

# **Spartan Athletic Club By-Laws**

## **I. NAME**

The name of the organization shall be the Spartan Athletic Club. The Spartan Athletic Club principle address shall be 6125 Ayers Rd, Albany, OH 45710.

## **II. PURPOSE**

The purpose of this organization is to raise school spirit through students, parents, Alexander administration and staff and the members of the community.

This organization is formed exclusively for educational, scientific, social, and athletic purposes as defined in Section 501-C (3) of the Internal Revenue Code (IRC), or of any other section of an amended tax code. Upon dissolution of the Spartan Athletic Club, the assets and income of this organization will be disposed of in conformity with tax-exempt regulations.

The Spartan Athletic Club shall not take any actions which would be inconsistent with the Club's tax-exempt status.

The objectives of the Spartan Athletic Club are:

- A. To develop and implement fund raising opportunities
- B. To provide an equitable system of disbursing those funds based on individual needs of each athletic program, as a secondary source to the Alexander School District and Alexander High School Athletic Department funding.
- C. To promote attendance, spirit, and good sportsmanship at athletic events
- D. To provide appropriate parent-oriented assistance to the Athletic Department
- E. To promote awareness of the important relationship between success in athletics and academics
- F. To advocate for Alexander Athletics in the community
- G. To provide a forum for discussion about the athletic programs and related issues.
- H. To solicit contributions including in-kind donations on behalf of the Alexander Athletic Programs. To engage in activities which will assist or contribute to the furtherance of the Alexander Athletic Department.
- I. Shall not interfere with or attempt to unduly influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.

## **III. MEMBERSHIP**

Any individual 18 years of age or older may become a member in good standing upon payment of annual dues. Dues will be set annually by vote of the Spartan Athletic Club

**Board.** All Spartan Athletic Club members should conduct themselves in an ethical manner and according to generally accepted principles of behavior for those engaged in promotional enterprises. Membership starts on July 1<sup>st</sup> upon payment of dues and/or on re-payment of dues, whichever comes first.

#### **IV. ORGANIZATION**

The Spartan Athletic Club shall be made up of all members in good standing. The Spartan Athletic Club shall be governed by the Spartan Athletic Club Board comprised of the officers of the club. The officers of the club shall consist of a President, Vice-President, Treasurer, Secretary and Concession Coordinator. No two offices may be held at the same time by the same person. Spartan Athletic Club Board members shall not receive any compensation for their services.

Matters shall be brought to vote before the Spartan Athletic Club Board of General Membership as determined by the Spartan Athletic Club Board. Spartan Athletic Club members in good standing shall have one vote. Majority vote shall pass any motions.

**Quorum** - A simple majority of the members present shall be sufficient to pass any motion, with the exception of changes to the By-Laws which require a two-thirds (2/3) vote of all members present at a special by-laws meeting.

The order of business at all meetings of the membership shall be as follows:

- \* Call to Order
- \* Secretary's Report - Approval of the minutes of proceeding meeting
- \* Treasurer's Report
- \* President's Report
- \* Athletic Director's Report
- \* Reports of committees
- \* Old Business
- \* New Business- is limited to 5 minutes per issue. If additional time is needed the issue will be added to the next month's agenda under old business.
- \* Team Reports
- \* Board Member comments
- \* Adjournment

#### **V. DUTIES**

The duties of the elected officers shall be as follows:

**A.** The President shall preside at all Spartan Athletic Club Board meetings, all general membership meetings and any special meetings. The President shall have the authority to establish ad hoc committees. The President shall act as a spokesperson for the Spartan Athletic Club in all of its public activities. The President shall be the liaison between the Spartan Athletic Club Board, Athletic Director and the school.

