Irish Athletic Booster Club
By Laws

Springfield Catholic Schools
Springfield, Missouri

PURPOSE

The purpose of the Springfield Catholic Athletic Booster Club, hereinafter referred to as the Booster Club, is to support Springfield Catholic Schools (SCS) athletic teams by raising funds, providing equipment and sports facility improvements, soliciting memberships, offering activities for members, promoting participation in athletics, encouraging attendance at athletic events, and assisting the Athletic Director, Coaches and Administration. It is the belief of the SCS community that sports play an integral role in the growth of students and it is the desire of this community to support and promote all sports to this end.

ORGANIZATION

1. GENERAL MEMBERSHIP

1.1 Membership Eligibility

1.1.1 Membership in the Booster Club is open to anyone who supports the purpose of the Booster Club.

1.1.2 Membership in the Booster Club is available throughout the school year.

1.1.3 A membership begins on August 1st and ends on July 31st and generally runs with the calendar school year.

1.2 General Membership

Any interested parent, alumni, alumni parent or other interested party can be a General Member of the Booster Club by completing and returning a membership form to the Booster Club Membership Coordinator along with payment of annual dues.

1.3 Premium Membership

1.3.1 A Premium membership is extended to those who make additional donations to the Booster Club.

1.3.2 Premium membership levels will be described on the membership form and are available to all prospective members.

1.3.3 The Board of Directors shall approve the proposed Premium membership levels by August 1st of each school year.

1.3.4 There are no extra privileges given to Premium Members with respect to voting, office or stature within the Booster Club.

1.3.5 Therefore, throughout these bylaws, no distinction will be made between General Members and Premium Members.

1.4 Expulsion

1.4.1 A simple majority vote of the Booster Club's Board of Directors is the only requirement necessary to expel a member of the Booster Club.

1.4.2 Expelled members are entitled to a prompt and full refund of the current year's dues paid by the expelled member, if any.

1.5 Voting

While membership in the Booster Club extends to the whole family, each parent in a membership will be considered a voting member. Voting rights for members are limited to the election of officers to the Board of Directors.

2. BOARD OF DIRECTORS

2.1 Makeup

The Booster Club's Board of Directors shall consist of all of the elected Officers. For voting purposes, the board will also include the chairpersons For concessions, membership and logo wear.

2.2 Eligibility

2.2.1 All members of the Booster Club are eligible to hold office.

2.2.2 No paid employee of SCS may hold a Booster Club office without prior approval of School Administration.

2.3 Term of Office

2.3.1 Members of the Booster Club's Board of Directors serve terms of 1 (one) year and may serve a maximum of 4 consecutive terms if so elected by the membership. No elected Officer can serve more than 2 (two) consecutive terms in any particular office.

2.3.2 Each Board Member's term of office will begin June 1st.

2.4 Elections

2.4.1 Officer elections are held during the May general membership meeting.

2.4.2 The Nominating Committee provides a slate of candidates.

2.4.3 Members of the Booster Club's general membership may propose additional candidates during or before the May general membership meeting.

2.4.4 Uncontested Elections

2.4.4.1 If no additional candidates are proposed by the general membership, the Nominating Committee's candidates may be approved, as a slate, by a simple majority vote of the general membership present.

2.4.5 Contested Elections

2.4.5.1 If additional candidates are proposed, each office is voted on separately by the general membership.

2.4.5.2 Uncontested candidates may be approved by a simple voice vote.

2.4.5.3 A secret ballot will be used for each contested office.

2.4.5.4 A simple majority vote of the general membership present is required to elect each new officer.

2.5 Replacement

2.5.1 Any Booster Club Officer, who finds that he or she is unable to attend meetings, or unable to fulfill his or her responsibilities, should retire from the Board.

2.5.2 The Booster Club's Board of Directors may act to replace non-participating Officers at its discretion by a simple majority vote of the Board.

2.5.3 Any vacant office shall be filled at the next general membership meeting.

2.6 Elected Officers – Authority and Responsibilities

2.6.1 President

2.6.1.1 The President is the Chairperson of the Booster Club's Board of Directors.

2.6.1.2 The President convenes and conducts the Booster Club's general membership meetings and any working meetings required of the Board of Directors.

2.6.1.3 The President prepares and publishes a meeting agenda in advance of each meeting. Agenda items must represent Officer Responsibilities, Committee updates, and Athletic Department news.

2.6.1.4 The President coordinates the work of the officers and committee chairs, and communicates with the SCS Athletic Director to manage the Booster Club's business between meetings.

