

**POLICIES AND PROCEDURES  
OF  
SOUTH BOWIE BOYS AND GIRLS CLUB**

## PREFACE

This Manual was created at the expense of the South Bowie Boys & Girls Club. It is provided to the members of the Board of Directors to aid them in the performance of their duties. Policies represent the mandatory courses of action or guiding principles authorized by the Board of Directors when specific authorization is defined in the club bylaws. Procedures are those actions deemed preferred but not mandatory. In the event of a conflict between the Club bylaws and these policies and procedures, Club bylaws take precedence.

These Policies and Procedures are open to the general public and may be copied. The Manual will be maintained by the Secretary.

Executive Committee, SBBGC

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## SOUTH BOWIE BOYS AND GIRLS CLUB POLICIES AND PROCEDURES

### ARTICLE I BOARD OF DIRECTORS

#### ***Section 1. Composition***

The Board of Directors (BOD) shall be composed of all Elected Officers, Standing Committee Chairs, and Sports Commissioners for a total of 30 members. Each member comprising the BOD is entitled to one vote within the BOD. It shall be chaired by the President. Other Special or Ad Hoc Committee chairs may be requested to attend meetings.

#### ***Section 2. Duties***

The BOD shall conduct the business of the South Bowie Boys and Girls Club (SBBGC).

#### ***Section 3. Regular Meetings***

Regular monthly meetings of the SBBGC BOD shall be held the first Monday of each month, January through December. Except for the month of July, unless ordered by the Executive Committee or by the BOD. The time and place shall be specified by the President and approved by the BOD.

#### ***Section 4. Special Meetings***

Special meetings shall be called at the discretion of the Executive Committee or President at any time. The purpose of such meetings shall be stated in the call. However, no business affecting a change in the By-Laws or status of members of the BOD may be voted on except at regular scheduled BOD meetings. Three days notification shall be required for special meetings.

#### ***Section 5. Quorum***

One-third of the BOD members shall constitute a quorum for regular meetings. A majority shall constitute a quorum for the Executive Committee meetings. If there is no quorum present for two consecutive BOD meetings, the BOD may vote on motions and conduct club business at the next regular scheduled BOD meeting.

#### ***Section 6. Visitors***

Visitors are welcome to attend all Executive Committee and regular BOD meetings.

## **Section 7. Order of Business**

Regular meetings shall be opened and closed according to parliamentary authority. Business shall proceed according to the outlined agenda, prepared with the assistance of the Executive Committee and as suggested in the parliamentary authority.

### ARTICLE II CLUB BOUNDARIES, AFFILIATIONS, OFFICE SPACE

#### **Section 1. Club Boundaries**

The South Bowie Boys and Girls Club (SBBGC) primary geographic area includes, but is not limited to:

- a. US Route 50 (except area bounded by Routes 197, 301, and 50 known as Heather Hills)
- b. Church Road on the West
- c. Central Avenue on the South
- d. The Anne Arundel County line on the East.

#### **Section 2. Affiliations**

The SBBGC is affiliated with the PGCBGC. The SBBGC will operate separately from but not contrary to the purposes and goals of the PGCBGC. The SBBGC will pay dues to the PGCBGC at rates voted on by the PGCBGC as a separate fee. The SBBGC by its affiliation with the PGCBGC has agreed to abide by its rules concerning:

- a. Children outside SBBGC boundaries
- b. Fundraising outside SBBGC boundaries.
- c. County sports rules.

The rules in effect at any time will be explained by the SBBGC BOD member appointed to serve on the PGCBGC BOD. This person by PGCBGC bylaws is the current president of SBBGC or his/her appointee.

SBBGC has approved royal blue and gold to be the colors of the Club and the Shark to be the mascot of the Club.

