

BYLAWS of the Silent Carolina Athletic Club

As of July 9th, 2009 by Sean Kelly

Articles of Incorporation (*unapproved on July 9th, 2009*)

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Article I. Meetings and Elections

Section 1.

A. The biennial election meeting for all members of the Corporation shall be held in April at a time and place to be designated by the Board of Trustees. Notice of the biennial meeting shall be given by electronic communications at least thirty days prior to the date of the meeting.

B. Special meetings for either all members of the Corporation or for the Board of Trustees may be called at any time by the President or be a majority of the Board of Trustees.

Section 2. Election of the Board of Trustees shall be held at the biennial meeting every two years.

A. Trustees: Nine Trustees shall be elected at the biennial meeting at which a quorum of the membership is present. A quorum shall be one-tenth (1/10) of all members.

1. Nominations may be made from the floor, but any person who is nominated must first accept; if a person who is nominated is not present at the meeting, an acceptance in writing (by proxy) must be submitted at the meeting to prove that he/she accepts the nomination.

B. Officers: The President, Vice President, Secretary, and Treasurer shall be elected by the general membership.

1. Officers may be elected from the floor, and must first accept the nomination in order to be placed on the ballot. Each office must be filled in turn, and persons shall be elected who secure a plurality (largest number) of votes.

2. Three Auditors, also known as Trustees, shall be elected by the general membership. One Parliamentarian, also known as a Trustee, shall be elected by the general membership. Public Relations, also known as Trustee shall be elected by the general membership.

3. All officers and Trustees shall have equal votes.

4. Any former officer shall administer the oath to all elected Trustees as follows "I,..., on my honor, I will do my best to obey the Constitution and the Bylaws of the Silent Carolina Athletic Club to the best of my ability."

5. In the event any member of the Board of Trustees is no longer on the Board, an election shall be held at the next business meeting to fill the vacancy.

6. Eight votes of the Board of Trustees are required in order to remove a member from the Board of Trustees.

C. Powers & Duties: The Board of Trustees of the Corporation shall have the authority to conduct all business of the Corporation between biennial meetings.

D. Meetings should be held at least every two months. Members shall have at least 10 days advance notice of each meeting. Silent Carolina Athletic Club is required to hold a business meeting and a majority of the Board of Trustees shall be present.

Section 3. Duties of the Auditors.

A. The Auditors shall meet in February, May, August and November to audit the Treasurer's books.

B. The Auditors shall make an audit report of the Treasurer books at the Biennial Election Meeting.

[\(This is to comply with 501c3 Taxes/Accounting\)](#)

Article II. Membership

Section 1.

A. Membership in the Corporation shall be open to any Deaf resident of the State of South Carolina and to all other persons interested in the athletic welfare of the Deaf.

B. Active members are eligible to participate in any sports and games under the Corporation, and shall have a voice in any business meeting.

C. Hearing members are eligible to vote, to have voice, but may not be on the Board of Trustees.

D. New members cannot be on the Board of Trustees unless they have been an active member in good standing for 6 months.

E. Any member of the Board of Trustees who misses three consecutive meetings is automatically released as a Board member.

F. Members must have any and all membership fees, league fees, and other individual club-

related debts paid in full before involvement in any club sponsored activities.

Article III. Membership Dues

Section 1.

A. Membership dues shall be decided upon by the two-thirds vote of those present at the biennial election meeting, and shall not exceed \$25.00 per person.

B. 1. Family membership shall be \$20.00 or \$15.00 if either spouse is a college student with school identification card.

2. Single Membership shall be \$15.00.

3. Senior Citizen Memberships shall be \$7.00 per person.

4. Youths 13 years to 18 years old and college students shall be \$10.00 with school identification card.

5. Children under 12 shall be \$4.00 each.

6. Memberships shall begin on January 1 and end on December 31 of the same year.

7. Memberships may be pro-rated to 50% of the dues from July 1 to December 31 of the same year.

C. The payment shall be credit card, cash, money order or cashier check. Checks are not an acceptable form of payment.

(I believe membership should range around \$10 - \$20 dollars. This will help us set up a bank account. I have spoken to a few people myself and got an idea of having either \$5 dollars or \$10 dollars and this should attract many people.)

