

SEVERN ATHLETIC CLUB

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be Severn Athletic Club, Incorporated (SAC)

ARTICLE II – MISSION

The mission of the Severn Athletic Club (SAC) is to be an outstanding athletic organization that provides a high quality experience to every athlete:

- Is coached using the principles of Positive coaching
- Has fun at practices and games
- Feels like an important part of the team regardless of performance
- Learns “life lessons” that have value beyond the playing field
- Learns the skills, tactics and strategies of the game and improves as a player

We recognize that coaches are the people who most directly make this all possible. It is our goal to provide every coach with the tools to succeed as a Positive Coach. We are committed to creating a positive culture, in which coaches, parents, fans, officials and athletes work together to achieve our mission.

The mission of the Severn Sports Board (SSB) is to oversee and govern the execution of Severn Athletic Club activities. The SSB’s primary responsibility is to lead, support and mentor all programs. The SSB will promote creating diverse and well- rounded athletes within our Severn communities. The Severn Board will collaborate with all Program commissioners to ensure that all communication, disciplinary actions and support is available in a healthy atmosphere.

ARTICLE III - OFFICERS

Officers and Responsibilities will be set forth in the by-laws

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Liaisons
- vi. Commissioners
- vii. General Members

* No executive office shall be held by a husband and wife

ARTICLE IV - MEETINGS

The meetings of general meetings and board meetings of this organization shall be held at such time and place as provided for in the by-laws.

ARTICLE V - VOTING

Voting for this organization shall be held at such time and place as set forth in the by-laws.

ARTICLE VI – AMENDMENTS

Changes to By-Laws shall require two-thirds of board members and shall also require two-thirds of general voting members to pass.

ARTICLE VII - DISSOLUTION

Dissolution shall be set forth in the by-laws.

SEVERN ATHLETIC CLUB

BY-LAWS

ARTICLE I - NAME AND PURPOSE

1. This organization shall be known as the Severn Athletic Club, Inc., hereafter known as SAC.
2. The purpose of SAC shall be to provide recreational and competitive sports and activities for the youth of Severn and surrounding areas.
3. SAC also promotes stability, comradery, healthy and diverse relationships among the athletes in our programs.

ARTICLE II - MISSION

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ARTICLE III - OFFICERS

1. The Severn Athletic Club, Inc. shall be administered by four elected officers consisting of a President, Vice President, Secretary and Treasurer.
2. Be elected from the voting membership of SAC.
3. Not hold office in any other SAC youth sports club or activity.
4. Administer SAC policies as set forth by the liaisons and approved by the voting membership.
5. Not be absent from two consecutive membership and/or board meetings, unless extenuating circumstances apply. Failure to comply will result in an emergency meeting with executive board to resolve.
6. To hold an office with the SAC Board you shall live within the Severn community and surrounding areas
 - a. Severn
 - b. Fort Meade
 - c. Jessup
 - d. Harmans
 - e. Hanover
 - f. Odenton
 - g. Gambrills
 - h. Millersville
 - i. Glen Burnie

PRESIDENT:

1. Have the general supervision, direction and knowledge of the duties and functions of each elected board member, liaisons and commissioners.
2. Preside at all meetings for the board and general meetings.
3. Provide signature assistance of all financial contracts and legal documents.
4. May countersign SAC checks.
5. If seat is vacated during term, may appoint temporary member until open election.
6. Have voting rights on all matters conducted by SAC board. May have right tie breaker vote.
7. Be the official custodian of the records of SAC.

VICE PRESIDENT:

1. In the absence of the President, assume and perform all duties of the President.
2. Act as liaison with all board members.

3. Oversee the completion of any open task on the board regarding board actions.
4. May co-sign SAC checks if needed.
5. May countersign all legal documents.
6. Have voting rights on all matters conducted by SAC board.

SECRETARY:

1. Keep the minutes and attendance sheet for the SAC organization.
2. Be responsible for the recording of the minutes of all board meetings and general meetings.
3. Give and serve all notices to the members of SAC. These include, but are not limited to, meeting announcements, agendas, and proposals requiring the attention of the members.
4. Maintain and bring to all meetings a list of all board members.
5. Perform other duties as required by the President or Vice President.
6. Have voting rights on all matters conducted by SAC board.

TREASURER:

1. Be the collector, custodian and disbursing officer of all monies belonging to SAC and shall be solely responsible for such monies or securities of SAC.
2. Render deposits into regular business bank or trust company.
3. Provide at each general meeting a written account of the finances of SAC and such report shall be physically affixed to the minutes for the Board members.
4. Ensure that all financial records are available for audit.
5. Be responsible for ensuring that all Federal, State and Local tax requirements are met and that all required forms are filed in a timely manner.
6. Perform other duties as required by the President or Vice President.
7. Have voting rights on all matters conducted by SAC board.