#### **Section 3. Office Space**

Wherein SBBGC occupies an office space, SBBGC will be obligated to the terms of the lease agreement. The purpose of the office space shall be to conduct official business of SBBGC to include but not limited to: 1) hold Executive Committee and BOD meetings; 2) Conduct Registration; 3) hold coaches meetings; 4) serve as a place where SBBGC apparel can be sold and stored. Office hours and additional office procedures shall be the responsibility of the Facilities committee and approved by the BOD.

## ARTICLE III OFFICERS AND APPOINTEES

### ***Section 1. Titles of Officers and Appointees***

The elected officers of the SBBGC shall be: President, Vice-President, Athletic Director, Secretary, Treasurer, and Registrar. The appointees of SBBGC shall be: Equipment Manager, Facilities Manager, Sports Commissioner, Team Coaches, and Team Parents. The Equipment Manager, Facilities Manager, and Sport Commissioners shall be recommended by the Athletic Director and/or President and approved by the BOD. Team Coaches and Team Parents are appointed by the Sport Commissioners. All officers and Appointees shall perform the duties prescribed in the By-Laws and Policies and Procedures herein.

### ***Section 2. Duties of Officers and Appointees***

#### A. President

It shall be the duty of the President to:

1. Preside of all meetings of SBBGC;
2. Exercise all powers and duties generally pertaining to the office of the President as prescribed in the By-Laws and the Policies and Procedures herein;
3. Represent SBBGC on all occasions unless he/she designates a representative;
4. Chair the Executive Committee meetings;
5. Announce all vacancies of appointed offices and standing committee chairs to the BOD prior to appointment;
6. Appoint the Chairs of Standing Committees with recommendation from the Executive Board and within the guidelines of the Policies and Procedures herein;
7. Review and approve in advance all SBBGC communications and commitments;
8. Recommends to the Executive Committee the removal of any officer or committee chair who fails to perform the duties of his/her position;
9. Serve as an ex-officio member on all committees, except the Nominating and Elections Committees; and
10. Review and signs all contracts.

#### B. Vice-President

It shall be the duty of the Vice-President to:

1. Perform all duties of the office of the President in the absence of, or at the request of the President;
2. Serve as Chair of the By-Laws/Policies and Procedures Committee; and
3. Serve as parliamentarian and sergeant at arms;



C. Athletic Director

It shall be the duty of the Athletic Director:

1. Oversee and manage each sport within SBBGC;
2. Plan and review field facility usage and allocations requirements with each Sport Commissioner;
3. Provide Sports Commissioners with the Code of Conduct for their coaches, players and parents.
4. Oversee the duties and responsibilities of the Equipment Manager;
5. Approve all tournament participation;
6. Resolve inter sports conflicts;
7. Recommend to the BOD the appointment of new Sport Commissioners for approval;
8. Collect, review, and submit sports budgets to the Treasurer for inclusion in the annual budget to be approved by the BOD.

D. Treasurer

It shall be the duty of the Treasurer to:

1. Account for all income collected at SBBGC registrations and all monies collected by the Registrar;
2. Review budgets from each sport and committee for inclusion of the annual budget;
3. Prepare and present the annual operating budget for review and approval by the BOD;
4. Deposit all monies in accounts approved by the BOD;
5. Disburse funds for budgeted and non-budgeted items upon proper written request and maintain a file of such requests;
6. Notify the Registrar and Sport Commissioner of any unpaid debts (bad checks) from any club member.
7. Sign all checks authorized for disbursement;
8. Provide a detail written report of all receipts and disbursements to be distributed at each BOD meeting;
9. File club Federal and State taxes in a timely manner;
10. Reconcile bank statements monthly within the Treasurer's financial ledger; and
11. Serve as the Chair of the Budget and Finance Committee.

E. Secretary

It shall be the duty of the Secretary to:

1. Maintain all official records of SBBGC;
2. Record accurate minutes of all BOD and EC meetings;
3. Disseminate minutes of the BOD to members 10-14 days prior to the next regular BOD meeting;
4. Maintain a roll of all BOD members present at each meeting;
5. Prepare and disseminate the agenda of BOD and EC meetings; and
6. Assist the President in compiling special and periodic reports.

