

# **ST. ANDREW/ST. ELIZABETH ANN SETON BOOSTERS ORGANIZATION BYLAWS**

Revised and approved March, 2016.

## **Article 1 – Name**

The name of this organization shall be the St. Andrew/St. Elizabeth Ann Seton (SASEAS) Boosters Organization.

## **Article 2 – Purpose**

The purpose of this organization is:

1. To sponsor, promote, coordinate, and operate athletic activities for the youth of the Parishes and the students of the St. Andrew/St. Elizabeth Ann Seton School, taking into consideration their spiritual and scholastic development.
2. To regiment a program of athletics for the youth of the Parishes and the schools, providing an opportunity for members of the parishes and schools to engage in athletic activities under the supervision and guidance of elected or appointed adults
3. To approve or reject the addition or elimination of teams/activities
4. To raise and disperse funds for the purpose of operating the Athletic Programs which it sponsors
5. To hear and resolve concerns raised by the parents, youth or coaches who participate in the programs which it sponsors
6. To inform the general membership of the scheduled activities and events of the association.

## **Article 3 – Membership**

Membership is open to any person wishing to assist the organization in its stated purpose. Active membership requires that the person is a parishioner of either St. Andrew or St. Elizabeth Ann Seton parish and/or has a child attending the SASEAS School. Active members have the voting rights of one vote per adult in the member's household in that year's officer elections, as outlined in Article 7.

## **Article 4 – Sport Fees**

Each individual sport will have a fee, which must be paid before participation in that sport.

## **Article 5 – The Boosters Board**

### *Section 1 – Membership*

The Boosters Board shall consist of the four elected positions (President, Vice President, Secretary and Treasurer) and the appointed positions of the Organization. Both pastors and the Principal of the SASEAS School shall be ex officio members of the Board and are invited to attend all meetings.

### *Section 2 – Function*

The Boosters Board shall handle the regular business of the organization. The Board shall also be responsible for creating, maintaining, and updating the policies and procedures of the Organization as required to fulfill the Organization's purpose. The Board will review the organization's routine financial reports and will also consider all major financial issues and make recommendations to the Executive Board. The Board shall be responsive to the wishes of the Organization as a whole, but need not submit its actions to the Organization for approval.

### *Section 4 – Executive Board*

The Executive Board shall consist of the President, Vice President, Treasurer and Secretary of the Organization.

### *Section 5 – Function of the Executive Board*

The Executive Board shall:

- 1) Oversee the finances of the organization and will create, maintain and update policies and procedures as required to execute these financial responsibilities. The Executive Board shall have final decision making authority for all expenditures.
- 2) Update & maintain the organization's by laws.

3) Ensure timely resolution of grievances of individual parents/players that may result from their participation in Booster sponsored activities.

In executing the duties above, the Executive Board will ensure that all matters are reviewed with the Booster Board in advance and that the Board's specific recommendations are clearly understood. In general, it is expected that the Executive Board will concur with the Booster Board's recommendations, but they are not obligated to do so.

## **Article 6 – Officers, Commissioners and Coordinators**

### *Section 1 – Officers*

There shall be the following elected officer positions:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer

### *Section 2 – Commissioners and Coordinators*

As required, the Executive Board shall appoint Commissioners and Coordinators. Members interested in being considered for appointment should contact a Board member for nomination.

### *Section 3 – Committees*

As required, the Executive Board may create committees for specific purposes. The President will appoint committee members, with concurrence of the majority of the Executive Board. Committee members may be Board members, non-Board members of the Organization, or persons from outside the Organization. Once the committee's purpose has been achieved, the committee would be disbanded.

### *Section 4 – Removal*

Any Board member (elected or appointed) who does not comply with the assigned responsibilities of the position may be relieved of office by a majority vote of the Executive Board. Appointment of a replacement shall be made by a majority vote of the Executive Board. If a majority cannot be determined, it will be elevated to the Parish Priests for their final approval.

### *Section 5 – Resignation*

Any Board member (elected or appointed) may relinquish their position by written resignation. If an officer resigns, appointment of a replacement shall be made by the majority vote of the Executive Board. If a majority cannot be determined, it will be elevated to the Parish Priests for their final approval.

## **Article 7 – Elections**

### *Section 1 – Date*

Elections are to be held during the May monthly membership meeting.