**B. The Vice President shall preside in the absence of the President. The Vice President shall oversee all operations and related committees and Spartan Athletic Club marketing efforts as well as related committees.**

**C. The Treasurer shall be responsible for all financial matters including but not limited to accounts receivable and accounts payable. The Treasurer shall prepare regular monthly financial reports and ad hoc financial reports as necessary for the Spartan Athletic Club Board and General Membership. The Treasurer shall be responsible for preparation of the Spartan Athletic Club's annual budget. An independent financial review will be performed annually.**

**D. The Secretary shall maintain a record of all meetings held by the Spartan Athletic Club Board and Spartan Athletic Club and at each monthly meeting submit a signed, legible copy of the minutes of the previous meeting. The Secretary shall manage all Spartan Athletic Club communications including electronic forums, including the website, school morning announcements, listserv and hardcopy forms, and shall maintain a file of all internal and external communications.**

**E. The Concession Coordinator shall be responsible for the successful operation of the Spartan Athletic Club concession stands. The CC needs to create a Concession Stand Sign-up Sheet for all home events including tournaments and distribute the sign-up sheet to the individual Team Representatives who will be responsible to arrange volunteers to work each event. Table A below outlines the required number of concession workers for each event type. Students in grades 7-12 are eligible to work in the concession stand but are not responsible for making change. Concession workers for events marked TBD or special events not outlined in the table will be determined on an event by event basis. Concession workers are expected to arrive 1 hour before the event and expected to stay up to 1 hour after the event.**

**TABLE A: Concession Workers**

<b>Event:</b>	<b>Min. # Concession Workers per event</b>	<b>Min. # Adult Workers per event</b>
<b>Volleyball: Varsity, JV, Jr. High</b>	<b>6</b>	<b>3</b>
<b>Football: Varsity</b>	<b>10</b>	<b>6</b>
<b>Football: JV</b>	<b>6</b>	<b>3</b>
<b>Football: Jr. High</b>	<b>3</b>	<b>1</b>
<b>Soccer: Girls &amp; Boys Varsity, Jr. High</b>	<b>6</b>	<b>3</b>
<b>Cross Country</b>	<b>TBD</b>	<b>TBD</b>
<b>Basketball: Girls Varsity, JV, Jr. High</b>	<b>6</b>	<b>3</b>
<b>Basketball: Boys Varsity, JV</b>	<b>6</b>	<b>3</b>
<b>Basketball: Boys Jr. High</b>	<b>3</b>	<b>2</b>
<b>Wrestling: Varsity, Jr. High</b>	<b>TBD</b>	<b>TBD</b>
<b>Baseball: Varsity, JV, Jr. High</b>	<b>3</b>	<b>1</b>
<b>Softball: Varsity, JV, Jr. High</b>	<b>3</b>	<b>1</b>
<b>Track</b>	<b>TBD</b>	<b>TBD</b>

## **VI. ELECTIONS**

The election of Spartan Athletic Club Board officers shall take place at the General membership meeting held in June of each year, for tenure through the following year. Elections will be executed by a simple majority vote of members in good standing present at the meeting. Vacancies in any elected Spartan Athletic Club Board position during the year shall be filled through a majority vote of the Spartan Athletic Club Board and General Membership. The new Spartan Athletic Club Board will begin July 1<sup>st</sup>.

Spartan Athletic Club Board officers shall automatically be removed from the Board after three (3) unexcused consecutive absences from regularly scheduled Board meetings. They can regain their position by petitioning the Board and receiving a two-thirds (2/3) vote of those present at any duly constituted Board meeting.

## **VII. CALENDAR**

The Spartan Athletic Club year shall begin on July 1<sup>st</sup> of each year and end on June 30<sup>th</sup> of the following year. There shall be one General Membership meeting per month on the second Wednesday of every month. Additional meetings of the Spartan Athletic Clubs can be called by the President or by a majority vote of the Spartan Athletic Club board as the business of the Spartan Athletic Club requires.

## VIII. BUDGET AND EXPENDITURES

An annual budget shall be prepared by the first Spartan Athletic Club Board meeting in August and for presentation to the General Membership at the August monthly meeting of the Spartan Athletic Club and must be approved by a simple majority vote of General Membership in good standing who are present at the meeting.

Operational expenditures accounted for in the budget may be approved by the President, with full accountability to be made at the next General Membership meeting. Significant expenditures for school programs and related activities not otherwise included in the budget shall be approved by a majority vote of the General Membership. No expenditures shall be made by an individual without prior Spartan Athletic Club Board approval and any moneys shall be spent in accordance with AHS regulations.

All expenditures shall be supported by invoices, receipts, etc. and these documents must be delivered to the Treasurer. An independent review of the financial records shall be conducted on an annual basis or as requested by the Spartan Athletic Club Board.