F. Registrar

It shall be the duty of the Registrar to:

1. Manage the registration process for all sports;
2. Prepare and submit all paperwork to PGCBGC as appropriate;
3. Work with each Sport Commissioner to register players;
4. Provide list of registrants to appropriate Sports Commissioner;
5. Ensure all players have a valid ID card as appropriate;
6. Provide all monies and documentation collected during registration to the Treasurer; and within two working days of each registration date;
7. Provide monthly reports at regular BOD meetings; and
8. Serve as the Chair of the Registration Committee.

G. Officer Conflict of Interest

- a. Officers cannot maintain executive membership on other youth boys and girls clubs or similar youth athletic organizations during their term as an officer with this Club without a 2/3 majority vote of the Board of Directors present and voting.

H. Equipment Manager

It shall be the duty of the Equipment Manager to:

1. Maintain general control of the Club uniforms and equipment to include the storage of those items;
2. Assist each Sport Commissioners with the issuance and collection of uniforms and supplies;
3. Conduct inventory of all Club property after the completion of each sport season. Results of the inventory shall be reported to the Athletic Director and BOD;
4. Provide monthly reports at regular BOD meetings regarding the number and condition of the club's uniform and equipment.

I. Webmaster

It shall be the duty of the Webmaster to:

1. Maintain and update the SBBGC website and social media sites as appropriate;
2. Recommend any website changes to the BOD for approval; and
3. Setup and assist Officers and Sport Commissioners with access to SBBGC email accounts.

J. Sport Commissioners

It shall be the duty of the Sport Commissioners to:

1. Oversee and Manage their respective sports in accordance within SBBGC By-Laws, SBBGC Policies and Procedures, and PGCBGC rules and regulations;
2. Submit their budgets to the Athletic Director as instructed;
3. Safe guard SBBGC uniforms and equipment in their possession during their sports

season;

4. Report to the Athletic Director any developments that may have significant policy or procedural impact upon SBBGC;
5. Prepare all necessary paperwork for their sports to include field allocations;
6. Serve on the BOD and attend the regular BOD meetings and report the progress of their sport. If unable to attend, send a representative;
7. Support the Registrar as appropriate during their sport season;
8. Ensure an adequate amount of safety equipment is on hand for his/her sport season;
9. Recruit and/or assign coaches and team parents as appropriate;
10. Facilitate communication of information or announcements from PGCBGC to all coaches;
11. Address any issues or concerns raised. Involve the Athletic Director as appropriate if issues or concerns are not resolved;
12. Ensure all coaches and team parents have taken appropriate training, certification, and background checks.

K. Team Coaches

It shall be the duty of the Team Coaches to:

1. Support the Sport Commissioner as appropriate;
2. Adhere to the code of conduct;
3. Have an knowledge of the game they are coaching;
4. Provide all appropriate paperwork to the registrar to obtain their credentials;
5. Take all appropriate training, certifications, and background checks for their sport;
6. Ensure an adequate amount of safety equipment is on hand for his/her team;
7. Facilitate communication of information or announcements from the Sport Commissioner to the players and parents on their team; and
8. Provide a fun, safe, and learning environment for our players.

L. Team Parent

It shall be the duty of the Team Parent to:

1. Support the Sport Commissioner and Coaches as appropriate;
2. Adhere to the code of conduct;
3. Provide all appropriate paperwork to the registrar to obtain their credentials;
4. Take all appropriate training, certifications, and background checks for their sport
5. Assist the Coach with disseminating information or announcements from the Sport Commissioner or Coaches to the players and parents of their team;
6. Maintain the official listing of players to include contact information; and
7. Maintain ID cards for their teams; as needed, and check their teams in prior to the start of their game/match.

**Section 3. Transition of Offices**

All SBBGC files, information and properties pertaining to each office or position shall be delivered into the hands of the newly elected officers prior to January’s regular BOD meeting.