Article IV. Duties of the Officers

Section 1.

A. The following shall be the duties of the PRESIDENT.

1. To preside at all meetings of the Corporation and maintain order.

2. Instruct officers, Trustees, chairpersons, directors, managers, and coaches in their duties as necessary.

3. To enforce the Articles of Incorporation and bylaws of the Corporation.

4. To appoint a chairperson of any regular or special committee and be an ex-officio member of each committee.

5. To have access at all times to each of the books of accounts, statements, vouchers, and other official documents and to inspect the same.

6. To require the minutes book to be recorded and certified by his signature.

7. To have general supervision over all affairs of the Corporation.

8. Appoint an Athletic Director.

Section 2.

A. The VICE PRESIDENT shall perform the duties as follows:

1. Shall perform the duties of the President during his absence.

2. Shall be the chairperson of the Law Committee.

3. Shall be the chairperson of all committees that is under Silent Carolina Athletic Club to supervise.

Section 3.

A. The SECRETARY shall perform the following duties:

1. Keep a list of all members of the Corporation and their addresses. The list shall not be copied or loaned without permission of the Board of Trustees. The Treasurer shall have an updated copy of the list.

2. Keep a true and correct record of the business transacted at each general meeting and at each meeting of the Board of Trustees in a separate book called the minute's book, to read from it whenever called upon by the President. The minutes shall be emailed to the membership within 7 days after the meeting.

3. To read all correspondence with the Corporation under the direction of the President.

4. To have in custody all the books and property pertaining to the office and to be responsible for their safety.

5. To keep track of the SCAC's inventory and belongings.

6. Notify members of all meetings.

Section 4.

A. The TREASURER's duties shall be the following:

1. To collect and disburse all funds of the Corporation as authorized by the Board of Trustees, which pertain to membership dues, monies earned at all tournaments, and fund-raising projects, and to issue receipts for the same.

2. To keep a true and correct record of the financial matters and be prepared to have the financial books audited.

3. May keep separate bank accounts for the general, basketball, volleyball, and softball, and such other funds as may be maintained.

4. If necessary, to appoint an assistant Treasurer.

5. To deposit all surplus funds of the general fund as voted by the members of the Corporation, and deposit them into the contingent reserve.

6. To take charge of the contingent reserve, and all leases, notes, important vouchers, investment securities, and all other important papers which are deemed necessary to be taken into custody.

Section 5.

A. The duties of the TRUSTEES shall be as follows:

1. To determine, through audit or checks of deposit slips, that surplus money of the General Fund has been placed in the contingent reserve as voted by the Board of Trustees.

2. To appoint one active member of the Corporation in good standing as a delegate to the Northwest Athletic Association of the Deaf, and/or any other organizations, and to determine delegate's expenses.

3. To act upon matters as called for, as hereinafter provided, and as set forth in the bylaws.

4. The resignations of all officers and Trustees shall be submitted to the Board of Trustees in writing.

5. The Board of Trustees shall set up rules and regulations concerning the various physical education activities and athletics. These rules and regulations may be changed, amended, or expanded by a majority vote of the Board of Trustees in an official meeting at which a quorum is present.

6. The Board shall be responsible for the budgeting of available funds, providing that expenditures of more than \$500 must be made in the business meeting. The Board of Trustees and Officers of Silent Carolina Athletic Club are the only ones that can make motions that are related to the funds of Silent Carolina Athletic Club. All expenditures up to \$500 shall be approved first by the Board at any business meeting or electronic communication.

7. Remove a chairperson of any regular or special committee by a two-thirds majority vote. The President shall inform the chairperson of the removal.

Section 6.

