

Saint Mary Boosters, Inc.

Constitution and By Laws

ARTICLE I

SECTION I The name of this organization shall be Saint Mary Boosters, Inc.

ARTICLE II – Purpose & Vision

SECTION I The sole purpose of this organization will be to encourage, promote and finance sporting activities and programs at Saint Mary School, kindergarten (K) through grade eight (8), including gym and playground equipment.

The St. Mary Boosters Organization works to promote...

- Christian Values Through Participation in Athletics
- Overall Health of the Student
- Teamwork by Sponsoring Team activities in seven sports
- Discipline By Setting Expectations for coaches and players
- And Sportsmanship to Win with Dignity – Lose with Grace

ARTICLE III – Membership

SECTION I Membership shall be limited to men and women who are eighteen (18) years of age or older, who are members of Saint Mary Parish and has paid annual dues.

SECTION II New members will be accepted as first order of business at regular monthly meetings.

SECTION III Members in good standing will be any paid, active member who achieves six (6) meetings each year. A member in good standing must maintain his/her standing as long as he/she is a member of the organization.

SECTION IV Dues shall be paid annually and shall be payable to the Treasurer at the member's first meeting of each year.

SECTION V The June meeting shall be designated as the first meeting of each calendar year.

ARTICLE IV – Board Structure

SECTION I The election of officers to the board of Saint Mary Boosters, Inc. shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Athletic Director
- Assistant Athletic Director

The appointment of officers at Saint Mary Boosters, Inc. shall consist of:

- Two Trustees

ARTICLE V – Eligibility Requirements for Officers

SECTION I Nomination for officers are to be made at the April meeting from the floor or through a nominating committee which should be selected at the March meeting. Nominations may be made only by active members in good standing. Nominations must be submitted to the nominating committee for consideration by or at the April meeting.

SECTION II a) Only active members in good standing shall be entitled to be a candidate.
b) Only members with a minimum of one year of active booster involvement and a member in good standing for the current year as defined in Article III, Section III will be considered as a candidate.

SECTION III Election of officers shall be by secret ballot held at the regularly scheduled meeting in May, unless only one candidate is nominated, in which case election of that officer shall be by acclamation.

SECTION IV The newly elected officers shall take their chairs at the call of the June meeting. The outgoing President is to call the meeting following the election.

SECTION V All elected officers, upon acceptance of the office, shall hold that office until the election meeting the following year.

SECTION VI Upon receipt of a vacated office, the President can call for nominations for that vacated office from the membership for appointment by the board by the next meeting, and hold an election at the next meeting and are subject to all provisions under Article V.

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SECTION VII To be eligible for appointment to the office of trustee, the individual shall be a member in good standing for a minimum of one year as defined in Article III, Section III.

ARTICLE VI – Definition of Officer’s Duties & Responsibilities

SECTION I The President’s Duties:

- Preside at all Meetings
- Shall appoint trustees as deemed necessary
- Have the power to appoint all coordinators, standing and special committees, including Virtus in a timely manner
- Act as coordinator of various committees
- Charge committees with their duties
- Maintain supervision of the responsibilities of each committee.
- Has authority to table issues brought to the floor for board review

SECTION II The Vice-President’s Duties:

- Assume all duties and powers of the President in his/her absence
- Perform other duties as the President may request
- Oversee membership and recruitment activities

SECTION III The Secretary’s Duties:

- Keep a full and accurate reading of all proceedings
- Take roll call of officers at every regular meeting
- Perform other duties as the President may request.

SECTION IV The Treasurer’s Duties:

- Lead annual budgeting process.
- Collect dues and keep records of all receipts and expenditures.
- Pay all bills incurred by the club upon approval.
- To insure that all licenses are kept up to date and all rules and regulations are followed.
- Perform other duties as the President may request.

SECTION V The Athletic Director’s Duties:

- Ensure that all guidelines are followed in sports.
- Communicate with the administration in terms of eligibility of all students.
- Be the main focal point of all sports related issues (coaches, parents, and students).
- Provide oversight to the Basketball committee as a non-voting member unless in case of a tie vote.
- Perform other duties as the President may request.

SECTION VI The Assistant Athletic Director’s Duties:

- Assist the Athletic Director in any and all duties.
- Perform other duties as the President may request.

- SECTION VII The Trustee's Duties:
- Review Constitution and By-laws annually.
 - Incorporation of any amendments or changes into the by-laws as directed by the President.
 - Perform other duties as the President may request
 - Responsible for annual maintenance review of facilities & preparation and recommendation of facilities needs to board by February

ARTICLE VII – Eligibility Requirements for Voting

- SECTION I In order to be eligible to vote in the election of officers a member must be an active member in good standing prior to election meeting as defined in Article III, Section III.
- SECTION II In order to vote on general topics an individual must be a member for 30 days prior to the vote.

ARTICLE VIII – Meetings & Quorum Requirements

- SECTION I General meetings will be held on a monthly basis, time and place will be determined by membership.
- SECTION II An annual meeting of the corporation shall be held in December of each year.
- SECTION III The President or any two (2) officers may call a special meeting of all members.
- SECTION IV A minimum of five (5) members and three (3) officers shall constitute a quorum. No business shall be legal and binding unless three (3) officers and five (5) members or more are present.