2.6.1.5 The President serves on the Nominating Committee.

2.6.2 Vice President

2.6.2.1 The Vice President performs the duties of the President when the President is unavailable.

2.6.2.2 The Vice President manages all aspects of Booster Club Membership.

2.6.2.3 The Vice President is responsible for defining and gaining approval of Premium membership levels.

2.6.2.4 The Vice President assists the Athletic Director in preparing a rough sports budget for the school year.

2.6.2.5 The Vice President coordinates with each coach to ensure a team representative is selected.

2.6.2.6 The Vice President may serve on the Nominating Committee.

2.6.3 Treasurer

2.6.3.1 The Treasurer receives and disburses funds at the direction of the Booster Club's Board of Directors utilizing the SCS Central Office.

2.6.3.2 The Treasurer manages and maintains custody of the bank accounts utilizing the SCS Central Office.

2.6.3.3 The Treasurer reports on the Booster Club's financial status at each meeting, to include account balances for the general fund and other fund raising activities.

2.6.3.4 The Treasurer may serve on the Nominating Committee.

2.6.4 Secretary

2.6.4.1 The Secretary records the minutes of each meeting capturing attendance, decisions, action items and other noteworthy items.

2.6.4.2 At each meeting, the Secretary reads the minutes of the previous meeting and makes corrections as required.

2.6.4.3 The Secretary archives the corrected minutes on the SCHS network drive where they are backed up in the normal course of business.

2.6.4.4 The Secretary collects any and all pertinent documents and records from Booster Club sponsored events and archives such documents on the SCHS network drive.

2.6.4.5 The Secretary prepares outgoing correspondence for the Booster Club including, but not limited to, letters of appreciation to all significant donors and supporters of Booster Club events.

2.6.4.6 The Secretary maintains electronic files for both incoming and outgoing correspondence and stores archived versions of this correspondence on the SCHS network drive.

2.6.4.7 The Secretary maintains the Booster Club By Laws.

2.6.4.7.1 The Secretary maintains records of proposed and approved Amendments to the Booster Club By Laws.

2.6.4.7.2 The Secretary ensures that the Booster Club By Laws, as posted to the Booster Club's web pages, are current and accurate.

2.6.4.8 The Secretary may serve on the Nominating Committee.

2.6.5 Membership Coordinator

2.6.5.1 The Membership Coordinator is in charge of invitations to Booster Club membership and other solicitations of new members.

2.6.5.2 The Membership Coordinator keeps a current list of Premium members of the Booster Club.

2.6.5.3 The Membership Coordinator is responsible for collecting membership forms and generating a membership list for use by the Board of Directors.

2.6.5.4 The Membership Coordinator works with the Secretary to keep a current membership list.

2.6.5.5 The Membership Coordinator handles all correspondence with and for the Booster Club's membership.

2.6.5.6 The Membership Coordinator with assistance from the advertising committee is responsible for production of programs each season to include team rosters, pictures of players and advertisement of corporate sponsors.

2.6.5.7 The Membership Coordinator may serve on the Nominating Committee

3. EX-OFFICIO MEMBERS

3.1 Principal

3.1.1 The SCHS Principal may serve on the Board of Directors as an ex-officio member of the Board.

3.1.2 The Principal may not cast votes as a member of the Board.

3.2 Athletic Director

3.2.1 The SCS Athletic Director may serve on the Board of Directors as an ex-officio member of the Board.

3.2.2 The Athletic Director may not cast votes as a member of the Board.

3.2.3 The Athletic Director serves as a liaison between the Booster Club and the SCS Administration and between the Booster Club and the coaches.

3.2.4 The Athletic Director communicates with the President with respect to Booster Club business meetings and analyzes needs for each sport and presents these needs to the Booster Club.

3.3 Past President

The immediate past president of the Booster Club may serve on the Board of Directors in a non-voting, advisory capacity.

4. STANDING COMMITTEE CHAIRS

4.1 General Requirements

4.1.1 The Booster Club's Board of Directors shall appoint the positions specified below, and others as the need arises.

4.1.2 These positions should be filled no later than the beginning of the school year.

4.1.3 Any Booster Club member may submit names for consideration of the positions specified below.

4.1.4 Any Booster Club member not already serving in an elected capacity is eligible to fill any of these positions.

4.1.5 These positions will be held for a term of 1 (one) year.

4.1.6 There is no limit to the number of consecutive terms a Booster Club member may serve in one of these positions.

4.1.7 Vacancies are to be filled by the Board of Directors at the next meeting.

4.2 Fundraising Coordinator

4.2.1 Approval

4.2.1.1 The Fundraising Coordinator shall ensure that each gains the approval of the SCHS principal before starting a team specific fundraiser. All major Booster Club fundraisers are to be submitted to Administration for approval by May 31st of each year.

