

MISSOURI ATHLETIC CLUB

Club-Within-The-Club

Policies and Procedures

General Policies

1. Each Club-Within-The-Club of the Missouri Athletic Club (“CWC”) must be approved or authorized by the Board of Governors prior to organization.
2. Each CWC must identify a chairperson. The chairperson will be the CWC’s contact person with respect to interactions with MAC management and the Board of Governors. A current MAC Board member may not serve as the chairperson of a CWC, unless sitting in such a capacity at the time these policies and procedures are approved.
3. Each CWC must operate at a break-even level or show a profit over the course of a normal operating cycle, typically a one-year period corresponding to the MAC’s fiscal year, which runs from September 1 through August 31.
4. Each CWC will have the latitude to set the dues level for its members. The CWC must arrange for the MAC to bill the dues to its members. The MAC shall be responsible for accounting for such dues.
5. Neither the CWC chairperson nor any of its members are agents of the MAC and they are not empowered to obligate or bind the MAC in any financial or contractual transaction or obligation. Any CWC chairperson who purports to obligate or bind the MAC to any such transaction or obligation shall be personally liable to the MAC for all costs and expenses arising out of such transaction or obligation and may be subject to the full range of disciplinary action.
6. No CWC is authorized or permitted to maintain a checking or savings account in the name of the MAC or to use the MAC’s federal tax identification number in connection with such an account.
7. Whenever the CWC plans to conduct an event, such as a gathering on club premises which is beyond the scope of the CWC’s routine meetings, the CWC’s chairperson must obtain the approval of the MAC’s General Manager in advance of the event and prior to any advertising for the event.
8. No CWC will be afforded special pricing or other types of financial concessions with respect to products or services provided by the MAC for the CWC or its members unless approved by MAC management and the Board of Governors prior to the adoption of these CWC policies and procedures.

9. The MAC will not provide a CWC with seed money, advances, or other types of operating capital to finance its activities. Each CWC is responsible for assessing its members for the funds it needs to conduct its affairs.
10. If a CWC has merchandise or other items to sell and desires to distribute such through the MAC's retail outlets, approval for this sales activity must be obtained in advance from the MAC's General Manager. The appropriate amount of sales tax will be collected by the MAC on all sales taxable transactions.
11. A CWC shall not be formally incorporated or organized under the laws of any state unless specifically approved by the Board of Governors before incorporation or organization; provided, however, that a CWC may have an informal charter or constitution. In the event of any conflict between such charter or constitution and these policies, these policies shall govern.

Accounting Policies

1. An account will be established in the MAC's accounting and billing system for each CWC to account for the collection of dues and the expenditure of proper expenses.
2. Revenues and expenses incurred by the CWC will be posted to the account each month.
3. At the end of each calendar month, a billing statement showing the beginning balance, revenues, expenses, and the ending balance will be produced by the MAC and mailed to the chairperson, or another designated person, for the CWC, with copies to the Club President and the chair of the Club Life Committee.
4. The MAC will bill dues for the CWC on an annual cycle. Monthly dues billing can be arranged if the monthly amount per member is at least \$5.00 per member.
5. CWC dues billed by the MAC will be credited to the CWC account and will be available to offset expenses which the CWC incurs in the conduct of its activities.
6. Billed dues or any credit balance on a CWC account will not be disbursed to the CWC.
7. Internal MAC charges, such as food and beverage transactions, on behalf of the CWC must be approved by the CWC chairperson at the time of purchase and will be charged to the CWC's account.
8. Expense transactions which require the disbursement of funds by the MAC must be initiated and authorized by the CWC chairperson via a check request and must be approved by the MAC's Chief Financial Officer in advance.
9. Each CWC will be expected to maintain a zero or credit balance on its account. If a debit balance develops and becomes 60 days old, the contact person for the

CWC will be required to offer an explanation concerning how and when the CWC plans to clear the delinquent balance. If the delinquent balance is not cleared in a timely manner, the members of the CWC may be assessed the delinquent balance on a pro-rata basis.

Events Policies

1. Any CWC event held which involves the charging of admission fees or other forms of revenue must have a pro forma operating statement prepared for it in advance. The pro forma operating statement shall be the controlling document which specifies the anticipated financial performance of the event and how the accounting will be handled, including any reasonably agreed-upon sharing between the CWC and the MAC of any profit which might be generated by the event. The MAC's General Manager or designee will approve the pro forma operating statement in cooperation with the CWC's chairperson at least one month prior to the event (or such later time as is reasonably practicable) and prior to the advertising of the event to MAC members or the public; provided, however, that if the CWC chairperson and the MAC General Manager or designee are unable to agree upon a profit sharing amount, percentage, or method, the MAC Treasurer shall determine the profit sharing.
2. In planning an event, the CWC should be conservative in the projection of revenues and realistic in anticipating expenses. Losses which result from expenses exceeding revenues on an event are the responsibility of the CWC and may be assessed to members of the CWC on a pro-rata basis.
3. If the pro forma called for the disbursement of a portion of the event proceeds to a charity or a comparable entity, the disbursement will be made by the MAC no sooner than 60 days following the event (in order to allow all expenses to be accounted for). It is the responsibility of the CWC chairperson to ensure that the event generates a sufficient amount of net profit to cover the disbursement to the charity or comparable entity.
4. CWC should develop ideas for new types of events rather than "attaching" themselves to existing club-sponsored events. For example, it is not permissible for a CWC to "sponsor" an event which the MAC is already conducting, for the purpose of generating incremental revenue for the CWC.