Shriners Hospital Oregon East-West All-Star Football Game's Association has as its purpose: "The sole object, purpose and business of this Association is to raise funds and disperse them for the care of children in Shriners Hospitals for Crippled Children." Then, expenses incurred by the Association's Officers, Executive Board Members, Executive Committee Members and other appointees of the Chairman may be claimed as charitable donations for tax purposes, provided such expenses are within the purview of the Internal Revenue Code and are authorized by the Association as necessary in furtherance of official business of the Association.

Cash reimbursement may be made by the Association for approved expenditures for Association Officers, Executive Board Members, Executive Committee Members and other appointees of the Chairman, who choose cash reimbursement in lieu of a charitable donation receipt for tax purposes. In reality, a charitable donation receipt represents a donation to the East-West Game Association as well as a contribution to Shriners Hospitals , whereas, cash reimbursements are expenditures of Association funds.

**a. Supplies and Materials.** Claims for the purchase of supplies and materials necessary in furtherance of Association business may be filed: (1) For cash reimbursement from Association budgeted funds, Or. (2) For charitable donation credit receipts for use as an income tax deduction.

**b. Travel Expenses.** Claims for travel expenses necessitated by official Association business may be filed: (1) For cash reimbursement from Association budgeted funds **when per diem is specifically authorized for such travel (coaches for Player Selection)**, or. (2) For charitable donation credit receipts for use as an income tax deduction with either of these options: (a) Credit may be claimed for the actual cost of gasoline, oil, toll fees and parking fees as evidenced by receipts. Or. (b) Credit may be claimed for mileage allowance per Schedule A, IRS Form 1040, in lieu of the actual costs of gas and oil, provided an accurate vehicle trip log is kept for each segment of travel. Actual costs of toll and parking fees may also be claimed with mileage allowance, provided receipts are kept. (c) Credit may be claimed for the actual cost of commercial transportation provided receipts are kept. (d) Credit may be claimed for reasonable costs of meals and lodging when overnight stay is required, provided receipts are kept.

**c. Filing Claims.** Claims for cash reimbursement or charitable donation credit receipts must contain complete and detailed information, e.g., E-W Game Form #1 (Attachment #1) and should be submitted to the claims approving authority, i.e., next person up the Association chain-of-command. Example: Elected Officers submit to the Chairman; Executive Board Members submit to First Vice Chairman; Executive Committee Members submit to Second Vice Chairman; Members of a committee submit to Committee Chairman. Approved claims are then forwarded to the Treasurer for reimbursement, if cash reimbursement is requested, or for issuance of an official charitable donation credit receipt if that is requested.

## FORMS

**Claim Forms.** Claims for cash reimbursement or charitable donation credit receipts must be submitted on the following forms, which may be copied, or a similar form may be personalized, so long as it generally follows the same format and contains all the information contained by these attachments.

1. Out of Pocket Expense Statement. (E-W Game Form #1)
2. Postage Log (E-W Game Form #2)
3. Telephone Log (E-W Game Form #3)
4. Privately Owned Vehicle Trip Log (E-W Game Form #4)
5. Proxy Form

Shrine Hospital Oregon All-Star Football Game Association

### OUT OF POCKET EXPENSE STATEMENT

Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_

I certify that the expenses stated below were in furtherance of Association business.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Expense certificate must be signed

| ACCOUNT ACTIVITY (Attach a receipt or voucher for each entry)         |           |         |                                     |  |
|---|-----------|---------|-------------------------------------|--|
| Date  | Receipt # | Paid To | Description                         | Charges  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         |                                     |  |
|   |           |         | <b>Total charges this statement</b> |  |
| <input type="checkbox"/> Request donation credit receipt of: \$ _____ |           |         |                                     |  |
|   |           |         |                                     | <input type="checkbox"/> Request donation credit receipt of: |

Note: If the receipt or check is to be mailed to an address other than the above, type or print name and address to the right of this note:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewed/Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**POSTAGE LOG OF** \_\_\_\_\_

**(Mail)(UPS)**

**Amount (Accompanied by Post Office/UPS receipt):** \_\_\_\_\_

**General explanation of how used:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed/Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TELEPHONE LOG OF** \_\_\_\_\_

Long Distance Telephone cards (serial nos.) :

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Reviewed/Approved: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>PRIVATELY OWNED VEHICLE TRIP LOG</b>   |                    |                       |                 |                           |             |
|---|--------------------|-----------------------|-----------------|---------------------------|-------------|
| SHRINERS HOSPITAL OREGON EAST-WEST ALL-STAR FOOTBALL GAME<br>(Charitable credit or for reimbursement of coaches for Player Selection) |                    |                       |                 |                           |             |
| <b>Mileage Expenses</b>   |                    |                       |                 |                           |             |
| Date  | Destination (from) | Destination (to)      | Odometer (from) | Odometer (to)             | Total Miles |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 | Total number of miles     |             |
|   |                    |                       |                 | Miles X mileage allowance | \$          |
| <b>Miscellaneous Expenses</b>   |                    |                       |                 |                           |             |
| Date  | Description        | Category              | Amount          |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    |                       |                 |                           |             |
|   |                    | Miscellaneous expense |                 | \$                        |             |
|   |                    | Mileage allowance     |                 | \$                        |             |
|   |                    | <b>Total expenses</b> |                 | <b>\$</b>                 |             |
| I certify that expenses claimed hereon were in furtherance of official business   |                    |                       |                 |                           |             |
| of Shriners Hospital Oregon East-West All-Star Football Game.   |                    |                       |                 |                           |             |
| X _____   |                    |                       |                 |                           |             |
| Name: _____   |                    |                       |                 |                           |             |
| Date: _____   |                    |                       |                 |                           |             |
| Address: _____  |                    |                       |                 |                           |             |
| _____<br>Telephone _____ E-mail _____   |                    |                       |                 |                           |             |
| Reviewed/Approved: _____  |                    |                       |                 |                           |             |
| Date: _____   |                    |                       |                 |                           |             |



# PROXY FORM



## OREGON SHRINE EAST-WEST ALL-STAR GAME COMMITTEE Voting PROXY

As a member of the \_\_\_\_\_ Shrine Club

I, hereby appoint Noble \_\_\_\_\_

as my proxy to vote on all matters to come before the Executive

Board and Association on (date) \_\_\_\_\_

the same as I would do if personally present

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*You may make copies of this form,  
or the above information may be written on a plain pieces of paper.*