

St. Patrick School Booster Club Constitution

Purpose: The rationale for the existence of the St. Patrick School Booster Club (hereinafter “Booster Club”) is to provide parent/guardian support and involvement in St. Patrick School athletic programs. The primary purpose of the Booster Club is to facilitate, enrich and promote the athletic programs for the students and give support and assistance to the Athletic Director and/or school administration. Through the social events and fundraising activities the Booster Club contributes to the total parish community and its members become active participants through service and support in the basic Catholic Christian philosophy of the St. Patrick School Community.

Article I Membership

Section I Membership is open to any parties who have expressed an interest in and support of the athletic program.

Section II A current member is defined as anyone who has paid annual dues or is given membership at the discretion of the school administration.

Article II Representation

Section I The Booster Club is governed by the policies and regulations of the Archdiocese and the St. Patrick School Board.

Section II The Booster Club is immediately accountable to the administration of St. Patrick School.

Section III The Booster Club Board of Directors will be the decision making body of the Booster Club. The Board of Directors will consist of eight (8) members, which are voting members. Those eight will consist of three or four elected officers and three appointed members and two automatic members, the Pastor and the School Administrator. The ninth member is the Athletic Director, who does not have voting rights. The two automatic members will have the option to appoint a representative in their place and can be used to tie break a vote.

Article III Voting

Section 1 Election of the Board of Directors will be held at the Booster Club annual spring meeting the first Sunday of May.

Section II Those in attendance at the May meeting of the Booster Club will elect Board of Directors members for two-year terms.

- Section III All Directors may serve up to three (3) consecutive elected two (2) year terms. Members can be re-elected after three consecutive terms if one term is skipped.
- Section IV Only the Board of Directors has the voting power in all policies and decisions.
- Section V Each member of the Board of Directors will have one vote.
- Section VI All decisions are subject to the approval of the school administration.
- Section VII To conduct official business a quorum of members must be present. Five (5) directors shall constitute a quorum for meetings of the Board. A simple majority will decide all voting issues.
- Section VIII A vote of five (5) Board members is required for proposing a change to the Constitution. Any change to the Constitution requires a simple majority of current Booster Club members at an announced meeting. The school board will make final approval of a constitutional change.

Article IV Officers

- Section I The Booster Club Board of Directors shall elect the officers immediately following the annual Booster Club meeting. Officers will be elected for one-year terms. The president and treasurer may serve for no more than three (3) consecutive terms. The vice-president/secretary may be re-elected for any number of terms as long as s/he is an elected member of the Board of Directors.

President:

1. Presides at all meetings of the Board of Directors.
2. Prepares the agenda.
3. Calls emergency meetings.
4. Keeps the school administration informed of the activities of the Booster Club.

Vice-President/Secretary:

1. Takes the place of the president in his/her absence.
2. Assists the president in overseeing committee activities and membership.
3. Is responsible for all Booster Club secretarial work.
4. Records meeting minutes.
5. Disperses the minutes and agenda to all members of the Board of Directors.
6. Makes a copy of the minutes available to the membership by posting at designated locations such as the school website through the school secretary.

Treasurer:

1. Works within the school bookkeeping guidelines/process and consistent with the Archdiocesan guidelines (ABE #3400), receives and disburses the

funds of the Booster Club, and keeps proper vouchers and book accounts which shall be open to inspection by the Booster Club members.

2. Submits a monthly report to the school bookkeeper. A financial report shall be submitted at each regular meeting of the Board of Directors; and an annual financial report submitted at each regular meeting of the Board of Directors, and an annual financial report submitted to the School Board and at the annual members meeting.
3. Shall maintain a file of the current names and addresses of all Booster Club members. This file will be located at the school office and is confidential to the School Administrator, the Athletic Director and the Booster Club Board of Directors.

Section II In the event that an officer cannot fulfill his/her term a replacement shall be nominated by the Board president and approved by vote of the Board of Directors.

Article V Meetings

Section I The Board of Directors shall meet a minimum of four (4) times per school year as follows: close to or on the following dates: the third Sunday of August, the third Sunday of November, the third Sunday of February and the third Sunday of May.

Section II Special meetings may be called by the president.

Section III Meetings shall be open meetings. All members are welcome and may speak at meetings but may not vote. New business items by non-Board of Directors members must be submitted to the president in writing two weeks prior to the meeting date. Only topics relating to the "Purpose" of the Booster Club will be allowed on the agenda. Final decision as to the appropriateness of agenda items will be determined by simple majority vote of the Board of Directors. School/Parish administrative governance items and School Board governance items are not allowed on the agenda and are not to be discussed at the Booster Club meetings.

Section IV The ordinary order of business for the Booster Club regular meetings shall be:

- A. Calling of role
- B. Prayer
- C. Reading and disposition of minutes
- D. President's Report
- E. Committee reports on activities
- F. Financial report
- G. Unfinished business
- H. Athletic Director's report or request for athletic equipment
- I. New business
- J. Adjournment

Article VI
Financial Support

- Section I The annual dues shall be an amount determined each year by the Board of Directors and shall cover the period of July 1 of each year until June 30 of the following year.
- Section II: The Booster Club Board of Directors will determine the allocations of funds.
- Section III: Money raised through dues and Booster Club fund raising efforts is earmarked for the support of the athletic programs of St. Patrick School. Requests for allocations of a differing nature are subject to the approval of the Booster Club Board of Directors.

St. Patrick School Booster Club
By-Laws

- Section I All elected Board of Directors members are allowed one (1) unexcused absence during one year. Failure to comply will constitute dismissal from the Board of Directors. Vacancies shall be filled by special appointment by the Board of Directors.
- Section II All requests for funds shall be presented to the Board of Directors in written form by the Athletic Director.
- Section III Any individual item in excess of \$500 requires solicitation of at least two comparison quotes. Comparison quotes may be required for any purchase upon a majority vote of the Board of Directors.
- Section IV The transfer of officers' responsibilities will take place upon their election.
- Section V Each Booster Club fundraising activity and sponsored event will have a Director or designated committee chair in charge. All other Booster Club members are encouraged to help at each activity/event.
- Section VI The scheduling of Booster Club calendar activities/events for the coming year will take place at the May quarterly meeting. The Booster Club will consult and work with other parish and school groups in scheduling events.
- Section VII Activity chairpersons will be determined at the May meeting for the scheduled calendar Booster Club sponsored activities/events.
- Section VIII Funds to be distributed according to the athletic needs of the school are subject to the discretion of the school administration.
- Section IX Eligibility for Board of Directors: must be a current member of the Booster Club. Members of the St. Patrick Parish Council or members of the St. Patrick School Board are not eligible to serve on the Board of Directors.

- Section X Booster Club committees will consist of Financial (fundraising and accounting), Personnel (volunteers and membership), Physical (facilities and equipment) and Communications (newsletter and major public relations agenda).
- Section XI Changes to the Booster Club Constitution or By-Laws can only be made at one of the quarterly meetings of the Board of Directors.
- Section XII Public notification of special Board of Director meetings must be given at least seven (7) days in advance through the parish bulletin and through the school administration.