

THE CONSTITUTION of the ATHLETIC BOOSTERS of ST. COLUMBKILLE PARISH

The following Rules and Regulations of the St. Columbkille Athletic Booster Club were originally adopted by the Booster Club on September 1998. Dates in parentheses at the end of a section indicate those provisions were subsequently amended or adopted on the date given.

ARTICLE I – Name

Section 1: The organization shall be known as The Athletic Booster Club of the St. Columbkille Parish.

ARTICLE II – Mission

Section 1: To promote and develop the CYO Athletic Programs of St. Columbkille Parish.

Section 2: No project or program shall be initiated by Club until such project or program has the approval of the Pastor of St. Columbkille Church.

ARTICLE III – Membership

Membership shall be open to all parishioners of St. Columbkille Parish or any other Club volunteers who are interested promoting the programs and purposes of the Club and who meet the requirements of membership set forth in ARTICLE III, Section 1 or ARTICLE III, Section 2.

Membership shall be divided in to classes according to the following requirements:

Section 1: Voting Member in good standing – To be considered a voting member in good standing, an individual must satisfy all of the following criteria:

1. be over the age of 18 years old and have graduated from high school
2. qualify as an active parishioner as defined by the guidelines of the parish and school
3. have children attending the parish school or participating in the CYO sports program
4. attend and/or assist in at least one booster club fundraiser during the sports year

Additionally, the individual must attend minimum of four (4) booster club meetings per year, with a minimum of two (2) meetings, being attended in the first half of the sports year (September through December) and a minimum of two (2) meetings being attended in the second half of the sports year (January through April). The membership shall run from September through April and signatures confirming attendance at the required membership meetings must be on file to verify that a member is in good standing.

Section 2: “Grandfather” clause Voting Members

The following Booster Club members who may not meet the abovementioned criteria will be considered as Voting Members due to their long standing relationship with the Club and continued support of all Club activities. These members must also attend the required number of meetings. The members are as follows: Michael Barth, James Kuznik, Richard Lanser, Becky Newbrough, Mark Suhay, and Alan Tarnowski.

Section 3: Non-Voting Member in good standing – To be considered a non-voting member in good standing, an individual must satisfy all of the following criteria:

1. be over the age of 16 years old
2. attend and/or assist in at least one booster club fundraiser during the sports year

Additionally, the individual must attend minimum of four (4) booster club meetings per year, with a minimum of two (2) meetings, being attended in the first half of the sports year

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(September through December) and a minimum of two (2) meetings being attended in the second half of the sports year (January through April). The membership shall run from September through April and signatures confirming attendance at the required membership meetings must be on file to verify that a member is in good standing.

Future “grandfathering” of club members will be assessed on an individual basis for those members who are interested in continuing their support of the club activities. (3/2008)

While non-voting members are encouraged to attend the monthly general membership meetings, as well as support the booster club fundraisers, they are not eligible to run for an officer position, nor vote for the incoming executive board officers during the April elections. (7/2007)

ARTICLE VI – Membership Meetings

Section 1: A general membership meeting shall be held on the 3rd Wednesday of each month during the school year, at which time the activities of the club shall be reviewed by the membership.

Section 2: The President or any Chairperson of a committee has the right to conduct additional meetings at his/her discretion.

ARTICLE V – Disbursement of Club Funds

Section 1: No disbursement of Club funds in excess of five hundred dollars (\$500.00) may be made until approved by the Finance Committee.

Section 2: Executive board members may authorize disbursement of Club funds up to two hundred fifty dollars (\$250.00).

ARTICLE VI – Election of Officers

Section 1: The officers of the Club shall be as follows:

1. President
2. Vice President
3. Secretary
4. Public Relations Secretary
5. Treasurer
6. Athletic Director
7. Equipment Manager

Section 2: These seven (7) members will constitute the Executive Board of this organization

Section 3: Officers shall serve for one (1) year terms, and shall be eligible for re-election.

Section 4: The President shall appoint a Nominating Committee of at least two (2) members and no more than five (5) members in February of each year to develop and maintain a slate of candidates. The Nominating Committee will be charged with preparing ballots, overseeing the election process, and validating submitted ballots and votes. Only members in good standing may be appointed to the Nominating Committee and at least one member of the Nominating Committee must be a Voting Member in good standing. (7/2007)

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Section 5: Only Voting Members in good standing will be allowed to vote in the election of officers. Each qualified Voting Member shall have one vote and no proxy voting shall be allowed (i.e., the Voting Member must be present to cast their vote). (7/2007)

Section 6: Only Voting Members in good standing will be allowed to participate as candidates in the election of officers. Each candidate must register their intent to run for a specific officer position to the nominating committee prior to or at the March general membership meeting. Nominations will close 7 days prior to the April general membership meeting. Each candidate will be given the opportunity to address the Club members at the April general membership meeting regarding their qualifications for the officer position that they are running for, as well as their philosophy regarding the promotion and development of the St. Columbkille athletic program. If deemed necessary by the standing board of officers, time will also be allotted, prior to voting, for the Voting Members in good standing to ask questions of the candidates. (7/2007)

Section 7: The officers shall be elected by secret ballot at the April general membership meeting. Ballots will be tabulated by the standing Nominating Committee members. In the event of a tie, members of the outgoing Executive Board will have a subsequent vote by secret ballot. Selection of newly elected officers is not considered final until the list of elected individuals is reviewed and approved by the Parish Pastor and School Principal. Upon approval, the officers shall assume their respective duties at the May meeting. (7/2007)

Section 8: Whenever any office of the Executive Board becomes vacant, the vacancy shall be filled by a majority vote of the remaining Executive Board members. If the vacancy is not filled by the Executive Board within forty-five (45) days, the acting President shall fill the vacancy by appointment without the Executive Board's approval. Any elected or appointed officer must be approved by the Parish Pastor and School Principal and upon approval the officer shall assume their respective duties immediately. (7/2007)

ARTICLE VII – Committees

Section 1: The President shall appoint and remove committee chairperson(s) for each committee and assign certain committee members. The committee chairperson can also recruit his/her own committee members. A member can serve on more than one committee, if they so desire.

