Southern Door Athletic Booster Club
ORGANIZATION GUIDELINES

Organization

As of 2/20/2012, the Southern Door Athletic Booster Club voted to dissolve their existing organization and become an entity operated within the Southern Door Community Foundation, Inc. which is a 501(c)(3) non-profit organization.

Mission Statement

The Southern Door Athletic Booster Club's purpose is to take an active interest in all Southern Door school-sponsored athletic events and activities. Their objective is to raise money to enhance those activities and needs not covered by the school district and to provide services and/or equipment to benefit and promote athletic participation. No part of the net earnings shall inure to the benefit of, or be distributable to its members, officers, or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

Organization Guidelines

1. **General Membership:** Membership is open to any adult that agrees to support the mission statement of the organization. Members will be added to the Club's email list which will update them on Club activities and events. Members are encouraged, but not required, to attend the Club's monthly meetings and/or work at various fund-raising events.

2. **Active Member:** Members may choose to become an "Active Member", being one who regularly attends monthly meetings, is actively involved in committees and regularly works or takes on a leadership role at our various fund-raising events. To become an "Active Member", a member shall attend 3 monthly meetings and/or work 2 fund-raising events in a calendar year. "Active Members" are entitled to receive a complimentary Southern Door Athletic Booster Club polo shirt that can be worn for all fund-raising events.

3. **Qualifications of Officers:** "Active Members" in good standing (having completed the requirements for the calendar year) are eligible to hold any office. No members shall hold two elected Club offices at the same time.

4. **Officers:** The Officers of the Club shall be President, Vice-President, Treasurer, Secretary, and 5 Directors, who shall be elected by the members at the yearly September meeting and their term shall be for two years.

5. **Officer Terms:** The President, Treasurer and 2 Directors shall be elected in odd-numbered years. The Vice-President, Secretary and 3 Directors shall be elected in even-numbered years. Any Officer may be reelected. Vacancies in any principal office because of death, resignation, removal, or otherwise shall be filled by a vote of the Officers of the Club for the remaining portion of the term.

6. **Voting Rights:** With the exception of the Membership vote for election of Officers at the yearly September meeting, changes in the organizational guidelines or removal of an Officer, all remaining matters shall be decided upon by the Officers of the Club by majority vote, with a requirement of three (3) Officers in attendance to vote. Regular monthly meetings shall be conducted in accordance with "Robert's Rules of Order" and shall incorporate the entire Membership for discussion of items. Voting may take place during monthly meetings following discussion of agenda items, or Officers may move to closed session to act upon all grant requests and other Club matters .

7. **President:** The President shall be the Chief Executive Officer of the Club and shall preside at all meetings. The President shall approve a final agenda for each monthly meeting, which shall be sent to the Membership in advance of the meeting. The President is expected to vote in the event of a tie vote.

8. **Vice-President:** The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that Officer to serve. The Vice-President shall represent the Membership with his or her vote on matters that come before the Club.

9. **Secretary:** The Secretary shall record the minutes of all meetings of the organization and will conduct the correspondence of the organization and perform such duties as may be assigned. The Secretary shall represent the Membership with his or her vote on matters that come before the Club.

10. **Treasurer:** The Treasurer shall receive all monies of the organization and direct them to the proper account, be it the Southern Door Community Foundation's account or the Club's petty cash fund, keep accurate records, pay debts as incurred, and present a financial report at every organizational meeting and at other times when so requested. The Treasurer shall represent the Membership with his or her vote on matters that come before the Club.

11. **Directors:** The Directors shall act as aides to the President, Vice-President, Secretary and Treasurer and may choose to take on leadership roles for our fund-raising events and activities. They represent the Membership with their vote on matters that come before the Club.

12. **Removal of Officer:** The Officers, by majority vote, may request a Membership vote for the removal of any Officer whenever, in their judgment, the best interest of the organization will be served by this removal. Any request for a Membership vote outside the yearly September meeting will be adequately published in advance on an Agenda, via email to the Membership list.