### *Section 2 – Nominations*

Nominations are to be received by the Secretary and must be made by active members. Only active members may be nominated for office, beginning at the April meeting and continuing up to the election.

### *Section 3 – Election Rules*

After nominations are received, the President shall read the list of nominees for each office in turn. A secret ballot for each office will be taken. Active members are entitled to vote. A maximum of two votes per family will be permitted as long as the votes are from adult members of the family. The results will be tabulated by the Secretary and announced immediately. Current officers will remain in office until all officers have been elected.

### *Section 4 – Voting Privileges*

Active members who, prior to the election, have attended at least one Boosters meeting during the election year are entitled to vote. Exceptions to this guideline may be made as long as the majority of the Executive Board approves the exception. A maximum of two votes per family will be permitted. Only active adult members are entitled to vote. Members must be physically present to exercise this privilege. No proxies will be accepted.

### *Section 5 – Terms of Office*

All officers elected will hold the position for a period of two years from the date of election. Elections for the positions of President and Secretary will occur during even numbered years. Elections for Vice President and Treasurer will occur during odd numbered years. All items relating to the duties of each office are to be transferred to the newly elected officer within 30 days of the election.

## **Article 8 – Duties of Officers**

### *Section 1 – President*

The President shall:

1. Oversee all activities of the Booster Organization
2. Chair all monthly meetings
3. Set meeting agenda for monthly meetings
4. Maintain membership on the Boosters Board by appointments
5. Make interim appointments and replacements as required
6. Ensure the Boosters Organization and its rules and procedures are being followed
7. Ensure all Boosters members, appointees, and coaches follow Christian values
8. Ensure the overall financial stability and viability of the Organization
9. Provide a fiscal year end financial report to the Parish Councils and Pastors of both parishes
10. Communicate with the Pastors of both parishes on a quarterly basis (minimum)
11. Provide for the successful continuation of the Boosters Organization by planning and providing vision for the future
12. Serve as the liaison with the Parish Councils of both parishes and the School Board
13. With the assistance of the Board, monitors activities of parents, coaches, and players, and standards of conduct for all.
14. Establish committees as required and appoint committee members.
15. Coordinates with the Principal of the parish schools to ensure that academically ineligible students do not participate in Booster activities.
16. Serve as the Spiritual Liaison *The Role of the Spiritual Liaison*. As noted above, athletics organizations should have a designated Spiritual Liaison (the “Spiritual Liaison”) as follows:

#### **Selection:**

**Catholic:** The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.

**Appointed by Pastor or principal:** In a parish, the Spiritual Liaison should be appointed by the Pastor and report directly to him or his designee. In a non-parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.

#### **Duties**

**Communication:** Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.

**Meetings and monitoring:** Ensure that the annual coaches’ ministry meeting(s) is (are) scheduled. Attend the annual coaches’ ministry meeting(s) and monitor attendance at such meetings by the coaches.

**Promote ministry spirit:** Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches’ ministry meeting, in practices and games throughout the season.

**Evaluations:** Participate in end-of-year evaluations of coaches and discussions regarding their return for future years. Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.

**Listening:** Be a listening ear outside of the athletics organization for coaches, parents or athletes.

**Develop guidelines:** In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.

**Grievance Committee:** The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

**Evaluation:** An annual review of the Spiritual Liaison should take place with the Pastor, or principal of a non-parish school, or designee, with input from coaches and athletics organization leadership.

*Section 2 – Vice President*

The Vice President shall:

1. Chair meetings in the absence of the President
2. Coordinate activities for all Sports Commissioners
3. Ensure registration and administrative needs for each sport are complete and up to date
4. Attend sports meetings for each commissioner if they are unable to attend
5. Reinforce rules and procedures for each sport and coaches
6. Ensure that facilities are equitably used by each sport and coach.
7. Take the lead in coordinating fund raising activities

*Section 3 – Treasurer*

The Treasurer shall:

1. Collect and disburse funds as required
2. Provide financial recordkeeping and budgetary information
3. Ensure financial responsibility and accountability
4. File and coordinate any/all insurance, tax, etc. information
5. Provide financial reports on a monthly basis
6. Provide for an annual financial review in conjunction with the President

*Section 4 – Secretary*

The Secretary shall:

1. Keep minutes of all meetings
2. Distribute minutes in a timely manner and ensure action items are completed
3. Communicate with all parties on Boosters activities
4. Assure that meeting rooms are reserved
5. Keep and maintain records of students registered for sports.
6. Maintain rules, regulations, policies and communications in files
7. Coordinate parish bulletin letters and school communications
8. Maintain Organization information on the School website.

