

Sheridan Community Recreation, Inc. Bylaws

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Article I-Name

Section 1: The name of the corporation shall be "Sheridan Community Recreation, Inc."

Section 2: The corporation may also be informally known as, and referred to by, the following titles: "Sheridan Rec Board", "Sheridan Community Recreation Board", "Rec Board", "Sheridan Recreation, Inc.", and "SCRI".

Article II- Purpose

Section 1: The purpose of the corporation shall be to organize and promote participation in team sports and individual recreation for the community of Sheridan, Indiana and its surrounding area.

Article III- Membership

Section 1: The Sheridan Community Recreation, Inc. Board of Directors shall consist of six (6) or more members. A member can be anyone with a sincere interest as set forth in Article II of these Bylaws.

Section 2: Any person who desires to become a member of the board shall be required to attend a minimum of three (3) meetings within a four (4) month period. After such attendance has been noted, and a motion has been made the board shall be required to vote for or against acceptance of the new member. The discussion and vote on any new member shall not be undertaken in the presence of the perspective member or guests.

Section 3: Membership is contingent upon a criminal background Inquiry.

Section 4: There shall be no minimum membership term limit applied to any member.

Section 5: Members shall be required to attend all meetings as called or scheduled by the Board, as set forth in Article IV.

Section 6: Any resignation from the Sheridan Community Recreation Board must be in writing and received by the secretary.

Section 7: Any member missing three (3) scheduled monthly meetings in one year will be considered for dismissal from the board, unless a verbal or written notice was given to any officer of the Board prior to the actual meetings that were missed.

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Section 8: All members of the board have an inherent responsibility to perform their individual duties to the best of his or her abilities, and according to all rules, regulations, policies and procedures that apply to each sport, activity, committee, or the general membership as set forth and adopted by Sheridan Community Recreation, Inc. Any Board member who is found to have willfully violated any Board policy or procedure, or to have willfully neglected his or her duties or responsibilities, with due process, as specified in Article III- Section 8, could be immediately removed from those duties and responsibilities and, with due process, be suspended or terminated from the Board.

Section 9: A Board member may have their membership terminated or suspended for reasons other than those stated in Section 7 by a three-fourths vote of the remaining members.

The discussion and voting on the proposed termination or suspension must be fair and reasonable, taking into consideration all of the relevant facts and circumstances.

The member shall be given not less than fifteen (15) days prior written notice of the termination or suspension, and the reasons for such action.

Written notice given by mail must be given by first class or certified mail sent to the last address of the member shown on the corporation's records.

Written notice must be given by certified mail with return receipt to the last address on file with the Board.

The member in question must have an opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the termination, or suspension by a person appointed and given authority by the Board to decide that the proposed termination or suspension should not take place.

A proceeding challenging a termination or a suspension, including a proceeding in which defective notice is alleged, must be commenced within one (1) year after the effective date of the termination or suspension.

A member who has been suspended, or whose membership has been terminated may be liable to the corporation for dues, assessments, or fees as a result of obligations incurred or commitments made before the suspension or termination.

Section 10: Members who fail to regularly attend meetings but do not wish to resign from the board will be considered for inactive membership. Inactive members can be reinstated by majority vote upon a request by the inactive member. Inactive members do not have voting rights until they are reinstated.

Section 11: It shall be a policy of Sheridan Community Recreation, Inc. that more than one member of a family may concurrently be a member of the board.

Limitations. No committee associated with the Sheridan Community recreation Board shall allow the members of an immediate family to hold the majority of the votes on that committee.

Awareness of Conflict. It shall also be required that all members of the Board commit due diligence to assure that no conflict of interest arises because of this policy.

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Conflict Resolution. Should a conflict arise as a result of this policy, as noted by any member of the Board, the issue shall be placed on the agenda for discussion and be fully resolved at the next scheduled monthly meeting of the Sheridan Community Recreation Board.

Article IV- Meetings

Section 1: There shall be at least eleven (11) monthly meetings to be held on the third (3rd) Wednesday of every month, or as designated at the previous meeting, for conducting general business. The time and location of the next scheduled meeting shall be announced to the attending members before the current meeting is adjourned.

Section 2: Additional meetings of the general membership may be called or scheduled upon request of the President or by one-third of the Board at any time. Members shall be entitled to three (3) days prior notice of all meeting dates and times.

