

RACL Affiliate Organization Guidelines

Justification:

RACL has substantial funds contributed by corporations or other organizations each year. It is imperative that RACL keeps all these funds well protected from abuse or other financial mistake. It is important to have overall financial rules in spending these funds to protect our non-profit organization status.

RACL Affiliated Clubs/Entities Requirements:

All RACL affiliated clubs/entities must be reviewed and approved by RACL BOD (Board of Directors) annually. Once approved, a contract must be signed by the entity and RACL. RACL accountant can set up an affiliated organization account and allot contribution funds to such organization if the organization can meet the following criteria:

1. Must adhere to the RACL mission of promoting Chinese language or culture in the greater triangle area of North Carolina. One important aspect of the mission of the organizations/clubs should be support RACL teachers and students and supplement RACL activities.
2. Must be a non-political, non-religious, and non-profit organization; it must follow all RACL rules and regulations, especially all financial regulations and audit process.
3. Must have a formal written mission statement and organization structure. The abbreviation "RACL" or its equivalent must be included as part of the official club name. Once approved by RACL BOD to be an official RACL club or organization, the affiliation should be reflected on the organization's website as well as all external communications.
4. All club/sub-entity transactions must be handled through RACL accounting department. No private cash accounts are allowed.
5. Must not do anything against RACL in any aspect. An organization with the potential of harming RACL politically or financially will not be admitted.
6. Must have at least ten (10) members from at least five (5) different families. Club activities should be beneficial to both the club members and the RACL community.
7. For an existing club, it must have at least three recorded activities in the past year. The recorded activities can be verified by email notification, meeting minutes or other records.
8. RACL BOD reserves the right to terminate the affiliation at any time.

Club Rules:

- RACL executive committee generally has authority to approve club spending for up to \$500. Any item exceeding the \$500 limit for such expense must be proposed by the club leader and submitted to RACL board for approval. RACL board has the sole authority to approve or deny such spending. The reimbursement form for items exceeding the \$500 limit must have the signature of RACL BOD.
- Any property purchased by clubs is owned and managed by RACL. Such property must be registered with a RACL property manager each year. The RACL property manager or RACL Principal must provide and update inventory list to RACL BOD. The club that purchases the property has first priority to use such property.

- Each club leader must communicate with RACL and verify club account contribution and balance regularly. Club reimbursement exceeding the club account balance shall not be allowed at any time of a year.
- Club entertainment spending and all other expenses are subject to overall RACL accounting rules, IRS rules as well as Tax laws for non-profit organizations.
- Funds 30%-70% split rules. Clubs are required to allocate at least 30% of corporation funds toward RACL account.

These rules and regulations were approved by the RACL Board of Directors on March 28, 2008.