

By-Laws of the
Saginaw Arts and Sciences Academy Athletic Booster Club

Article 1: Name and Purpose

The name of the organization shall be the SASA Athletic Booster Club (“Club”).

The purpose of the Club is to:

1. Support and promote athletics and sporting activities for students of the Saginaw Arts and Sciences Academy (SASA);
1. Coordinate efforts and interests of those interested in supporting SASA athletic activities;
2. Establish and promote cooperative relations between the Club and SASA administration, staff and coaches; and
3. Promote student participation in all athletic activities of SASA.

Article 2: Governance

The Club shall be governed by an Executive Committee, as established herein, and shall act in cooperation and affiliation with SASA Administration and SPAC.

Article 3: Membership

Membership shall be open to all persons who share the interest of the Club’s purpose and who pay all dues/fees as may be required by the Club.

Article 4: Club Meetings

Members of the Club and interested parties shall meet regularly as determined by the Executive Committee. A quorum of the Club shall be a majority of the members serving on the Executive Committee and at least two (2) other members who are not Executive Committee members. A quorum is necessary for a meeting to take place at which new business may be acted upon.

Article 5: Executive Committee

1. The affairs of the Club shall be managed and governed by an Executive Committee of four (4) voting members, elected to a two-year term, as designated herein. The Executive Committee shall make all decisions affecting the day-to-day operation of the Club by majority vote, unless otherwise provided herein. All decisions affecting the Club and its operation shall be reported regularly to the Club. The members of the Executive Committee are:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. SASA Administration Representative (non-voting)

2. Each Executive Committee member shall perform the duties of his/her office listed below, and shall perform such other duties as may be delegated to him/her from time to time.
 - a. Chair
 - i. Shall preside over all meetings of the Club and Executive Committee and shall be an ex-officio member of all committees; and
 - ii. Shall supervise and oversee the functioning of all committees and activities; and
 - iii. Shall maintain regular communication with SASA administration.
 - b. Vice-Chair
 - i. Shall act as an aide to the Chair and shall perform the duties of the Chair in his/her absence.
 - c. Secretary
 - i. Shall keep an accurate record of all meetings of the Club and Executive Committee and any other records as required.
 - d. Treasurer
 - i. In compliance with SASA-approved policies and procedures, shall receive and distribute all monies of the organization, keep accurate records of expenses and receipts, and shall present a statement of account at every meeting of the Club and upon request of the Executive Committee.
3. A member of the Executive Committee shall serve as a liaison to the SPAC and will be present at each SPAC meeting.
4. The Executive Committee shall be elected every two years by a majority vote of the members at a meeting held annually with reasonable notice to the members. The process for nominations and/or elections shall encourage participation and be conducted in a fair and reasonable manner as established by Executive Committee. The nominations and election process shall follow the Executive Committee Nomination Process Procedures (attached to these By-Laws). Those initially serving on the Executive Committee at the time these By-Laws are adopted shall serve until their successors are elected or appointed.
5. The Executive Committee shall meet regularly, but no less than quarterly, at a suitable location established by the Chair and shall also hold such other meetings as deemed necessary by the Chair. A quorum of the Executive Committee shall be a majority of its members present and serving. A quorum is necessary for a meeting to take place at which business may be conducted.
6. In the event a vacancy occurs on the Executive Committee, the Executive Committee shall appoint a member to fill the term of that position by a majority vote of the members then serving. In the event the position of Chair becomes vacant, the Vice-Chair shall assume the Chair position for the remainder of the term and the Executive Committee shall appoint another member to fill the Vice-Chair position in the same manner as prescribed herein.
7. Any person appointed to fill a vacancy on the Executive Committee is eligible for election for the next term.
8. The SASA administration shall appoint a representative to serve on the Executive Committee as a non-voting member.

Article 6: Standing Committees

The Chair, with the approval of the Executive Committee, shall appoint all those Standing and Special Committees that are deemed necessary for the proper fulfillment of the organization's purpose. The Chair of each Standing and Special committee shall present a report of that Committee at each Club meeting following the meeting of the Standing or Special Committee.

Article 7: Meetings of the Club

The Executive Committee Chair shall preside over meetings, which should be conducted in general accordance with Roberts Rules of Order, newly Revised, as well as the Monthly Club Meeting Procedures (attached to these By-Laws).

Article 8: Amendments to By-Laws

These By-Laws may be amended by an affirmative vote of the following:

1. Two-thirds (2/3) of those present and serving on the Executive committee; and
2. Two-thirds (2/3) of the membership in attendance of a meeting of the Club.

The Club must be notified in writing at least 30 days prior to any meeting at which amendment to these By-Laws is considered. Once approved by the Club, all By-Law amendments shall be effective when not in conflict with the policies or procedures of SASA.

Monthly Club Meeting

Procedures

For FY 2009-2010

1. Meetings shall be held the second Thursday of each month unless altered by Executive Committee Decision. No meeting shall be held in July
2. Meeting agenda, up to discussion, shall take no more than one (1) hour.
3. A notice will be included at the end of each completed minutes and in every Club meeting reminder notice stating:
 - a. New business shall be submitted to an Executive Committee member no later than one week prior to the Club meeting.

Executive Committee

Nomination Process

Procedures

1. Nominations must be presented by a Club member in writing prior to the end of the May meeting.
2. Elections will take place at the June meeting.
3. The new slate of the Executive Committee will begin at the August meeting.
4. All Executive Committee members will complete the following:
 - a. A Volunteer application
 - b. A copy of their Driver's License
 - c. A background check