

**BY-LAWS OF THE SOUTH BOWIE BOYS AND GIRLS
SBBGC**

**ARTICLE I
(Name-Affiliation)**

- SECTION 1 The name of this corporation shall be known as The South Bowie Boys and Girls Club, Inc., (SBBGC) of the Prince George's County Boys and Girls Club (PGCBGC).
- SECTION 2 Affiliation: This organization shall be affiliated with the Prince George's County Boys and Girls Club. It shall operate separately from, but not contrary to, the purposes and goals of the PGCBGC.

**ARTICLE II
(Purpose)**

- SECTION 1 The purpose of the organization shall be to promote, through its Board of Directors, the general welfare, health and education of the youth of our community by providing a properly supervised athletic program; to develop principles of good sportsmanship, to acquaint them with the value of law observance; to provide instruction in the fundamentals of sports and athletic activities; to foster interest among the citizens of our community in their responsibility to our youth; and to prepare our youth to be better citizens in the future.
- SECTION 2 All official acts shall be in the name of the SBBGC and shall be approved by the Board of Directors.

**ARTICLE III
(Membership)**

- SECTION 1 Any youth between the ages designated by the Board of Directors who has paid the required dues shall become a non-voting member of this club. No youth shall be refused admission to this club because of inability to pay the required dues; however, such cases shall be individually received by the Executive Committee. The final decision as to admission to the club rests with the Executive Committee, which shall be responsible for ascertaining the amount of dues to be paid by the individual and the amount to be granted from the general fund. Youths who apply for membership under this provision, once accepted by the Executive Committee, shall become non-voting members of this club.
- SECTION 2 All youths who are members of this club are eligible to participate in club activities approved by the Board of Directors.
- SECTION 3 Membership designated by the Board of Directors in the club shall be restricted to youths between the ages designated by the Board of Directors.

SECTION 4 The amount of dues **for each sport activity shall be set by the Sport Commissioner and approved by the Board of Directors.**

ARTICLE IV
(Officers)

SECTION 1 The officers of this corporation shall be six (6): President, Athletic Director Vice President Administrative Vice President, Treasurer, Registrar and Secretary. The officers of this corporation shall constitute the Executive Committee.

SECTION 2 The terms of all officers shall commence on January 1st, and shall run for a period of one year, ending on December 31. Terms of office for all officers shall expire simultaneously on December 31.

SECTION 3 Any vacancy in office shall be filled temporarily by the President. At the first regular meeting after the vacancy occurs, nominations for the position shall be made from the floor. The requirements for nominees shall be the same as set forth in ARTICLE VI. The vacancy shall be filled by majority vote in a secret ballot election at the next regular meeting of the SBBGC. The officers(s) so elected shall server in such capacity for the remainder of the unexpired term.

SECTION 4 Each officer shall be elected for a term of one year. A two-thirds (2/3) majority vote is required for an officer to serve in excess of three (3) consecutive terms in the same elected office.

SECTION 5 Duties of the Executive Committee. The Executive Committee, in addition to specific officer duties, is charged with implementing and carrying out the policies of this corporation as determined by the Board of Directors. Any official act in the name of the Executive Committee shall require a majority vote by that body. The Executive Committee is further charged with the responsibility for recommending policy to the Board of Directors concerning the objectives and purposes of the SBBGC.

ARTICLE V
(Board of Directors)

SECTION 1 The affairs of this corporation shall be managed by the Board of Directors. They shall carry out the process of this corporation and direct the activities engaged in by the Club.

SECTION 2 The Board of Directors shall consist of no more than thirty (30) members. Members of the Board of Directors shall serve until the member resigns, or is removed in accordance with SECTIONS 4 and 5 of this ARTICLE.

SECTION 2a The person, or persons nominated for the purpose of serving with the Board of Directors, must be involved with the SBBGC for a period of three - (3) months prior to the vote to elect him or her to the Board. During this period, the person, or persons, involved, must take responsibility in an athletic, fund raising or other club event.

SECTION 3 Election to the Board of Directors. Nominations shall be made by any member of the existing Board of Directors. A majority vote of the members present at the regular Board of Directors meeting is necessary for acceptance of a new member of the Board of Directors.

SECTION 4 The duties of the Board of Directors shall be to: manage the affairs and properties of this corporation; to further the objectives and purposes of the SBBGC; to assist in fund-raising programs; fix policies and practices of the SBBGC; approve the SBBGC annual budget; and attend regularly scheduled meetings of the Board of Directors. (NOTE: Three (3) unexcused absences from the regular meetings of the Board of Directors during the calendar year shall be cause for dismissal from the Board of Directors)

SECTION 5 Any member of the Board of Directors whose conduct is of a detrimental nature to the SBBGC shall be removed from the Board by a 2/3 vote of the entire Board.

SECTION 6 No part of any funds raised in the name of the SBBGC shall be used for the personal benefit of any member of the Board of Directors.

SECTION 7 Each member of the Board, including all members of the Executive Committee, shall be entitled to one vote on all matters at issue before the Board.

ARTICLE VI (Election of Officers)

SECTION 1 Nominations for officers shall be made from the floor at the regular October meeting. All nominees must be current members of the SBBGC Board of Directors and must have been a member in good standing for the most recent three (3) month period preceding the election in question.