A. The duties of the ATHLETIC DIRECTOR shall be as follows:

1. Schedule practices for various teams within Silent Athletic Club.
2. Find city leagues for Silent Carolina Athletic Club teams to participate in and complete all paperwork for Silent Carolina Athletic Club teams participating in city leagues.
3. Find alternative fields and gyms as backup practice sites.
4. Complete all paperwork for local, regional, and national tournaments.
5. Appoint and work with each sport director.
6. If absent in 3 consecutive meetings, is automatically released.

7. The Athletic Director shall be part of the SCAC's Board of Trustees as one of the Auditors.

Section 7.

A. The duties of the SPORT DIRECTORS shall be as follows:

1. Establish and maintain a 8 month fundraising plan which includes, but is not limited to, finding an appropriate chairperson for each fundraising event.
2. Recruit players and coaches for local, regional, and national tournaments.
3. Communicate with the Athletic Director of availability of players for teams.
4. Work with the Athletic Director to find practice sites.
5. Work with other sport directors on holding at least 1 fundraising event per month.
6. If absent in 3 consecutive meetings, is automatically released.
7. The Sports Directors shall be part of the SCAC's Board e-mail group, but will not have equal voting powers as the Board of Trustees.

Section 8.

A. The duties of the PARLIAMENTARIAN shall be as follows:

1. Read the Silent Carolina Athletic Club Bylaws regularly and become familiar with them.
2. Study Roberts Rules of Order and become familiar with parliamentary rules.
3. Train other members who are interested in learning parliamentary rules.

Article V. Order of Business.

Section 1.

- A. The following shall be the order of business:
 - 1. Appoint a temporary parliamentarian if the Parliamentarian board member is not present.
 - 2. Reading of the minutes
 - 3. Announcements
 - 4. Officers' reports
 - 5. Committees Reports
 - 6. Claims (receipts required, pre-approved by any 3 officers)
 - 7. Unfinished business
 - 8. New Business
 - 9. Election of Officers
 - 9a. Oath of Officers
 - 10. Adjournment

Article VI. Non-profit Status

Section 1.

A. No officer or trustee, manager, or chairman or member shall draw salary or wages for their services.

Article VII. Custody of Records and Property

Section 1.

A. Each officer shall, within 30 days after the proper election, turn over to his successor all records, materials, and property, real and personal of whatever nature, to the Club. Such records must be up to date and reflect the current status of the members. All missing property or records must be satisfactorily accounted for in a written report given to the Board of Trustees.

B. Each committee officer shall, within 90 days after the committee event is completed, turn over to the club officers all funds, records, materials, and property, real and personal of whatever nature, to the Club. Such records must be up to date and reflect the current status of the members. All missing property or records must be satisfactorily accounted for in a written report given to the Board of Trustees.

Article VIII. Amendments.

Section 1.

A. Amendments shall be approved at any business meeting of the Corporation by a two-thirds vote of the majority of the members present.

B. New amendments shall be immediately effective after their adoption.

C. Whenever a proposed amendment is rejected by the Law Committee, the amendment shall have a petition of at least twenty signatures of members present in order for it to be placed on the agenda of the next business meeting of the Corporation.

D. All motions made from the floor that change the ByLaws shall be automatically referred to

the Law Committee.

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Article IX. Website.

Section 1.

A. The Board of Trustees shall maintain a website for the members.

B. The webmaster shall be selected by the President and approved by the Board of Trustees. The President may release and appoint a webmaster as often as necessary.

C. The webmaster shall not make any changes without prior approval from the President or Athletic Director.

(I have a friend named Ben Weaver who currently resides in Maryland. I would like him to develop this new club website. The website is the key part of the organization since people (fans, sponsors, and players) don't know us; they will look up the website about us, and how well maintained we are.) <http://www.mytestsite.bestfreehosting.biz/>

Rules and Regulations of the "Unknown Club".