13. **Meetings:** Meetings are scheduled on a monthly basis from August through May, normally on the third Monday of the month. However, the meeting date shall remain flexible in order to accommodate school and sporting events that may coincide with these dates, and Officer's schedules. All members are authorized to put items on the Agenda each month. Notice of regular monthly meeting dates will be sent to the Membership via email in advance. The Officers reserve the right to hold special meetings and closed sessions (in person or via email), without advance notice to the Membership, in order to take care of Club business in a timely fashion.

14. **Amendments to Organization Guidelines:** Any proposed amendments or changes to the organization guidelines shall first be presented to the Officers at a regular monthly meeting of the Membership and published on the Agenda for discussion by the entire Membership. Unless the Officers are proposing the amendments or changes, the Officers shall call a closed session to vote on their recommendation to approve or disapprove of the amendments or changes. The proposed amendment or changes, along with the Officers recommendation, shall then be published on the Agenda for the next regular monthly meeting where a majority Membership vote will be taken following a discussion period.

15. **Accounts:** All monies collected through the Club's fund-raising events shall be deposited with the Southern Door Community Foundation funds designated for the Southern Door Athletic Booster Club and maintained and monitored by the Southern Door Community Foundation, Inc. (SDFC). The SDCF shall provide the Club with monthly records of our account balances and shall provide the Club with the ability to open multiple accounts that may be designated for different projects. The SDCF will fund granting expenditures out of the Club's accounts when directed by the Club, when necessary receipts are provided and there shall be an allowance of 3 weeks for checks to be issued. The Club Treasurer shall hold a Petty Cash checking account provided by the SDCF which shall hold a minimum of $1,000 and a maximum of $3,000 in order to cover concession stand deposits and expenditures. This account shall not be used for funding grants or other matters and shall be governed and monitored by the SDCF to prevent excess usage.

16. **Reimbursements:** All requests for expense reimbursements must be accompanied by an expense worksheet outlining the item, price and use. Expense worksheets shall include receipts that support each expense. These shall be turned into the Treasurer for payment and Treasurer will determine whether to pay directly out of Petty Cash account or turn into the SDFC for payment. There may be a 3 week turnaround on *all* reimbursements and there will be no reimbursements made without the proper paperwork being provided to the Treasurer.

17. **Athletic Group Sponsorship:** The Southern Door Athletic Booster Club shall welcome other Southern Door School athletic- based organizations, clubs and or groups under their sponsorship in an effort to aid their fund-raising activities, offer non-profit status and the protection they can offer in holding their funds in a secure environment outside of the school district's general fund. In exchange, these sponsored organizations will be asked to work in conjunction with the Booster Club by assisting with the Club's events. These organizations shall agree to enter into a sponsorship contract with the Booster Club where they will state the objectives for their funds, which the Booster Club will follow when approving expenditures. All procedural requests for funding shall follow the Booster Club grant guidelines.

18. **Southern Door Community Foundation oversight:** All activities of the Southern Door Athletic Booster Club shall fall under the auspices of the Southern Door Community Foundation, Inc. The Club shall be required to act within all guidelines that the SDCF has set and all requests for funding must be finally approved by the SDCF, as the governing entity. The Club shall provide the SDCF with copies of all meeting minutes and agendas for their records.

19. **Dissolution:** Upon a unanimous vote for dissolution of the Southern Door Athletic Booster Club, the Officers shall make payment or provision for payment of all liabilities of the Club and transfer all of its remaining assets exclusively to the Southern Door Community Foundation's Athletic Fund.

Dated this 3 day of May, 2012 by the acting Officers, as approved by a majority vote at a special meeting.

Tree Delarwelle, President

Dale Swanson, Vice-President

Jane Jandrin, Secretary

Becky Kolstad, Treasurer

Sherri Riederer, Director

Kerry Walker, Director