Section 3: A minimum of six (6) members, including three (3) members of the Executive Committee, must be present to constitute a quorum. Once a quorum is present, the meeting and business may proceed. If a quorum is present, a vote is valid even though less than the quorum votes.

Section 4: If an emergency meeting should be required, a majority of the Executive Committee shall be authorized to act for the entire Sheridan Community Recreation, Inc. Board in regards to all matters pertaining to and with the Board. In the instance of an emergency meeting of the Executive Committee, prior notice may not be possible. This meeting shall include all members of the Board available at the time. A full report of all discussions and decisions that take place during the emergency meeting shall be brought before the Sheridan Community recreation, Inc. Board at the next scheduled monthly meeting. The Executive Board may, at its discretion, convene immediately prior to the start of any regular business meeting for the purpose of preparing for the regular business meeting.

The ability of the Executive Committee to affect decisions for the entire Board of Sheridan Community recreation, Inc. shall in no instance be used to obstruct or impede a decision that is forthcoming or previously made by the Board.

Section 5: the meeting scheduled for November shall have included on the agenda the time necessary to accept nominations for the Sheridan Community Recreation, Inc. Board Officers.

Section 6: The meeting scheduled for January shall have included on the agenda the time necessary for the election of the Sheridan Community Recreation, Inc. Board Officers.

Article V- Officers

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Section 1: The Officers of the Sheridan Community Recreation Board shall consist of the President, Vice President, Secretary, Treasurer, and Sergeant of Arms.

Section 2: These officers are to be elected by the membership in attendance at the January meeting. The voting shall take place on a written ballot containing those names having been placed in nomination at the previous November meeting.

Section 3: Terms of Officers shall be one (1) full year. All officers may succeed themselves, if so nominated.

Each elected officer will commence their official duties at the end of the January meeting.

Section 4: Duties. The duties of the Sheridan Community Recreation Board officers are as follows:

The President shall convene regularly scheduled meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-President, Secretary, Treasurer, and Sergeant of Arms.

The Vice President will chair the Coaching Committee, assist the President as requested, and serve as Committee Chair on special subjects as designated by the Board.

The Secretary shall be responsible for keeping records of Board actions, which shall include, but not be limited to, the following: overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and agenda to each Board member, and assuring that the corporate records are maintained.

The Treasurer shall make a report at each Board meeting. The Treasurer shall chair the Finance Committee, be a member of the Participation Committee, assist in the preparation of the budget, help develop fundraising plans, make all payments due in a timely manner, and make financial information available to Board members and the public.

The Sergeant of Arms shall be the chair of the Code of Conduct committee.

Article VI- Committees

Section 1: the Board or the president may create committees as needed, such as concessions, sports, equipment, etc. The President shall be empowered, if required, to designate their Chairperson, and shall be an Ex Officio of all Sheridan Community Recreation, Inc. Board committees.

Section 2: Executive Committee. The elected officers of the Sheridan Community Recreation, Inc. Board shall wholly constitute the membership of the Executive Committee.

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Vacancy. Should a vacancy arise on the Executive Committee, the members of the Board shall elect a member of the Sheridan Community Recreation, Inc. Board to fill the vacancy for the remainder of the term.

Attendance of a minimum of three (3) Executive Committee members is required at all scheduled Board meetings. Failure to appear at a scheduled meeting twice (2) in one term, without a verbal or written notification being given to another Executive Committee member, may result in dismissal from the elected office.

Section 3: Finance Committee. The Treasurer shall serve as chairperson of the Finance Committee, which shall include two (2) additional Board members. The Finance Committee is responsible for the development and implementation of all fiscal procedures for the Sheridan Community Recreation, Inc. Board.

The Finance Committee is required to submit an annual financial report to the Board showing all income and expenditures.

The financial records are public information and shall be made available to the Sheridan Community Recreation, Inc. Board members and the public.

Section 4: Sports Committees. These committees shall consist of a minimum of two (2) members of the Sheridan Community Recreation, Inc. Board, one of whom shall serve as the committee chair, as elected by the board. In addition, committees may contain any number of individuals from the community as is required to effectively carry out their responsibilities.

These committees shall be responsible for, but not limited to the following: registration of participants, collection of fees, nomination of coaches, scheduling of games, the arrangement for referees or umpires, and grounds maintenance, if needed. Further requirements shall include working with other Board committees as needed for equipment, fundraising, purchases, collections, establishment of annual fees, and other matters that may arise as a result of the required organization and operation of each sport.