Newly elected officers shall meet with former officers in the month of December to assist with the planning and to ease their transition into actively assuming the reins of leadership.

**Section 4. Bonding**

The President and Treasurer shall be covered by General Bonding Insurance by the SBBGC.

**ARTICLE IV EXECUTIVE COMMITTEE**

**Section 1. Composition**

The Executive Committee (EC) shall be comprised of all Elected Officers. Each officer comprising the EC is entitled to one vote within the EC. It shall be chaired by the President. The Secretary shall serve as its secretary. Other committee chairs or sports commissioners may be requested to attend meetings. All fees for the children of the Executive Committee members are waived during their term of office.

**Section 2. Duties**

The EC shall make recommendation(s) to present to the BOD for consideration at the regular BOD meetings. The EC, however, shall conduct the business of and act for SBBGC BOD in the period between meetings. It shall be subject to the orders of SBBGC BOD and none of its acts shall conflict with action taken by SBBGC BOD.

**Section 3. Meetings**

Unless otherwise directed by the President, regular meetings of the EC shall be held on the Wednesday prior to the regular BOD meetings. EC meetings are open to members of SBBGC. Special meetings of the EC shall be called at the discretion of the President. Minutes from EC meeting will be available at the regular BOD meeting upon request.

**Section 4. Quorum**

A majority shall constitute a quorum for the EC meetings.

## ARTICLE V COMMITTEES & RESPONSIBILITIES

### **Section 1. Definitions**

#### A. Standing Committee:

A committee that has a continuing task related to the operation of SBBGC. The Chair of the committee may be elected or appointed as designated by the Policies and Procedures herein.

#### B. Special Committee:

A committee with a special purpose appointed for a definite program or assignment with a time limit in which to complete the task. When the assignment is completed the committee is dismissed. The Chair of the committee is appointed by the President and may meet with the Executive Committee at the President's request.

#### C. Sub-Committee:

A committee organized to carry out a task assigned to a standing or special committee and is responsible to the parent committee. It may be classified as either standing or temporary. The Sub-committee Chair shall be a member of the parent committee for the duration of the program. Sub-committee programs shall be reviewed biennially.

#### D. Ad-Hoc Committee:

A committee appointed for a special assignment.

### **Section 2. General Responsibilities**

#### A. Committee Chair

It shall be the responsibility of all committee chairs to:

1. Be active with SBBGC;
2. Submit written program and fund raising proposals which must include a budget;
3. Present written reports to members of the BOD and EC; and
4. Compile final evaluation and submit results to the BOD.

#### B. Committee Members

It shall be the responsibility of all committee chairs to:

1. Attend committee meetings and events;
2. Be supportive of committee decisions; and
3. Share responsibility for moving meetings along in a timely fashion.

## ARTICLE VI STANDING COMMITTEES

### **Section 1. Budget and Finance**

It shall be the duty of the Budget and Finance Committee to prepare a budget, review and develop the general financial policies of SBBGC and make such recommendations to SBBGC.

This committee shall consist of the Treasurer (who will serve as its Chair), President, and two appointed members by the President.

### **Section 2. By-Laws/Policies and Procedures**

It shall be the duty of the By-Laws/Policies and Procedures Committee to review the By-Laws, Rules of Order and Policies and Procedures and make recommendation for updates and changes as needed. This committee shall maintain a current set of the By-Laws, Rules of Order and Policies and Procedures and shall be responsible for its availability to SBBGC members.

The Vice-President shall serve as Chair of this committee.

### **Section 3. Communications and Marketing**

It shall be the duty of the Communications and Marketing Committee to provide information regarding SBBGC activities and projects to the public and club members. This committee shall also be responsible for the dissemination of information within SBBGC.

The Chair of this committee shall be appointed by the President. The Secretary shall serve as a member of this committee. The Committee is also open to any club member who wishes to participate.