## **Article 9 – Duties of Appointed Positions**

### *Section 1 – Gym Coordinator*

The Gym Coordinator shall:

1. Coordinate gym usage for league games and practices
2. Attend the Sports Commissioner meetings to assign practice times
3. Attend CYO and other league meetings for gym use
4. Fairly and equitably distribute available gym time to all
5. Publish gym use schedule for Commissioners, Coaches, Parishes and Concessions Coordinators
6. Reinforce to coaches the need to:
  - a. Police areas prior to and after practices and games
  - b. Understand and adhere to the key policy
  - c. Schedule all changes/needs through the Gym Coordinator
7. Be responsible for and maintain an overall gym use and security policy and procedure.

### *Section 2 – Maintenance Coordinator*

The Maintenance Coordinator shall:

1. Ensure that the gyms and fields are adequately maintained.
2. Be the point of contact with both parishes in terms of recommended repairs and upgrades
3. Obtain estimates of repairs and upgrades as required
4. Review and sign off on all repairs and upgrades upon completion

### *Section 3 – Uniform Coordinator*

The Uniform Coordinator:

1. Has accountability for all uniforms for each sport
2. Coordinates the distribution of uniforms
3. Ensures uniforms are collected in reasonable condition at the end of each sports season
4. Stores all uniforms and equipment in appropriate safe locations
5. Orders replacement uniforms as needed
6. Coordinates with the Treasurer to ensure the best possible price when purchasing uniforms
7. Has accountability for all Spirit Wear items purchased for sale by the organization.
8. Coordinates with the Booster Board & individual sport commissioners to order Spirit Wear.
9. Ensures Executive Board approval of all Spirit Wear purchases
10. Sets prices for Spirit Wear sales.
11. Ensures periodic deposits of proceeds from Spirit Wear sales are made with Treasurer.

### *Section 4 – Concessions Coordinator*

The Concessions Coordinator:

1. Coordinates concessions throughout the year
2. Provides concessions financial reports on a monthly basis
3. Purchases concessions items and ensures there is adequate stock
4. Sets prices and ensures periodic deposits are made to the Treasurer
5. Coordinates gate activities
6. Works closely with the Sports Commissioners and Gym Coordinator to ensure games are properly covered for concession and gate volunteers
7. Provides written guidelines for volunteers to follow

### *Section 5 – Registration Coordinator*

The Registration Coordinator:

1. Coordinates the registration of each child for each sport
2. Provides/develops the registration forms to ensure they contain all required information
3. Maintains and distributes rosters for each team
4. Collects monies from each participant
5. Ensures that the “no pay, no play” policy is enforced; special exceptions must be presented to the Board for approval.
6. Provides names of all registered sports participants to Secretary.

### *Section 6 – Sport Commissioners*

There shall be a Sport Commissioner for each major activity undertaken by the Organization. The Sport Commissioner will be responsible for the operation of his/her activity, including coach selection. The Sport Commissioner may nominate a non-voting Assistant Commissioner for Board approval.

The following sports shall have a Sport Commissioner:

- a. Boys Basketball
- b. Girls Basketball
- c. Girls Volleyball
- d. Boys Volleyball
- e. Football
- f. Cross Country

A person may be a Sport Commissioner for multiple sports but will only be entitled to one vote at Board meetings, regardless of the number of sports they are responsible for.

The Sport Commissioner:

1. Works with the Registration Coordinator to schedule the registration for their sport
2. Attends CYO meetings for their sport
3. Recruits coaches where needed
4. Holds coaches meetings prior to the season to set guidelines, rules, expectations, and practice schedules
5. Ensures that practice time is equitable
6. Oversees the team selection process for their sport
7. Maintains and distributes rosters for each team.
8. Coordinates equipment and uniform ordering needs
9. Attends Boosters meetings on a monthly basis
10. Ensures concessions, gate, referees, and scorekeepers are all in place
11. Mediates problems or conflicts
12. Ensures academic and behavior eligibility is enforced
13. Coordinates tournaments
14. Sets budget, equipment, uniform, and other operating needs
15. Coordinates gathering volunteers for fundraisers for their respective sport, as required
16. Coordinates the scheduling and taking of team and individual pictures for their sport
17. Ensures that all coaches, to includes assistants, have been fingerprinted and completed training as directed in the Archdiocesan Child Protection Decree.

