

# **ARTICLES OF ASSOCIATION**

Sheridan Adult Booster Club

Adopted 12-21-09

Amended 6-10-10

Amended 2-22-11

## **Article One - NAME**

The name of this organization is the Sheridan Adult Booster Club, hereinafter referred to as SABC.

## **Article Two – PURPOSE**

The SABC is a non-profit membership organization of adult supporters of Sheridan High School (SHS) student-athletes. The club supports the objectives of the SHS Athletic Department.

## **Article Three – MEMBERSHIP**

SABC membership is an annual voluntary membership that runs from July 1 – June 30, consisting of a four-tier plan:

- \$25.00 – Black
- \$50.00 – Red
- \$100.00 – Championship

## **Article Four - AMENDMENT OF ARTICLES OF ASSOCIATION**

A majority vote by the Board is required to amend the Articles of Association.

## **BYLAWS**

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### **Section One – OFFICERS AND CHAIRPERSONS**

The Sheridan Adult Booster Club (SABC) shall be governed by a Board of Officers (hereinafter the “Board”) who are elected by the general membership at the March meeting.

Officers, Chairpersons, and committee members are expected to be current dues paying members of the SABC. Officer, Chairperson, and committee member dues must be paid by September 1.

### **Section Two – ELECTION OF OFFICERS**

New officers shall be nominated by current members or may volunteer to serve at least four weeks prior to the March meeting.

The Board shall consist of the following:

- Four officers: President, Vice President, Secretary and Treasurer whose general responsibilities are listed in *Addendum A*.
- The Past President may, at the request of the President, also serve in an advisory capacity to the Board.
- 1 Chairperson whose general responsibilities are listed in *Addendum B*.

### **Section Three - TERMS OF OFFICE FOR OFFICERS AND CHAIRPERSONS**

SABC Officers and Chairpersons are elected for a one (1) year term and may be re-elected for additional terms of office. It is suggested that officers serve no more than two (2) consecutive terms in a single office; however, the Club appreciates all volunteers and those who would like to serve longer may volunteer to do so.

If an Officer or Chairperson should resign before his or her term ends or be unable to complete his or her term of office, the President, with concurrence of a majority of the Board, may replace that Officer or Chairperson for the remainder of the un-expired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined above.

If the President resigns before the end of his or her term, the Vice President shall assume the role of President, and with concurrence of a majority of the Board, may replace the Vice President for the remainder of the un-expired term until the next election, at which time a replacement will be selected by utilizing the nomination and selection process outlined above.

The Vice President shall be the President-elect for the upcoming year.

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### **Section Four - QUORUM AND VOTING**

A quorum for the meeting shall consist of a minimum of four (4) members with at least two (2) Officer(s) in attendance. Action by the Board must be by a majority of the quorum.

### **Section Five - COMMITTEES**

SABC has three (3) standing committees: Communications, Membership, and Scholarship. General responsibilities for these committees are listed in the accompanying addendum C.

### **Section Six - MEETINGS**

The SABC shall hold monthly meetings on the third Tuesday of each month (excluding May). Additional meetings may be called when deemed necessary by the President or any three (3) members of the Board. Notice of such meeting may be provided by e-mail.

### **Section Seven - RULES OF ORDER**

Roberts Rules of Order, or any other set of Rules of Order duly adopted by a majority of the Board, shall govern parliamentary procedure in the SABC meetings.

### **Section Eight - BYLAWS**

The Bylaws shall be adopted for the governance of the SABC by a majority of the members present. A majority vote by the members present is required to amend the Bylaws.

### **Section Nine – CLUB NORMS**

The SABC will work in conjunction with the Athletic Director to support the student-athletes at Sheridan High School. To that end, the following norms will be used as a guide:

- Coaches will submit requests for team needs to the Athletic Director. (The only restriction is that, at the request of the Athletic Director, the Club will not provide clothing, such as spirit wear, warm-ups, or travel suits. However, the Athletic Director may request the Club purchase team uniforms should the need arise.)
- The Athletic Director will forward all approved requests to the SABC President.
- Club members will consider approved requests and determine how much of, or whether, the SABC is able to accommodate the request(s).

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### **ADDENDUM (A)**

#### **OFFICER AND CHAIR POSITIONS**

##### **Officers**

The responsibilities of the SABC officers shall include but not be limited to the following:

- Set overall strategy for the Sheridan Adult Booster Club
- Lead efforts to revise Articles of Association, By-Laws, and Addendums as needed

##### **President**

The President's responsibilities include:

- Supervising and coordinating SABC activities
- Calling and presiding over regular and special meetings of the Club
- Appointing, with a majority vote of the Board, standing or ad hoc committees for the SABC and their respective chairpersons

##### **Vice President**

The Vice President's responsibilities include:

- Presiding over the SABC meetings in the absence of the President
- Ensuring that the term limits described in the SABC bylaws are adhered to by the Officers and Chairpersons
- Serving as a resource for the Chairs of the following committees: Scholarship, Membership, and Communications, and, participating in associated activities as needed
- Assuming the duties of the President on an interim basis if the President is unable to complete his/her term
- Succeed the President when his/her term ends

##### **Secretary**

The Secretary's responsibilities include:

- Giving notice of the Sheridan Adult Booster Club meetings
- Taking and distributing meeting minutes at monthly and special meetings
- Maintaining a permanent record of all SABC proceedings
- Tallying votes from the Club
- Maintaining and circulating the current Articles of Association, Bylaws and Addendums of the SABC
- Taking attendance at SABC Board meetings
- Supervising the Club's annual election

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### **Treasurer**

The Treasurer's responsibilities include:

- Receiving all funds paid to the SABC
- Disbursing money on properly authorized orders/invoices
- Maintaining the permanent record of all financial matters
- Preparing a Treasurer's Report on the status of the operating and special funds for all meetings of the Club
- Preparing a final report for the prior fiscal year and submitting such report to the Board
- Transferring financial records to the current treasurer no later than April 15
- Assisting in preparation of event-based budgets and related record keeping

### **ADDENDUM (B)**

#### **CHAIRPERSONS – Fund-raising**

Chairpersons' responsibilities include:

- Serving as liaisons among the SABC leadership, the membership, and the community at large
- Organizing fund-raising events
- Scheduling volunteers to work at fund-raising events
- Representing the diverse interests of the general membership
- Assisting the Officers in the administration of the SABC and in volunteer identification and recruitment
- Attending Club meetings on a regular basis
- Attending Club events on a regular basis

### **ADDENDUM (C)**

#### **COMMITTEES**

##### **Communications Committee**

Members of this committee include the Website Administrator and any volunteers. The responsibilities of the Communications Committee include coordinating the communication strategies for the SABC and assisting other committees with creation and execution of flyers, postcards, and other mailers.

Website Administrator responsibilities include:

- Managing and updating the content of the website as requested by the Board

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### **Membership Committee**

The responsibilities of the Membership Committee include:

- Leading Club recruitment efforts to identify volunteers to serve on committees and to join the Club
- Insuring that at least one representative on the committee attends events that are planned by the committee
- Maintaining a current electronic list of members
- Providing a current membership list and enrollment form to the Athletic Department to be included in sports programs. The timeline for submission will be determined in cooperation with the Athletic Office.

### **Scholarship Committee**

The responsibilities of the Scholarship Committee include:

- Contacting the high school guidance counselors to facilitate scholarship applications
- Disseminating scholarship information and materials to Sheridan High School seniors whose parents are members of the SABC
- Awarding scholarships to one (1) male and one (1) female senior student at Sheridan High School whose parents are members of the SABC
- Serving as liaison to the Club membership