Rule 1. Powers of the Board of Trustees

Section 1. The Bylaws of the Corporation empower the Board of Trustees to set up rules and regulations governing the physical education and athletic activities of the Club, and to alter, change, amend, and expand them as may become necessary. The Board also has the power to budget available and future funds as it deems wise and in the best interests of the Club.

Section 2. Any member of the Club, or any team, may request the Board, in writing or in person at any of its official meetings, to change the rules and regulations, or revise the budget. Before reaching a decision, the Board will determine whether those who will be affected by such changes will not be injured, and whether such changes will be in the best interests of the Club, its members, or its teams.

Section 3. The Silent Carolina Athletic Club Board of Trustees may suspend a Silent Carolina Athletic Club member if the member owes money to Silent Carolina Athletic Club or has not turned in Silent Carolina Athletic Club property (see Article VII, Section 1A & 1B) or is abusive towards another person during their participation and services in Silent Carolina Athletic Club activities, including Silent Carolina Athletic Club Teams participating in local/regional/national competition. Such member may be suspended for 6 months or more as determined necessary by the Silent Carolina Athletic Club Board of Trustees. Prior to the suspension of such person, the Silent Carolina Athletic Club Board of Trustees is authorized, directed and empowered to observe, investigate, hear evidence and determine the facts as may be appropriate in the circumstances.

Rule 2. Funds of the Corporation.

Section 1. The funds of the Corporation shall be divided into eleven categories: General Fund, Basketball Fund, Volleyball Fund, Softball Fund, Youth Fund, Golf Fund, Ski/Snowboard Fund, Flag Football Fund, Championship Fund, Public Relations Fund and Reserve Fund. Each fund shall have a minimum of \$300.00 at all times and the Reserve Fund shall have a minimum of \$4,000.00, otherwise the fund cannot be touched until it exceeds the minimum amount. Interest earned by each fund shall remain in that fund. Each fund cannot have its money transferred to another fund unless approved by the board of trustees in any business meeting.

Section 1a. Funds of the Corporation that will host regional or national tournaments will require the corporation's treasurer and one member of the Board of Trustees to be authorized signers of that committee's separate banking account. Profits of the committee's tournament must be turned in to the Corporation in 90 days and the board of trustees will decide which fund will receive the profits. The Championship Fund shall receive at least 25% or more of the profits as determined by the board of trustees.

Section 2. The funds of the Corporation shall be deposited in a bank in the name of the "Unknown Club" under the signatures of the President, Vice-President and Treasurer.

Section 3. The income of the General Fund shall be from membership dues, proceeds for any fund-raising projects conducted by the Corporation and donations. The income of the Public Relations Fund shall be from 25% of the membership dues and donations.

Section 4. The income of the Basketball Fund, Volleyball Fund, Softball Fund, Youth Fund, Golf Fund, and Flag Football Fund shall be the proceeds from any fund-raising projects of the basketball team(s), volleyball league team(s), softball team(s), golf team(s), flag football team(s) and donations.

Section 5. The income of the Championship Fund shall be ten percent (10%) of the proceeds from any fund-raising projects of the basketball team(s), volleyball league team(s), softball team(s), golf team(s), and flag football team(s). The Championship Fund shall be divided into six (6) sub-funds, Basketball, Volleyball, Softball, Golf, and Flag Football. The income of each sub-fund shall be from its own sport team(s).

(I haven't put in lots of thought on what kind of sports we will provide. Our goal is to provide maximum athletic teams in different sports in the area. This will provide different activities for people to be part of this club. However, there are already other organizations such as SCDGA (Golf) and Disc Golf since they have become popular in SC and even a fishing club so an "Unknown Club" could maybe work with them. We can always add bowling and soccer if we want to.)

Section 6. The disbursement of the General Fund shall be for:

- A. All activities other than basketball, volleyball, softball, youth, golf, and flag football.
- B. Club operating expenses and delegate's expenses.
- C. Sponsorship of regional and national tournaments of basketball, volleyball softball, youth,

golf, and flag football.