Section 5: Coaching Committee: The Vice President shall serve as chairperson of the Coaching Committee, which shall include the chair of each sport or activity committee, along with the Sergeant of Arms. Responsibilities shall include the completion of background checks and the formal approval of all proposed coaches for all sports and activities organized by Sheridan Community Recreation, Inc.

Section 6: Participation Committee. This committee shall consist of a minimum of three (3) members of the Sheridan Community Recreation, Inc. Board, one of which shall be the Treasurer. This committee shall convene to provide a method whereby and individual, parent, or guardian who is unable to pay all fees required at time of registration, may find assistance through the arrangement of an approved payment plan.

Section 7: Code of Conduct Committee. The Sergeant of Arms shall serve as chairperson of the Code of Conduct Committee. The committee shall include a minimum of three (3)

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Sheridan Community Recreation, Inc. Board members. No outside person or agent shall be allowed to sit on this committee. The Code of Conduct Committee shall be empowered to investigate all Incident Reports that are filed with the Board in strict adherence to the policies and procedures set forth for that purpose. The chair of this committee shall also sit on the Coaching Committee.

Section 8: Fundraiser Committee. This committee shall include a minimum of three (3) members of the Sheridan Community Recreation, Inc. Board, one of which shall be the Vice President. Responsibilities shall include, but are not limited to, the organization of fundraisers and the solicitation of donations. The committee may contain any number of individuals from the community as is required to effectively carry out its responsibilities.

Article VII- Financing

Section 1: Donations. To avoid duplication of solicitations, All Solicitations for donations should be approved through the fundraising committee. The Board shall retain the authority to accept or reject any offers for funding. All monetary contributions shall be made payable to Sheridan Community Recreation, Inc. and be submitted to the Treasurer, any member of the Fundraising Committee, or mailed to P.O. Box 213, Sheridan, Indiana 46069.

Section 2: Fees. Any and all fees charged to the participants in any sport or activity organized by Sheridan Community Recreation, Inc. shall be reviewed and established annually. This shall be done to ensure the adequate funding required for the sustained operation and development of these programs and activities.

Calculation of Fees. Each sport or activity committee, in consultation with the Finance Committee, shall be responsible for the calculation of its annual fees. It shall be the responsibility of the individual committees, and their chairpersons, to provide to the Finance Committee, the adequate and accurate information used in the calculation of all fees, if so requested. The Sheridan Community recreation, Inc. Board shall be required to vote on the adoption of these fees.

Payment of Fees. All participants in any sport or activity organized by Sheridan Community Recreation, Inc. shall be required to pay all fees associated with their individual sport or activity. Those individuals, or their parents or guardians, who are unable to pay the required fees at the time of registration, shall be referred to the Participation Committee.

Section 3: Committee Budgets. Each sport or activity committee that has been empowered by Sheridan Community Recreation, Inc. to organize itself in an effort to carryout the mission of the corporation, shall be required to calculate and submit for approval a budget which will allow that committee to perform its responsibilities.

The Board shall be required to approve all committee budgets prior to the beginning of that sport or activity.

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Section 4: Annual Budget: After the determination and approval of the annual fees for each activity or sport by the Board, and the development and approval of committee budgets by the Board, the Finance Committee, in coordination with the Fundraising Committee, shall develop the annual budget for the fiscal year.

The Sheridan Community Recreation, Inc. Board must approve the annual budget. Approval of the Board is also required for any and all revisions made to the budget. Fiscal Year. The fiscal year shall be the calendar year.

Section 5: Expenditures. Any and all expenditures made by any committee, including any sport, activity, or tournament, must be within its approved budget. All purchases and expenditures made or approved by the Board must be within the approved Sheridan Community Recreation, Inc. annual budget.

Any and all expenditures will be administered using a purchase order system. Any Board member needing to make a purchase must first receive a purchase order number from the treasurer.

Emergency purchases of under \$100.00 can be made without the use of a purchase order. Receipts must be submitted to the Treasurer for reimbursement.

In the event a purchase from a vendor with whom no account has been established becomes necessary, approval will require a specified vendor and dollar amount.

All vendors shall be notified of the adopted policy, and that they are required to supply the purchase order number on the invoice for payment to be issued.

The Treasurer shall not issue a check for payment of a purchase or expenditure without the prior issuance of a purchase order number, unless prior authorization has been given for purchases from a vendor with whom an account has not been established.