SECTION 2 Officers shall be elected at the regular November meeting, by a majority vote of the members of the Board of Directors of the SBBGC present at that meeting, provided that a 2/3 majority of the Board is present. In the event that a 2/3 majority is not present, the President of the SBBGC shall call a special meeting of the Board of Directors to take place within two weeks of the above date and the same requirements shall apply.

SECTION 3 Voting shall be by secret ballot. A judge and two tellers shall be appointed by the President to supervise and tally the votes.

SECTION 4 Each member of the SBBGC Board of Directors is authorized one vote for each officer position. Voting must be done in person by each Board member.

ARTICLE VII
(Meetings)

SECTION 1 Except for the month of July, regular meetings of the SBBGC Board of Directors' shall be held at least once in each month at a place designated by the Executive Committee. Regular meetings shall be held on the day of each month and at a time which the Board of Directors may from time-to-time establish.

SECTION 2 A special meeting may be called by the Executive Committee or President at any time. However no business affecting a change in the by-laws or status of members of the Board of Directors may be voted on except at a regularly scheduled Board of Directors meeting.

SECTION 3 Regular meetings of the Executive Committee shall be held whenever deemed necessary, by the chairperson of the Executive Committee.

ARTICLE VIII
(Quorum)

SECTION 1 The quorum for a meeting of the Board of Directors shall be 1/3 of the total membership

SECTION 2 The quorum for a meeting of the Executive Committee shall be a majority.

ARTICLE IX
(Amendments)

SECTION 1 The By-laws may be amended at any regular meeting of the Board of Directors by the concurring vote of 2/3 of the members of the Board of Directors who are present, provided that notice of the proposed change or amendment has been brought up for discussion at the previous regular meeting prior to the actual vote. Any proposed change in the by-laws must be brought before the Board of Directors by written request, which writing must state the precise language of the proposed change or amendment

ARTICLE X
(Dissolution)

SECTION 1 The SBBGC shall be perpetual in nature and shall continue as long as a need exists in the community to pursue the purposes for which the SBBGC was organized. If for any reason the SBBGC shall dissolve or cease to exist, the assets of the SBBGC shall be first used to pay or

provide for all debts or portion thereof as is necessary. Thereafter all remaining assets, real, personal, or mixed, shall be donated to any worthy charitable organization which qualifies as a 501 (c) (3) tax exempt organization which the Board of Directors, in their discretion, may designate.

ARTICLE XI (Budgets)

- SECTION 1 The SBBGC shall operate according to an annual operating budget approved by the Board of Directors. The Treasurer is responsible for preparing and presenting to the Board said budget at the regular January meeting of the Board of Directors covering the SBBGC fiscal year (January 1 – December 31).
- SECTION 2 The budget shall specify the total anticipated costs and funds for the operating expenses; as well as the amount of money expected to be allocated to each sport activity, the amount of funds to be derived from dues for each sport, and other fundraising activities related to each sport activity.
- SECTION 3 Each commissioner-appointee of a sport activity shall submit to the Athletic Director-elect the budget for that particular sport for the upcoming year by the regularly scheduled December Board of Directors meeting. Items for inclusion in individual sport budgets are: (a) anticipated youths in the sport; (b) capital items on hand and additional capital purchases required; (c) other anticipated expenses. The Athletic Director-elect shall review and submit said budgets to the Treasurer-elect for inclusion in the annual operating budget.
- SECTION 4 Those sports that fall between fiscal years, shall be considered as falling in the year in which they commence, since the major portion of their expenditure shall be in the earlier fiscal year.
- SECTION 5 All members of the Board of Directors responsible for tasks, duties or activities that require Club expenditures or produce Club revenue shall submit to the Treasurer-elect the budget for the upcoming year for that particular task, duty or activity by the regularly scheduled December Board of Directors meeting.
- SECTION 6 The Treasurer shall review the budgets specified in Section 3 above and include them in the annual operating budget as specified in Section 1.

ARTICLE XII (Finance)

- SECTION 1 All monies collected from any source in the name of the SBBGC shall become the property of the Club and shall be used in accordance with the approved annual budget. All deposits shall be turned in to the Treasurer using the appropriate deposit form.

- SECTION 2 Disbursement of funds shall be allocated into either costs or operating expenses. Capital items are herein defined as those items which can be expected to retain functional or economic value beyond one year, notwithstanding normal wear and tear, all other expenditures shall be considered as operating expenses. Items purchased for resale or presentation to youths as recognition of achievement are considered as operating expenses.
- SECTION 3 The Treasurer shall control the disbursement of funds. For this purpose, a working fund shall be established for all operating expenses. The Board of Directors shall designate from time to time the amount of the working fund and those individuals authorized to draw from the established fund.
- SECTION 4 All expenditures made in the name of the SBBGC shall be accounted for by receipts or signed statements. All expense requests shall be submitted to the Treasurer using the appropriate disbursement request form as prescribed in the SBBGC policies and procedures.
- SECTION 5 All expenditures for capital items must be approved by the Board of Directors either in the annual budget or on an emergency requisition basis.
- SECTION 6 All expenditures shall be processed by the Treasurer or the Treasurer's designee as prescribed in the SBBGC policies and procedures.
- SECTION 7 The commissioners of each sport activity shall have the authority to incur costs in the name of the SBBGC subject to the approved budget for each sport. However, all disbursements to suppliers and/or creditors shall be made by the Treasurer.