### **Section 4. Community Service**

It shall be the duty of the Community Service committee to identify and coordinate club participation in community service events that provide opportunities for youth members to take part in community service projects (e.g. Adopt a Highway Clean up, canned food drives, holiday caroling, etc.). The committee shall also identify and coordinate club participation in special events that benefit the greater Bowie Community (e.g. blood donation drive, cancer screenings, drug and alcohol awareness campaigns, etc.).

The Chair of this committee shall be appointed by the President. The committee is open to any club member who wishes to participate.

### **Section 5. Facilities**

It shall be the duty of the Facilities Committee to develop guidelines and procedures for the use of Club-owned equipment. The committee shall also develop office space guidelines and

procedures; also maintain an inventory of access authorization (e.g., identify who has keys to the office, shark shack, mailbox, etc.).

The Chair of this committee shall be appointed by the President. The committee is open to any club member who wishes to participate.

### ***Section 6. Fundraising***

It shall be the duty of the Fundraising Committee to establish various opportunities to bring in funds to SBBGC, such as concessions, special events, grants, etc. A fundraising proposal shall be submitted to the BOD for review and approval prior to the start of any fundraising activity. The committee shall also monitor all fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fund raising efforts are cost-effective. As required in the by-laws, Article XII, 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 only as approved by the BOD.

Sport Commissioners may conduct fundraising events for their sport so long as all fundraising efforts are limited within the boundaries of SBBGC, the BOD is informed of all fundraising activities with the right to disapprove, and fundraising efforts do not conflict with club or other sports fundraising efforts which has already been approved by the BOD.

The Chair of this committee shall be appointed by the President. The committee is open to any club member who wishes to participate.

### ***Section 7. Nominating***

It shall be the duty of the Nominating Committee to gather and present a slate of nominees for SBBGC offices for consideration by the BOD. The committee shall recommend criteria for the man, woman, boy, and girl of the year awards, solicit and identify candidates for the man, woman, boy, and girl of the year awards, and administer the selection of the man, woman, boy, and girl of the year for consideration with final approval by the BOD.

The committee shall consist of three (3) members including its chair appointed by the President.

### ***Section 8. Registration***

It shall be the duty of the Registration Committee to coordinate registration events with sport commissioners. Assist the Registrar with the maintenance of yellow cards and other registration materials. Develop guidelines and procedures for registration, rosters, and membership activities. The committee shall also maintain a list of coaches and team parents including contact, background checks, and certification information.

The Registrar shall serve as Chair of this Committee.

**Section 9. Technology**

It shall be the duty of the Technology Committee to maintain and update the website and social media sites. The committee shall respond to the needs and questions of online users concerning their access to resources on the website and the operation of various software programs. The committee is responsible for all aspects of data security and integrity, recovery procedures, report continuity and disaster recovery planning.

The Chair of this committee shall be appointed by the President.

ARTICLE VII NOMINATIONS

**Section 1. Eligibility Requirements**

Any member nominated for or elected to office must be an active member in SBBGC for the most recent three (3) month period preceding the election in question and the year for which they are elected to serve.

**Section 2. Certification of Nominations**

Nominations may only come from BOD members of SBBGC. Nominations for officers shall be made from the floor at the regular October meeting. The BOD member making the nomination shall provide information to the other BOD members regarding the qualifications of the nominee for the position they are being nominated for. All nominees must accept the nomination prior to the presentation of the slate.

ARTICLE VIII ELECTIONS

**Section 1. Election Year**

Elections shall be held in November of each year for the positions of President, Vice-President, Athletic Director, Registrar, Treasurer, and Secretary. Transition of officers shall be held at the end of the regular December BOD meeting. Officers shall assume responsibility for their office beginning January 1.

**Section 2. Time of Elections**

The election is to be held during the beginning of the November regular BOD meeting to allow the Election Committee ample time to certify the election and report the results. Elections shall be held by secret ballot.