Section 2: Finance Committee – The Finance committee shall be comprised of the President, Treasurer, and Equipment Manager. The Finance Committee shall develop and submit an annual budget and recommend participation fees to the Executive for approval.

Section 3: Fundraising Committee – The Fundraising Committee shall be comprised of the President, Vice President, and the Treasurer. The Fundraising Committee shall oversee all fundraising activities of the Club and appoint sub-committees as deemed necessary.

Section 4: Competition Committee – The Competition Committee shall be comprised of the President, Vice President, Secretary, Athletic Director, and the Equipment Manager. The Competition Committee shall oversee all athletic activities of the Club. In the event of an abstention by a committee member and a tie vote occurs, the President's vote will count as 1.5 votes to break the tie. In the event that the President abstains and a

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Section 7: The Equipment Manager shall:

1. Be responsible for the purchase, maintenance, distribution, and inventory of all uniforms and equipment.
2. Submit an annual budget to the Finance Committee for the purchase of equipment, uniforms, and supplies.
3. Have the power to appoint standing and special committees.
4. Charge committees with their duties.
5. Have the authority to add up to two (2) additional Executive Board members with an affirmative vote from the standing Executive Board members. (5/2006)

ARTICLE IX – Quorum

Section 1: A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at any Executive Board meeting. At any Executive Board meeting at which a quorum is present, any decision or resolution may be passed or adopted by a majority of affirmative votes of said quorum. (5/2006)

ARTICLE X – Modifying the Constitution

Section 1: Amendment recommendations may be submitted by any member in good standing in writing to the Executive Board September through March. Prior to the April general membership meeting, the Executive Board by a majority vote may choose up to two (2) amendments per sports year to be placed on a ballot for a vote at the April general membership meeting. For an amendment to pass, it must carry 2/3 (66%) majority of 50 % of the eligible Voting Members in good standing. Any fraction of eligible Voting Members will round up to the next whole number. (7/2007)

Section 2: Changes can be made to The Constitution of the Athletic Boosters of St. Columbkille Parish between April and August and must be approved by the standing Executive Board before being finalized. (5/2006)

Section 3: Changes can be made to The Constitution of the Athletic Boosters of St. Columbkille Parish by emergency majority vote of the standing Executive Board during the months of September through March

Section 4: The updated Constitution shall be made available to all Club members. (6/2006 and 7/2007)

ARTICLE XI – Removal

Section 1: The Executive Board may by a vote of five (5) of its elected members expel or remove any member for gross misconduct, malfeasance, nonfeasance in or disqualification for office; for the conviction while in office of a crime involving moral turpitude; for persistent failure to abide by the rules of the Athletic Boosters; for the absence without justifiable excuse from three (3) consecutive general membership meetings. Prior to any such action by the Executive Board the accused member shall be notified in writing of the charge against him/her at least fifteen (15) days in advance of any hearing upon such charge, and he/she shall be given an opportunity to be heard and present evidence to dispute such charge. (5/2006)

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tie occurs, the next available Executive Board member will break the tie with a 1.5 vote. (7/2007)

Section 5: Sports Committee – The Sports Committee shall be comprised of any member of the Club who is a member in good standing. The Sports Committee will make recommendations to the Executive Board defining the sports programs for the upcoming year.

ARTICLE VIII – Duties of Officers

Section 1: The President shall:

1. Preside at all meetings.
2. Exercise general supervision over the activities of the Club.
3. Have the power to appoint standing and special committees.
4. Charge committees with their duties.
5. Have the authority to add up to two (2) additional Executive Board members with an affirmative vote from the standing Executive Board members. (5/2006)

Section 2: The Vice President shall:

1. Assume all duties and exercise the powers of the President enumerated in Section 1, during the temporary absence of the President.
2. Perform other duties as the President may request.
3. Serve as Chairperson of the Fundraising Committee.
4. Should there be a vacancy in the office of the President, the Vice President shall become President and shall perform all duties and exercise all powers associated with that office until the vacancy of the President is filled.

Section 3: The Secretary shall:

1. Keep a full and accurate record of all proceedings.
2. Perform other duties as the President may require.
3. Should there be a vacancy in the office of both the President and the Vice President, the Secretary shall preside at all meetings until the vacancies have been filled by a separate election.

Section 4: The Public Relations Secretary shall:

1. Be responsible for all Club publicity.
2. Assist the Secretary at all proceedings.

Section 5: The Treasurer shall:

1. Collect fees and keep a record of receipts and expenses.
2. Pay bills incurred by the Club after proper approval
3. Submit a report of the receipts and expenditures at each regularly scheduled general membership meeting and an annual written report to the membership at the end of his/her term each year.
4. Serve as Chairperson of the Finance Committee.

Section 6: The Athletic Director shall:

1. Act as Parish Designee to CYO.
2. Chair the Competition Committee and Sports Committee.
3. Schedule practices, secure practice facilities, and coordinate all matters as it pertains to eligibility, coaching, and CYO involvement.