4.2.2 Coordination

4.2.2.1 The Fundraising Coordinator works with the team representatives to track which teams are planning fundraisers and works to avoid potential conflicts.

4.3 Concessions Chairperson

4.3.1 The concessions chairperson, with the assistance of the committee, is responsible for all concession stands and events at SCHS and junior high sporting events.

4.3.2 Duties include the following minimum activities:

4.3.2.1 Ensuring all concession equipment is in working condition. The chairperson requests maintenance of equipment or purchase of new equipment.

4.3.2.2 Orientation and training of all sport representatives to their specific concession responsibilities.

4.3.2.3 Purchasing supplies for all concession stands or events at SCHS and junior high sporting events.

4.3.2.4 Coordinating the opening and closing clean up of the concession stands each season.

4.4 Logo Wear Chairperson

4.4.1 Responsible for the ordering, inventory and sales of all apparel and promotional items.

4.4.2 The Logo wear chairperson works with teams to ensure that the proper SCS logo and colors are used. School Administration approval is required.

4.4.3 Works with the sport representative to order apparel for each team prior to the start of each season. All orders for team apparel should go through the Booster Club.

4.4.4 Presents a rough budget request to the Board at the start of the school year for apparel and promotional items.

4.5 Golf Tournament Chairperson

4.5.1 Manages all aspects of the annual SCS Booster Club Golf Tournament. This includes at a minimum the following:

4.5.1.1 Setting the date for the tournament,

4.5.1.2 Selecting and reserving the golf course,

4.5.1.3 Recruiting volunteers,

4.5.1.4 Coordinating and selling sponsorships,

4.5.1.5 Arranging for sponsorship signs,

4.5.1.6 Coordinating with the course pro to establish the rules of play,

4.5.1.7 Establishing the value for participation and sponsorships, in conjunction with the Board of Directors,

4.5.1.8 Coordinating the collection of funds with the Treasurer,

4.5.1.9 Reporting the progress of each of the above to the Booster Club.

4.5.1.10 Coordinate with and provide input to the Secretary to generate thank you letters for donors, sponsors and players in the golf tournament.

4.6 Website/Newsletter Committee

Responsible for maintenance of website and prepare/distribute monthly Athletic Newsletter with the assistance of the President or Vice President.

4.7 Advertising Sales Committee

Responsible for the marketing of all athletic advertising opportunities for the SCS system and ensure continuity throughout all programs.

5. REPRESENTATIVES

5.1 Team Representatives

5.1.1 Each athletic team at SCS must select a representative to act as a liaison between the Booster Club and the coaches.

5.1.2 Team representatives act as conduits between the coaches and the Athletic Director to identify specific needs with which the Booster Club may be able to help. All Booster Club requests are to be submitted by the Athletic Director.

5.1.3 Team representatives ensure their respective teams participate in the Booster Club's various activities.

5.1.4 Participation in the Booster Club's fundraising activities is required of all teams to ensure adequate funding of those team's future needs.

5.1.5 Team representatives are to attend the Booster Club's general membership meetings and support the overall goals of the Booster Club.

5.1.6 Team representatives serve for one (1) year and may serve consecutive terms.'

5.1.7 Team representative duties include but are not limited to:
-Scheduling of concessions (and gate if applicable to that sport)
-coordinating pictures of athletes for buttons or individual pictures for programs
-assisting with communication between coaches and parents

5.1.8 Representatives should include at least the following sports:

SCHS		Junior High
Basketball (Boys)	Basketball (Girls)	Basketball (Boys)
Soccer (Boys)	Soccer (Girls)	Basketball (Girls)
Tennis (Boys)	Tennis (Girls)	Track & Field
Baseball (Boys)	Volleyball (Girls)	Cross Country
Football (Boys)	Golf	Cheerleading
Cross Country	Track & Field	
Cheerleading	Dance	

6. FUNDRAISING

6.1 General Fundraising

6.1.1 Booster Club fundraising may include, but is not limited to, membership dues, concessions, logo wear, Booster Club Golf Tournament and or any other fundraising activity voted on by the membership.

6.1.2 These funds will be deposited by the Treasurer into the Booster Club's general account to be used for SCS athletic expenses or projects as directed by the Booster Club.