### **Article 10 – Meetings**

#### *Section 1— Regular Meetings*

There shall be monthly meetings of the Boosters Board held on or as close as possible to the 1<sup>st</sup> Monday of each month. Notice of each meeting must be placed in the Parish bulletins and on the web site prior to the meeting. All members are encouraged to attend. Any Non-Board member wishing to attend a Board meeting must make a request to any member of the Executive Board 48 hours in advance of the meeting and the request must be approved by a majority of the Executive Board.

#### *Section 2— Special Meetings*

The President or other members of the Executive Board with the approval of the majority of the Executive Board members may call special meetings. Notice of this special meeting must be announced and or published in the Parish bulletins the Sunday prior to the meeting.

#### *Section 3 – Executive Session*

The Executive Board shall meet in executive session immediately following the adjournment of each regular or special Booster Board meeting to finalize financial decisions. Only Executive Board members and each Parish pastor shall attend executive session. The Booster Secretary, or Vice President in the absence of the Secretary, shall document names of attendees and all decisions made in the executive session, but will not document any other meeting minutes.

#### *Section 4 -- Quorum*

A quorum for conducting business of a regular or special meeting shall consist of not less than 50% of the Executive

Board. No issues may be voted or decided upon without at least 50% of the Executive Board present.

*Section 5 – Board Member Attendance at Meetings*

Any voting member of the Board (elected or appointed position) who is absent from a Board meeting more than three (3) times during a one (1) year period is subject to removal upon concurrence of the majority vote of the voting members of the Board.

*Section 6 – Order of Business*

1. Opening prayer.
2. Distribution and/or reading of the minutes from the previous meeting.
3. Approval of the minutes of the previous meeting.
4. Report outs by the officers, coordinators, and commissioners.
5. Unfinished business.
6. New business.
7. Adjournment of the meeting.
8. Executive session

**Article 11 – Funds**

*Section 1 – Fund Name*

All Organization funds must be kept in the name of the St. Andrew/St. Elizabeth Ann Seton Boosters Organization.

*Section 2 – Spending Approvals*

The Executive Board shall approve all expenditures. The right to write checks, authorize the withdrawal funds, or collect money under the authority of the Board shall be vested in the President and Treasurer.

In the event that purchases or commitments that have not been reviewed and approved need to be made between Board meetings, expenditures of less than \$500 can be made with the approval of the President and one other Executive Board member. The President is required to review the expenditure with the Board members present at the next Board meeting.

**Article 12 – Amendments**

*Section 1 – Procedure for Proposing Amendments*

The bylaws may be amended or revised by an affirmative vote of a majority of the members of the Executive Board. Copies of the proposed amendment must be given to members of the Executive Board at least 24 hours in advance of the vote to amend. This rule may be waived by unanimous vote of the Executive Board. A vote to amend the bylaws may only be taken during a regular or special meeting as defined in Article 10.

*Section 2 – Procedure for Amending Bylaws*

The procedure for amending the bylaws by election shall be as follows:

- 1) All Executive Board members must be present.
- 2) Each Executive Board member shall affirm that they have had at least 24 hours to review the proposed amendment.
- 3) The Secretary shall introduce and read the proposed amendment.
- 4) Each Executive Board member may ask questions of the person who proposed the amendment.
- 5) The President will call the roll of the Executive Board and ask for a vote of yea or nay.
- 6) The Secretary will tabulate the votes and announce and confirm the result.
- 7) The amendment will take effect as of the end of the current meeting.
- 8) A majority vote of the Executive Board is required to amend the bylaws.

**Article 13– Dissolution of the Booster Club**

Should the Organization be dissolved, the funds remaining in the treasury after all outstanding invoices and obligations are completed will be donated evenly to the parishes of St. Andrew and St. Elizabeth Ann Seton. All equipment and physical property will be donated to the SASEAS School. The Executive Board will dispose of any excess equipment or material, with any generated funds donated to the SASEAS School.