**Section 3.      *Ballots***

The Chair of the Nominating Committee shall prepare the ballot for elections. Each BOD member is authorized one vote for each position and must vote in person.

**Section 3a.     *Write-in Candidates***

Write-in candidates must declare their candidacy by submitting a motion to add their names to the ballot. The motion must be made PRIOR to the distribution of ballots and it must indicate the office sought. Ballots will be amended to include the names of write-in candidates.

**Section 4.      *Certification of Elections***

The Nominating Committee must verify that all members voting are active BOD members and are eligible to vote. Voting is by simple majority of those present and voting.

**Section 5.      *Tenure***

Elected officers shall serve for a one-year term. New officers shall commence their duties on January 1<sup>st</sup> and serve until December 31<sup>st</sup>. No person elected to office shall serve more than three consecutive terms. However, a two-thirds (2/3) majority vote is required for an officer to serve in excess of three consecutive terms in the same elected office.

Appointed positions shall serve according to the discretion of the President.

The Chairs and members of the Nominating shall serve only one term and shall not be a candidate for any elective office while serving on the committee.

**Section 6.      *Succession***

If a vacancy occurs in the office of President, the Vice-President shall assume that office.

**Section 7.      *Vacancies***

Any vacancies in any elected office position shall be filled temporarily by the President or the designee. At the first regular meeting after the vacancy occurs, nominations for the position shall be made from the floor. The requirements shall be the same as set for under Article VII herein. The person(s) so elected shall serve for the remainder of that the unexpired term.

ARTICLE IX FISCAL YEAR

**Section 1.      *Annual Budgets, Reports, and Awards***

A. Budgets

The annual operating budget proposal will be prepared by the Chair of the Budget and Finance Committee and will be submitted to the Executive Committee for review and BOD for review

and approval. The Executive Committee shall make a recommendation of the submitted budget at its January meeting and the BOD shall vote whether to approve the budget at the February BOD meeting. Addenda or supplements to the budget may, from time to time, be submitted during the year for review and approval by the BOD.

All Chairpersons and Sports Commissioners (if applicable) must submit annually their budget to the Athletic Director no later than the November BOD meeting. Failure to submit their budget shall result in a twenty-five percent reduction in the committee's budget for the upcoming sport season, as a penalty. For the upcoming sports season, the sport shall receive seventy-five percent of its last allocated budget. Exceptions will be made for new Sports Commissioners and Committee Chairs appointed after budgets have been approved.

#### B. Reports

The budget will be monitored by the Budget and Finance Committee during the year. The Treasurer will provide a monthly budget report to the EC and BOD members at the regular meetings or upon request of the President.

#### C. Awards

SBBGC will award trophies to league or division champions, intramural winners, and county winners at the completion of the specific sport season.

Sports Commissioners are responsible for providing trophies to all other teams in their sport at their discretion and within their approved budget.

#### D. Net Profit

Remaining revenues or profits from each sport or non-sport activity will be transferred to the General Fund (G/A) – General Activity bank account at the conclusion of the sport season.

### ***Section 2. Audit of Accounts***

The books of SBBGC shall be audited by a Certified Public Accountant or an internal audit committee within a reasonable period of time following the close of the calendar year.

An internal audit committee shall be appointed by the President. The internal audit committee shall consist of three (3) members of the BOD not to include members of the Budget and Finance Committee. It shall be the duty of this committee to audit the books of SBBGC.

### ***Section 3. Finances***

#### A. SBBGC Administrative Fees

The administrative fee for SBBGC shall be proposed no later than the November meeting and voted upon in conjunction with the approval of the General Fund Budget. The administrative fee shall be applied to each registration.

## B. PGCBGC County Fees

The PGCBGC fee is determined by the PGCBGC BOD. This fee is paid by each member of SBBGC at the time of registration.

## C. SBBGC Sport Fees

Each Sports Commissioner shall determine the amount of their sport fee. This fee is separate from the SBBGC administrative fee and the PGCBGC county fee.