6.2 Team Specific Fundraising

6.2.1 Team specific fundraising is encouraged. Funds will be deposited into the Booster Club's general account to be used as directed by the Booster Club as the purpose of the Athletic Booster Club is to improve the SCS Athletic Program as a whole.

6.3 Funds Disbursement

6.3.1 General Disbursements

6.3.1.1 The Booster Club's President, Vice President and Treasurer, as well as the SCHS Principal (see Note below), are authorized to disburse funds from the Booster Club's bank account(s) for approved items following a simple majority vote of the Booster Club Board of Directors present at a given meeting.

Note: The Booster Club operates in an ancillary capacity with SCS, thus the assets of the Booster Club are important to the operation of SCS athletics. To protect the assets of the Booster Club, the SCHS Principal's name shall appear on the Booster Club's bank accounts.

This provides an added layer of protection for the Booster Club's assets.

6.3.1.2 Any amount disbursed over two thousand dollars ($2,000) requires 2 authorized signatures from the above named positions.

6.3.2 Team specific disbursements

Team specific disbursements require a request from the Athletic Director and authorization from the Booster Club Board.

6.3.3 Emergency Disbursements

6.3.3.1 The Booster Club's Board of Directors may authorize disbursements up to five hundred dollars ($500) for unplanned requirements requested by the SCS Athletic Department.

6.3.3.2 This type of disbursement may only be authorized when it is determined by the Booster Club's Board of Directors to be urgent in nature.

6.3.3.3 Ratification for these disbursements shall be obtained at the next Booster Club meeting.

6.4 Funding Protocol

6.4.1 The Athletic Director shall submit a budget of anticipated expenses to the Booster Club at the first general membership meeting in August. Additional requests may be submitted seasonally thereafter.

6.4.2 Funding requests of the Booster Club General Fund, which are not included in the team's initial budget, shall be processed through the Athletic Director by the team representative or coach.

6.4.3 After careful consideration of the items being requested, the disbursement may be approved, in whole, or in part, by a simple majority of the Booster Club members present.

6.4.4 As a general rule, as depending on the availability of funds on deposit, the Booster Club will invest in equipment and facilities to provide for long term viability of the SCS Athletic Programs.

6.4.5 SCS is responsible for coaches' salaries, rental of facilities, referee fees, insurance, transportation services and other infrastructure type expenses.

6.5 Support Teams

6.5.1 Although support teams (such as cheerleading and dance) are not funded by the Athletic Department, the Booster Club believes they are an important part of our sports program. The Booster Club will help to financially support them the same as any other athletic team in our system.

6.5.2 Coaches and participants on club teams are encouraged to participate in all Booster Club activities.

7. NOMINATING COMMITTEE

7.1 Makeup

7.1.1 The Nominating Committee consists of a chairperson, the President and two other members of the Executive Board.

7.2 Responsibility

7.2.1 The Nominating Committee performs its work in the following areas:

7.2.1.1 The Nominating Committee solicits and vets willing Booster Club members in April from the pool of general members in good standing, to stand as a slate of candidates, for the annual election by the general membership.

7.2.1.2 The Nominating Committee identifies replacement officers due to vacancies occurring prior to the normal expiration of a term.

7.2.1.3 In all cases, the recommendations of the Nominating Committee must be approved by a simple majority vote of the board.

8. AMENDMENTS

8.1 General Amendments

8.1.1 The following procedure is required to approve a proposed amendment to these by-laws:

8.1.1.1 Proposed amendments to these by-laws must be described and announced to the membership at least 30 days in advance of a planned vote.

8.1.1.2 Proposed amendments to these by-laws will be discussed in an open forum at a general membership meeting before coming to a vote.

8.1.1.3 Proposed amendments to these by-laws must be approved by a two thirds majority of the membership present at a general membership meeting.

8.2 Emergency Amendments

8.2.1 In case of emergency, the Board of Directors, by a ¾ vote of those Directors present, may temporarily set aside a portion of these by-laws.

8.2.2 Any action resulting from this vote must be recorded in the meeting minutes.

9. MEETINGS

9.1 General Membership Meetings

9.1.1 The Booster Club will meet on the second Wednesday of each month while school is in session.

9.1.2 Monthly meetings may be cancelled if there is no business to be conducted.

9.2 Executive Meetings

9.2.1 In the absence of a monthly meeting, the Board of Directors may hold an executive meeting, if necessary.

9.3 Transitional Meetings

9.3.1 A transitional meeting should be held in June (after the election) where the old board hands over its responsibilities to the new board.