Any purchases made outside of the approved budget, or not involving the above procedures, shall become the responsibility of the individual making such purchases and be deemed immediately due and payable to Sheridan Community Recreation, Inc. by that individual. Such actions by a member of the Sheridan Community Recreation, Inc. Board will also be seen as grounds for suspension or termination from the Board.

Any Board member who makes a purchase without the use of a tax exempt certificate will be held personally responsible for payment of the tax.

Article VIII- Conflict of Interest

Section 1: Statement. No member of the Sheridan Community Recreation, Inc. Board, its officers, or any of its committees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the board.

Disclosure. Each individual shall disclose to the Sheridan Community Recreation, Inc. Board and personal interest that he or she may have, in any matter pending before the Board, and shall refrain from participation in any discussion or decision on such matters.

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Article IX- Code of Conduct

Section 1: Sheridan Community Recreation, Inc. shall create and establish a Code of Conduct that shall govern its members, participants, and all other persons who are associated with any sport, activity, or program organized by the Board.

Section 2: The eligibility of all participants in any sport, activity, or program organized by Sheridan Community Recreation, Inc. shall be contingent upon the participant's agreement to comply with the Code of Conduct.

Registration. The act of registration for a sport or activity that is organized by Sheridan Community Recreation, Inc. shall be construed as acceptance of the Code of Conduct by the individuals named on the registration.

Section 3: Acceptance by Association. Any and all persons who shall be associated with any activity or sport in the positions of coach, assistant coach, umpire, referee, announcer, timekeeper, scorekeeper, grounds maintenance individuals, and others who may not be named, shall, as a condition of their association with the Sheridan Community Recreation, Inc. either in a paid or unpaid position, be in acceptance with and act in accordance with the Code of Conduct.

Section 4: All effort shall be made to post a copy of the Code of Conduct, in full view of the public, at all facilities utilized by Sheridan Community Recreation, Inc.

Section 5: Violations of the Code of Conduct must be noted on an Incident Report Form. An Incident Report Form can be obtained from and filed with the Sergeant of Arms or any member of the Code of Conduct Committee. Any participant, spectator, coach, referee, or umpire involved with any activity associated with the Board may file an Incident Report. Violations will be handled according to the Code of Conduct and Policy and Procedure of the Sheridan Community Recreation, Inc. Board.

Section 6: All members of the Sheridan Community Recreation, Inc. Board shall be required to behave and communicate, at all times, in a manner that shall maintain or improve the community respect for, and the integrity of, Sheridan Community Recreation, Inc.

Article X- Discrimination

Section 1: Sheridan Community Recreation, Inc., Its members and participants, shall not organize or knowingly take part in any sport or activity that willfully discriminates on the basis of race, gender, color, ethnic background, income, intellectual or physical ability, place or country of origin, or any other method that may be used to enable such discrimination.

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Article XI- Decisions

Section 1: The Sheridan Community Recreation, Inc Board shall have the final judgment on all matters pertaining to its organization, membership, involvement in individual sports, and decisions pertaining to the Board.

Article Xii- Amendments

Section 1: Proposals. Only members of the Sheridan Community Recreation, inc. Board of Directors shall be permitted to propose an amendment to, or vote on any such amendments to, these bylaws.

Section 2: Notification. These Bylaws may be amended, when necessary, at any scheduled monthly meeting of the Sheridan Community recreation, Inc. Board. A copy of the proposed amendment(s) shall be provided each and every board member a minimum of seven (7) days prior to the vote.

Section 3: Ratification. All amendments are immediately effective on the date of ratification.

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Article XIII – Approval

These bylaws were approved at a meeting of the Sheridan Community Recreation,
Incorporated Board on: January 14th, 2011

Members in attendance:

Name	Title
<i>Liberty Williams</i>	President
<i>Karl Kuntz</i>	Vice President
<i>Buc M. Mue</i>	Sergeant of Arms
<i>Christy Smith</i>	Treasurer
<i>Josh Pugh</i>	Secretary
<i>Jesse Williams</i>	Board Member
<i>Deg Dublin</i>	Board Member
<i>Paul Cooper</i>	Board Member
<i>Kim</i>	Board Member
<i>Mike Welst</i>	Board Member
<i>Steve Leonard</i>	Board Member
	Board Member
	Board Member
	Board Member
	Board Member