## D. SBBGC Discount Policy

### a. Multi-child Discount:

- i. \$10 for each child with a minimum of two (2) children
- ii. \$15 for each child with 3 or more registrations
- iii. Only applies to sports in the SAME season.
  1. For example Fall Football and Fall Cheer NOT Fall Football and Winter Wrestling.
- iv. Discount application:
  1. Online registration: Discount will be programmed in and applied at the time of purchase
  2. In-person registration: Discount is applied at the time of purchase if all children present on the registration form. Otherwise, parents will pay the full price and receive a refund check after the registration period is complete.

### b. Board and Commissioner Discounts

- i. Applies to all sports
- ii. Must pay county fee for each child
- iii. \$10 Club fee for each child
- iv. No sport fee
- v. Multi-child discount does not apply.
- vi. Discount application
  1. Online registration: Discount can be applied at the time of purchase. For example, board members and commissioners will be flagged in the database so that their registrations do not require the sport fees or there will be special registration form for board members and commissioners.
  2. In-person registration: Discount is applied at the time of purchase for all children present on the registration form.

### c. Head Coach Discounts

- i. Applies only to the current sport
- ii. Must pay county fee for each child
- iii. \$10 Club fee for each child
- iv. No sport fee
- v. Multi-child discount does not apply.

vi. Discount application

1. Online registration: Discount can be applied at the time of purchase. For example, board members and commissioners will be flagged in the database so that their registrations do not require the sport fees or there will be special registration form for board members and commissioners.
2. In-person registration: Discount is applied at the time of purchase for all children present on the registration form.

d. Assistant Coach/ Team Parent discount

- i. Must pay county fee for each child
- ii. Must pay club fee for each child
- iii. 25% discount (code) good for 1 calendar year
- iv. Discount application
  1. Online registration: Discount can be applied at the time of purchase.
  2. In-person registration: Discount is applied at the time of purchase for all children present on the registration form

E. Payment

Payment by personal check, cash, money order, or credit card shall be accepted unless otherwise specified. Individuals will be required to reimburse SBBGC for the amount of the check plus the returned check fees.

F. Reimbursement

SBBGC will reimburse members who spend money on behalf of SBBGC with proper disbursement form and receipt(s) within that sport or event year ONLY. The SBBGC year is January 1 to December 31. Reimbursements shall not exceed the appropriate line item in Sports or Committee's budget without prior approval by the BOD.

ARTICLE X PURCHASING PROCEDURES

Purchasing of Budgeted Items via hard copy submission (Duration: 5-7 calendar days):

1. Requestor submits invoice order to Treasurer
  - a. Requestor notifies the Equipment Manager of pending purchase for appropriate storage space.
2. Treasurer verifies sufficient funds available
3. Treasurer issues payment
  - a. Notifies Sport Commissioner or program chair of payment
  - b. Notifies athletic director and president of payment
4. Upon receipt of items, Sport Commissioner shall notify the treasurer of the order completion
5. Resolves orders that are incomplete order, back order, damage, etc with Treasurer

#### Purchase Budgeted Items via Online Account (Duration 3-5 calendar days):

1. Requestor has placed items for purchase in an online shopping cart with an account ID and password;
2. Requestor notifies treasurer of online shopping cart, account ID and Password.
3. Treasurers accesses account verifies sufficient funds available
4. Treasurer issues payment
  - a. Notifies commissioner or program chair of payment
  - b. Notifies athletic director and president of payment
5. Resolves orders that are incomplete order, back order, damage, etc., with Treasurer

#### ARTICILE XI PARLIAMENTARY AUTHORITY

SBBGC shall operate under the current edition of Robert’s Rules of Order Newly Revised.

#### ARTICILE XII AMENDING THE POLICIES

Proposed amendments to these Policies and Procedures shall be submitted in writing to the By-Laws and Policies and Procedures Chair. The committee will review the amendments(s) and present said amendments(s) to the EC for review. The proposed amendments(s) will be presented at the next regular BOD meeting by the By-Laws and Policies and Procedures Chair for vote of the BOD at the following meeting. Simple majority will be required to amend any policy.