A single Spartan Athletic Club bank account shall be maintained at a banking institution chosen by the Spartan Athletic Club board, with any two elected Spartan Athletic Club Board officers acting as co-signers for funds over \$1000.00. Treasurer will keep track of "general" Spartan Athletic Club funds separate from sub-ledgers for each sport. Funds will be deemed "general" if not directed or restricted by a donor to a specific sport or purpose. All funds raised by individual sports teams through their own parent-directed fundraising efforts and events will be deemed "restricted" funds and placed in that individual team's sub-ledger account.

All cash on hand must be given to the Spartan Athletic Club Treasurer for deposit on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Each deposit must be provided to the Spartan Athletic Club Treasurer (or in the absence of the Treasurer, the President) and must be accompanied by a completed "Spartan Athletic Club Funds for Deposit" form. The form must be completed and provided to the Treasurer by the Team's head coach or by a Team representative specifically named by the head coach. All funds of the Club shall be deposited within three (3) business days of collection in the Club's checking account.

A separate "Spartan Athletic Club Check Disbursement Request" form must be completed for each check to be issued. Team Fund expenditures are subject to the availability of sufficient funds in the Team's fund. No disbursement request will be approved if funds are not available from the Team's fund. Each request must include an invoice or estimate of cost. The invoice must include the Vendor Name, an Invoice Number, and an Invoice Date. Any purchases made without prior approval from the Spartan Athletic Club will not be reimbursed without proper documentation and funds being available for such reimbursement.

Though the Expenditure Request may be provided to the Spartan Athletic Club by a Team representative other than the Team's Head Coach, all General and Team fund expenditure requests must be approved by the Team's Head Coach prior to consideration by the appropriate members of the Spartan Athletic Club Board.

Any purchases approved that are not ordered within 45 days must be resubmitted for approval.

All individual sports may have parent-directed fundraisers. Each team fund raiser must be submitted in writing to the Athletic Director for review and approval. From time to time, the Spartan Athletic Club may elect to make fund raising opportunities available to all sports teams with proceeds being split between the Spartan Athletic Clubs and the individual sports.

The Spartan Athletic Club will help each sport with the purchase of uniforms based upon the recommendation of the Athletic Director and the availability of Spartan Athletic Club funds.

#### **IX. TEAM REPRESENTATIVES:**

A team representative shall be recommended and assigned to each sport team representing Alexander Athletics in interscholastic activities. The head coach will submit his/her approval of all those who have either volunteered or are selected to represent the sports team. The team representative must be a member of the Spartan Athletic Club. Each team representative is appointed for a one year term and shall: represent the sport and team at regular Spartan Athletic Club meetings; arrange for a substitute to report if absent; and present funding needs, information and concerns to the Spartan Athletic Club at regular meetings. The Team Representative shall work with the Concessions Coordinator and is responsible for recruiting volunteers to work concessions for their team's events as designated in TABLE A under concessions coordinator. The team representative must notify the concessions coordinator 24 hours in advance if they are unable to attend a home event and provide contact information on a substitute team representative who will be accessible during the event to address any volunteer issues.

#### **X. RELATIONSHIP WITH SCHOOL PRINCIPAL AND ATHLETIC DEPARTMENT**

The Spartan Athletic Club shall operate in full support of the school principal, athletic director, advisors and coaches. At no time should the Spartan Athletic Club make recommendations or become directly involved in the day-to-day operation of the school activity program. The Spartan Athletic Club serves only to support the school activity program as outlined in its purpose and has no way or direction of policy established by the school principal, athletic director, advisors or coaches.

#### **XI. SPECIAL POLICIES**

The Spartan Athletic Club, at the discretion of the Spartan Athletic Club Board and School Administration, shall provide concession services for AHS athletic events with all proceeds being placed in the Spartan Athletic Club treasury. Concession services for AHS organizations outside of the Athletic Department shall be provided at the discretion of the Spartan Athletic Club Board. This policy shall apply to groups from outside the AHS Athletic Department requesting to use either the stadium field or the gymnasium concession area.

#### **XII. DISSOLUTION OF CLUB**

Should the Spartan Athletic Club cease to operate as a legal entity, all of the Club assets and cash will be distributed to the Alexander Athletic Department.

#### **Revised Dates**

November 14, 2013

September 11, 2013

June 2012