**Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew**

**By-laws**

**Article I**

**General Provisions**

**Section 1: NAME:**

The name of this organization shall be the Ronald McDonald House Charities of Greater Cincinnati (RMHC) Red Shoe Crew (hereinafter “Red Shoe Crew” or “RSC”).

**Section 2: GENERAL:**

The By-laws of the Red Shoe Crew are in place unless otherwise indicated.

**Section 3: DUES:**

Annual dues will be collected as specified in the annual membership contract.

**Article II**

**Purpose**

**MISSION STATEMENT:**

The Red Shoe Crew is a group of young professionals who help care for critically ill children and their families by volunteering, fundraising and being ambassadors for the mission of Cincinnati's Ronald McDonald House.

**Article III**

**Leadership Board**

**Section 1: MEMBERSHIP OF THE LEADERSHIP BOARD:**

There shall be no more than 17 but not less than 8 elected, voting members of the Leadership Board.

The Leadership Board shall include at least one of each of the following:

a. President

b. Vice-President

c. Treasurer

d. Secretary

e. Committee Chairs

1. Communications
2. Networking and Fundraising
3. Membership
4. Service

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

RMHC shall designate at least one person from the staff of RMHC as a non-voting, ex-officio member of the RSC.

**Section 2: DUTIES OF THE LEADERSHIP BOARD:**

See document titled "Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew Leadership Board Job Descriptions" for responsibilities of each of the positions listed in Art. III, Sec. 1.

**Section 3: QUALIFICATION OF LEADERSHIP BOARD MEMBERS:**

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

In addition, see document titled "Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew Leadership Board Job Descriptions" for qualifications for each of the positions listed in Art. III, Sec. 1.

**Section 4: ELECTION OF LEADERSHIP BOARD MEMBERS:**

All Leadership Board candidates must be nominated by a member of the Red Shoe Crew, including themselves. All Leadership Board candidates are subject to an interview with an Interview Committee. The Interview Committee will consist of the President and Vice President(s). The Interview Committee may, at their discretion, include other individuals from the Leadership Board as they deem appropriate.

All Leadership Board members must then be selected approved by a majority vote of the Leadership Board after nominations are presented by the Interview Committee.

Should a Leadership Board member fail to complete a term of office, his or her replacement shall be selected by a Leadership Board majority vote.

**Section 5: 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 terms, 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 Leadership Board position. A Leadership Board member may serve on the Leadership Board for more than three consecutive years if he/she participates in an interview for the position of interest, is nominated for a different position by another Leadership Board and Interview Committee member and receives a majority vote of the Leadership Board. The Interview Committee will present its opinion in front of the rest of the Leadership Board with the interviewing board member absent for the proceedings and subsequent vote.

Leadership Board members shall attend a minimum of four Red Shoe Crew-sponsored events per calendar year to properly represent the Red Shoe Crew 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; service volunteer activities, snacks, or meals; social functions or networking happy hours; development fundraisers; or any other events related to or sponsored by the Red Shoe Crew or any of its sub-committees. Participating in a Taste of Hope meal with co-workers or friends or a documented Taste of Hope at Home meal will count towards the requirement. Representing the Red Shoe Crew 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: LEADERSHIP BOARD ATTENDANCE POLICY:**

Leadership Board members shall attend two-thirds 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 OF LEADERSHIP BOARD MEMBERS:**

Any member may be removed from the Leadership Board by the affirmative vote of two-thirds 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 RMHC and/or the Red Shoe Crew and/or failure to comply with and/or refusal to render reasonable assistance in carrying out the mission of the Red Shoe Crew. 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**

**Meetings**

**Section 1: FREQUENCY OF MEETINGS:**

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

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

A Leadership Board 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:

1. Approval of minutes of the prior meeting
2. Reports of President, Vice President(s), Secretary, and Treasurer, followed by Committee Chairs
3. Other business/General discussion
4. 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 of the Leadership Board.

1. A quorum is required to approve decisions that come before the Leadership Board, to accept Leadership Board nominations or to approve Leadership Board removals.
2. Decisions regarding membership events shall be made by a majority vote of the Leadership Board. When a quorum is present, a majority vote is sufficient for the adoption of any motion that is in order.
3. The vote of a majority of the Leadership Board present at a meeting at which a quorum is present shall be the act of the Leadership Board.
4. If needed, a vote may be taken via e-mail provided the respondents represent a quorum of the Leadership Board.
5. All actions of the Leadership Board are subject to final approval by RMHC.

**Article V**

**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, and shall pass to the Executive Director of RMHC for approval. The approved By-laws will be sent to RMHC Board of Trustees for review.

**Article VI**

**Dissolution of the Organization**

The Leadership Board and RMHC 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. Members who have paid dues in advance are entitled to a reimbursement of funds for the months following the month of the date of dissolution. Upon dissolution all assets shall be returned to RMHC, including any remaining funds and/or property.

**Article VII**

**Fiscal Policies**

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

**Article VIII**

**Certification**

These By-laws were approved by a majority vote of the Leadership Board on March 18, 2019.

**Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew Leadership Board**

**Job Description: President**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew sponsored events.

**Specific Responsibilities:**

* Preside over Red Shoe Crew meetings.
* Represent Red Shoe Crew in the community.
* Motivate and assist Leadership Board in planning and implementation of activities and events.
* Evaluate annually the performance of the Red Shoe Crew.
* Demonstrate willingness to mentor members of the Red Shoe Crew and identify outstanding members as potential successors to the Leadership Board.
* Work closely with President-Elect to ensure smooth transition in leadership.

**Red Shoe Crew of Ronald McDonald House Charities of Greater Cincinnati Leadership Board**

**Job Description: Vice-President**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew sponsored events.

**Specific Responsibilities:**

* Assume the duties of the President, when necessary.
* Motivate and assist the Leadership Board in planning and implementation of activities and events.
* Evaluate annually the performance of the Red Shoe Crew.
* Demonstrate willingness to mentor members of the Red Shoe Crew and identify outstanding members as potential successors to the Leadership Board.
* Work closely with Vice-President-Elect to ensure smooth transition in leadership.

**Red Shoe Crew of Ronald McDonald House Charities of Greater Cincinnati Leadership Board**

**Job Description: Treasurer**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew sponsored events.

**Specific Responsibilities:**

* Maintain all financial records of Red Shoe Crew including but not limited to preparing budget, checking and savings account records, event profit/loss statements, and annual balance sheet.
* Share financial reports with RMHC’s Executive Director and Business Director.
* Work closely with the Development Director in planning and implementation of activities and events.
* Evaluate annually the financial performance of the Red Shoe Crew, identifying any opportunities to cut costs or increase revenues.
* Demonstrate willingness to mentor members of the Red Shoe Crew and identify outstanding members as potential successors to the Leadership Board.
* Work closely with Treasurer-Elect to ensure smooth transition in leadership.

**Red Shoe Crew of Ronald McDonald House Charities of Greater Cincinnati Leadership Board**

**Job Description: Secretary**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew sponsored events.

**Specific Responsibilities:**

* Maintain records of all Red Shoe Crew business meetings.
* Work closely with Membership and Communication Directors to effectively communicate with all members of the Red Shoe Crew.
* 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 Red Shoe Crew.
* Demonstrate willingness to mentor members of the Red Shoe Crew and identify outstanding members as potential successors to the Leadership Board.
* Work closely with Secretary-Elect to ensure smooth transition in leadership.

**Red Shoe Crew of Ronald McDonald House Charities of Greater Cincinnati Leadership Board**

**Job Description: Communications Chair**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew 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 Secretary and Membership Chair to communicate with all members of the Red Shoe Crew.
* Work closely with RMHC of Greater Cincinnati’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 Red Shoe Crew of Greater Cincinnati.
* Demonstrate willingness to mentor members of the Red Shoe Crew and identify outstanding members as potential successors to the Leadership Board.
* Work closely with Communications Chair-Elect to ensure smooth transition in leadership.

**Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew Leadership Board**

**Job Description: Fundraising and Networking Chair**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities.
* Basic knowledge of fundraising strategies and techniques.

**General Responsibilities:**

* Support the mission and vision of Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew 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 Red Shoe Crew.
* Work closely with Service and/or Membership co-chairs on any overlapping opportunities.
* Work with RMHC of Greater Cincinnati’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 Red Shoe Crew.
* Demonstrate willingness to mentor members of the Red Shoe Crew 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.

**Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew Leadership Board**

**Job Description: Membership Chair**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew 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 Red Shoe Crew 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 Red Shoe Crew, including member needs and satisfaction levels.
* Demonstrate willingness to mentor members of the Red Shoe Crew 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.

**Ronald McDonald House Charities of Greater Cincinnati Red Shoe Crew Leadership Board**

**Job Description: Service Chair**

**Mission:**

To engage, empower and inspire Young Professionals in Cincinnati to participate in philanthropic and leadership endeavors, and to build awareness of the Ronald McDonald House Charities of Greater Cincinnati.

**Qualifications:**

* Demonstrated passion for the mission of Ronald McDonald House Charities.
* 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 Ronald McDonald House Charities.

**General Responsibilities:**

* Support the mission and vision of Ronald McDonald House Charities by positively promoting the organization and its services to the community.
* Respect the confidential nature of proprietary information sharing during meetings held by Ronald McDonald House Charities.
* Attend Ronald McDonald House Charities of Greater Cincinnati service, fundraising, and networking events throughout the year.
* Actively participate in Red Shoe Crew 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 Red Shoe Crew.
* Partner with key contacts of the Ronald McDonald House Charities of Greater Cincinnati to develop service opportunities for Red Shoe Crew members at the House.
* Provide Red Shoe Crew 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 Red Shoe Crew and identify outstanding members as potential successors to the Leadership Board.
* Work closely with Service Chair-Elect to ensure smooth transition in leadership.