Any emergency amendment would require a two-thirds (2/3) vote of the BOD present to temporarily suspend the procedure for amending the Policies and Procedures. At such time, two-third (2/3) vote of all BOD members present and voting will be required to amend the Policies and Procedures herein. Policies and Procedures amendments adopted by the BOD shall become effective immediately.

#### ARITCILE XIII SPORTS TEAMS

##### ***Section 1. County Teams***

The formation of county teams shall be on an evaluation basis. Each team shall hold open tryouts at least annually with a minimum of two days per tryout. The coach's decision is final. No player may be forcibly cut from an established team until the next tryout, except for an extreme disciplinary problem. Players who make the county team are not to participate in the intramural program while playing on the county team in the same season.

The Sport Commissioner shall select the coaches for the County Teams and inform the Athletic Director. A coach may be removed by the Sport Commissioner or Athletic Director for such things as getting ejected or unsportsmanlike conduct, being abusive or otherwise harmful to the players on this team, etc. This does not include losing games. A coach who is removed may

appeal his/her removal to the Board of Directors.

### **Section 2      *Intramural Teams***

Intramural teams shall be as nearly as comparable in ability as possible. This will be determined normally by evaluations of each player. County players shall not participate in the intramural program in the same season. Intramural Sports runs from January 1 through December 31 as the need is there.

The Sports Commissioner shall select the coaches for the Intramural Teams and inform the Athletic Director. A coach may be removed by the Sport Commissioner or Athletic Director for such things as getting ejected or unsportsmanlike conduct, being abusive or otherwise harmful to the players on this team, etc. This does not include losing games. A coach who is removed may appeal his/her removal to the Board of Directors.

### **Section 3      *Uniforms***

All uniforms worn by the South Bowie Boys and Girls Club shall bear the Club name and Logo. Uniforms shall NOT bear any sponsor names. The Board of Directors has approved royal blue and gold to be the colors of the Club and the Shark to be the mascot of the Club. Any Sport Commissioner wishing to use colors other than the above approved colors or a different shark other than the approved shark logo must submit their request in writing and receive approval from the Board of Directors each sport season.

Uniform deposits shall be required for usage of SBBGC uniforms unless otherwise specified. The amount of the uniform deposit shall be determined by the Sport Commissioner. Sport Commissioners shall inform the parents of the uniform deposit at the time of registration for their sport.

### **Section 4      *Tournaments/Leagues***

Each team shall bear the cost of all tournament and league fees by special fundraising or individual contributions unless the sport has accounted for these fees in their approved budget. All tournaments and league games that fall outside the specific sport season must be submitted to the Athletic Director and approved by the Board of Directors prior to the start of that tournament or league season. All tournaments and league games that are attended outside of the State of Maryland must be approved by the Board of Directors.

### **Section 5      *Trainers***

SBBGC does not allow for outside trainers unless approved by the BOD. In cases where the BOD approves an outside trainer(s), the Sports Commissioner is responsible for the cost of the trainer. The cost should not exceed the amount within their approved budget. In addition, the Sports Commissioners shall obtain a waiver from each participant's parent/guardian to participate in any training session(s). Furthermore, the trainer must provide training

certification and background checks in order to conduct training for SBBGC.

**Section 6. Identification Cards**

Coaches and/or team parents are required to return all identification cards to parents at the conclusion of each season. SBBGC is not responsible for any lost or misplaced identification card.

ARTICLE XIV Club-owned Equipment

**Section 1. Non-Club Requests for Use**

Requests for the use of Club-owned equipment must be received in writing. Such requests must state the intended use, duration of use, day(s) of use and the full name, address, telephone number and email address of the responsible party. Such requests shall be granted by a majority vote of the board of directors which may be conducted in person or electronically.