- D. Club memberships in regional and national association(s) and organization(s).
- E. Additional deposits in the contingent reserve.

Section 7. The disbursement of the Basketball Fund, Volleyball Fund, Softball Fund, Youth Fund, Golf Fund, Ski/Snowboard Fund and Flag Football Fund shall be for local recreation leagues, sport equipment, medical supplies, and tournament expenses.

Section 8. The disbursement of the Championship Fund shall be for the expenses of Silent Carolina Athletic Club Teams participating in national tournament as determined by the Board of Trustees. Each sub-fund shall be used towards its own sport of national tournament expenses and not other sports.

Section 9. Teams Fund-Raising Accounts

If there is more than one sports team, an account may be established for each team under the appropriate sports fund. All proceeds from fund-raising activities by each team shall be deposited in their account by the Silent Carolina Athletic Club Treasurer and expenses, if any, shall be paid by the Silent Carolina Athletic Club Treasurer from their account. The coach of each team may ask the "Unknown Club" Treasurer to withdraw money from their account at any time up to the amount of the account.

Section 10. Silent Carolina Athletic Club shall not make any loans.

Rule 3. Basketball, Softball, Volleyball Team(s)

Section 1. The sport team(s) shall consist of the following:

- A. Players, coach, and manager shall be active members of the Corporation at the commencement of each sport season.
- B. A coach shall be appointed by the sport director.
- C. The manager shall be selected by the coach.
- D. Any player or active member of the Corporation will be elected as coach. An exception for a hearing coach will be permitted.
- E. The expenses of the team(s), coach, and manager shall be paid out of the appropriate Fund as provided by the Bylaws and determined by the Board of Trustees.
- F. The coach shall serve as mediator between the Sport Director and the sport team(s).
- G. The above rules shall not be applied to the SCAC's sports league and the rules shall be set forth as determined by the Sport Directors.
- H. All players, coaches, and managers that put their names and signatures on a registration form and pay a registration fee may not be reimbursed if they leave the team for any reason.
- I. Any player, coach, and manager on a registration form for a regional or national tournament and had their fees paid by Silent Carolina Athletic Club shall fully reimburse Silent Carolina Athletic Club if they do not show up at the tournament. It must be paid in full within thirty (30) days after the tournament date to avoid suspension.

Rule 4. Assumption of Risk

All participants in events sponsored by the Silent Carolina Athletic Club shall recognize the risks inherent in the various activities and accept responsibility for such risks and must sign a waiver of liability prior to participation.

Rule 5. Contingent Reserve

Section 1. The contingent reserve shall be declared as a surplus reserve for the purpose of possible emergency.

Section 2. The fund shall be deposited in another account separate from the other funds of the Corporation under the signatures of the President, Vice-President and Treasurer of the Corporation.

Section 3. The withdrawal of any funds in the reserve in order to increase the General Fund shall be approved by a majority of the Board of Trustees present in any business meeting.

Rule 6. Roberts Rules of Order

The rules contained in the Roberts Rules of Order shall govern all meetings wherein it does not conflict with the Bylaws.

Rule 7. Donations

Donations may be made only to a 501c3 organization or K-12 Deaf or Hard of Hearing schools and must be approved by the majority of the Board of Trustees. The requests of donations or sponsorships shall be made through SCAC's President and the requests of non-sports related will not be approved or considered. For the sports related requests, the requests must show their fund-raising effort and plans for at least 6 months including financial reports. The Board of Trustees may award a match to fundraising efforts up to \$500 if the funds are available.

(I, Sean, want to add a new officer to maintain babysitting duties. The reason to have this position is to help the players or fans who are parents to enjoy their time at the events and also help create activities for the kids to stay busy and enjoying themselves than hassling their parents. That should help

encourage more parents to be involved. There will be some fees toward to that.) (I, Sean, recreated our bylaws from Utah Athletic Club of the Deaf, Inc Bylaws.)