LIAISONS:

1. Consist of 7 members of Severn Athletic Club voted in by general election.
2. Not hold any other elected office in Severn Athletic Club.
3. Recommend and implement Severn Athletic Club policies.
4. Liaison assumes responsibility of commissioner until commissioner can be appointed.
5. Follow appropriate protocol when program violations have occurred.

6. Have voting rights on all matters conducted by SAC Board.

COMMISSIONERS:

1. Provide all documentation to keep in good standings with SAC board
 - a. Budget
 - b. Roster
 - c. Parent Conduct Code
 - d. Player Conduct Code
 - e. Concussion Form
 - f. Background Check
 - g. Reimbursement Form
 - h. Incident/Accident Report
2. Carry out the mission of the Severn Athletic Club. Comply with all rules and regulations set forth by SAC board and Anne Arundel County Parks and Recreations.
3. Follow appropriate protocol for financial assistance with SAC fees paid in full, permits and fundraisers.
4. Must attend 7 out of 11 general/organizational meetings.
5. Provide season budget including fundraising for approval from SAC board.
6. Appoint any support help to assist in the betterment of the program.

MEMBERS:

1. Be persons with an interest in the betterment of Severn Athletic Club.
2. All members are encouraged to participate in SAC general meetings and activities.

ARTICLE IV - MEETINGS

1. Order of Business
 - a. Call to Order (by President or pro tempore).
 - b. Reading of the Minutes of the preceding meeting.
 - c. Treasurer's Report.
 - d. Reports of Committees (if Applicable) including Sports.
 - e. Unfinished Business.
 - f. New Business.
 - g. Adjournments.
2. Be held 11 months each calendar year.
3. General meeting to be held every second Monday of each month. To be open to all members of SAC.

4. Have a sign in sheet.
5. Board Meetings will be separate from general meetings to discuss all matters at hand.
6. Special Meetings or Emergency Meetings will be held as closed door sessions.
7. President or Vice President will send out notification on all special and emergency meeting.
8. President or Vice President will provide all information to board members in regards to the meeting at hand.
9. Agenda for meetings will be provided to executive board members.
10. Minutes of all regularly scheduled general meetings will be provided upon request 24 hours prior to the next scheduled general meeting. A hard copy of the minutes will be provided at the next month general meeting. Due to privacy concerns the minutes of all board meetings may be kept confidential.

ARTICLE V - VOTING AND ELECTIONS

Voting shall:

1. Voting members must attend at least 6 of the 11 meetings per year.
2. For elections of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.
3. Any special requests for voting needs to be presented to the Executive Board 24 hours prior to the general meeting. All votes done by show of hands.
4. No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

Elections shall:

1. Be held at the first general meeting of the calendar year.
2. Board Members will serve a two year term of office, beginning at the close of the first SAC meeting of the calendar year.
3. Elect officials on a rotating basis.
 - a. Year One, will be President, Secretary and 3 Board members.
 - b. Year Two, will be Vice President, Treasurer and 4 Board members.

Special Elections Shall:

1. Be held when an elected officer fails to comply with their assigned duties as described in the bylaws of the governing organization.
2. The Executive Board shall appoint a replacement from the voting membership if an elected officer fails to comply with assigned duties outlined by the bylaws.

3. Be called when necessary by the President.

Elections shall be decided by simple majority vote of ballots in the possession of the election committee at the close of the election.

Amendment to the By-Laws

Amendments to these By-Laws shall be adopted if:

1. The change is presented in writing by a voting member to the entire elected board.
2. The changes are approved by two thirds vote of all elected board members and commissioners.
3. The changes will be presented to the general voting member the following meeting after board votes.

The President has the ability to, at his/her discretion, be empowered to call a meeting of all elected officers and Board members to have a proposed change presented, discussed and voted upon.

ARTICLE VI - DISSOLUTION

In the event of dissolution, all property, real and otherwise, will be donated to charities selected by the Elected Board members.

Ninety-percent of the general voting members must approve voluntary dissolution.

GLOSSARY

Board- President, Vice President, Secretary, Treasurer, and Liaisons from all sports

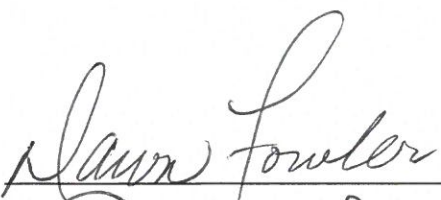
Executive Board- President, Vice President, Secretary and Treasurer

General Members- Commissioners and Voting Members

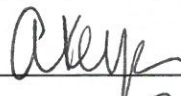
Liaison- An elected member that holds a position on the board as a representative of one of SAC sports.

Voting Member- Anyone that has attend 6 meeting and has a vested interest in SAC programs

SIGNATURE PAGE

President Dawn Fowler 

Vice President Dawn Jones 

Secretary Ann Marie Keyser 

Treasurer Carol Gilbert 