ARTICLE IX – Sponsored Sports Programs

- SECTION I St. Mary Boosters sponsors or supports programs in the following sports:
- Soccer
 - Basketball
 - Volleyball
 - Cheerleading
 - Cross Country
 - Track & Field
 - Baseball

ARTICLE X – Sports Program Management

SOCCER

St. Mary Boosters (SMB) sponsors soccer teams for ages six (6) to 14 within a youth soccer league in Northern Kentucky. SMB works in conjunction with the league on student registration. SMB will recommend coaches for each team that the league will approve. The league, not SMB, is responsible to the assignment of registered students to their respective team rosters.

A Soccer Coordinator will be appointed by the President. The coordinator's responsibilities are:

- To report to the Athletic Director of all activities soccer related.
- To keep the membership informed on all activities.
- To oversee the team selection and coaches appointment in cooperation with the league.

BASKETBALL

St. Mary Booster (SMB) sponsors basketball teams from grades two (2) through eight (8) within the Diocese of Covington.

A basketball committee will consist of five (5) to nine (9) members from the Boosters and preferably have one (1) independent member appointed to oversee the basketball activities within the parish.

Basketball Committee Structure:

- A SMB Board members shall not serve as a voting committee member.
- It is preferred that all committee members be an active Booster member in good standing as defined in Article III, Section III.
- The independent member, acting solely as an observer, of the committee will be appointed by the school principal as a non-voting member.

Basketball Committee Responsibilities:

- The committee shall be responsible for student registration for participation in the basketball program.
- The committee shall recommend roster size and selection methods to the board. All alternatives should be submitted with justification for method selected.
- The committee shall recommend coaches to the board for approval. All alternatives should be submitted with justification for coaches selected.
- Coordinate the activities surrounding the annual St. Mary Basketball Tournament.
- A representative of the Basketball Committee should attend each Booster meeting.
- Review basketball policies and procedures on an annual basis.

- VOLLEYBALL** St. Mary Booster (SMB) sponsors volleyball teams from grades five (5) through eight (8) within the Diocese of Covington.
- A Volleyball Coordinator will be appointed by the President. The coordinator's responsibilities are:
- To report to the Athletic Director of all activities volleyball related.
 - To keep the membership informed on all activities.
 - To oversee the team selection and coaches appointment.
 - Review volleyball policies and procedures on an annual basis.
- TRACK & FIELD** St. Mary Booster (SMB) sponsors track & field teams from grades five (5) through eight (8).
- A Track & Field Coordinator will be appointed by the President. The coordinator's responsibilities are:
- To report to the Athletic Director of all activities track & field related.
 - To keep the membership informed on all activities.
 - To oversee the team selection and coaches appointment.
 - Review track & field policies and procedures on an annual basis.
- CROSS COUNTRY** St. Mary Booster (SMB) sponsors Cross Country teams from kindergarten (K) through eighth grade (8).
- A Cross Country Coordinator will be appointed by the President. The coordinator's responsibilities are:
- To report to the Athletic Director of all activities Cross Country related.
 - To keep the membership informed on all activities.
 - To oversee the team selection and coaches appointment.
 - Review cross country policies and procedures on an annual basis.
- CHEERLEADING** St. Mary Booster (SMB) sponsors Cheerleading teams from grades five (5) through eight (8).
- A Cheerleading Coordinator will be appointed by the President. The coordinator's responsibilities are:
- To report to the Athletic Director of all activities Cheerleading related.
 - To keep the membership informed on all activities.
 - To oversee the team selection and coaches appointment.
 - Review cheerleading policies and procedures on an annual basis.

BASEBALL

St. Mary Booster (SMB) sponsors Baseball teams from kindergarten (K) ~~grades five (5)~~ through grade eight (8).

A Baseball Coordinator will be appointed by the President. The coordinator's responsibilities are:

- To report to the Athletic Director of all activities Baseball related.
- To keep the membership informed on all activities.
- To oversee the team selection and coaches appointment.
- Review baseball policies and procedures on an annual basis.

ARTICLE XI – Financial Structure & Procedures

SECTION I

No project shall be sponsored or financed by the Saint Mary Boosters, Inc. unless there is an approved instructor, coach or chairperson.

SECTION II

All expenditures are subject to approval by vote of the booster members. Request on amounts up to \$250.00 must be approved by a board member.

SECTION III

Requests for funding of capital projects of \$250.00 and over must be accompanied by two written bids obtained by the individual making the request.

SECTION IV

Request for funding of capital projects of \$1,000.00 or more shall be submitted to the board for review. The board shall present its recommendation at the meeting immediately following the request unless the nature of the request calls for different timing.

SECTION V

Request for funds associated with fundraising events shall be handled directly with the Treasurer.

ARTICLE XII – Budgeting

- SECTION I Each year a budget must be prepared by the Board. The Treasurer will lead the budgeting process. The President can assign the budgeting process to a Budget committee if necessary.
- SECTION II The budget shall consist of projected revenues with details on major sources of income and projected expenses with detail provided on major expense items. All efforts must be made to balance revenue to expenses.
- SECTION III Budget review should include prioritization of expense items. If a revenue shortfall is projected then the Board should conduct a review of expenses to be postponed or eliminated. If there is a revenue overage projected then review of potential future use of those funds should be noted.
- SECTION IV The budget should be presented to the Booster membership for review and discussion at the May meeting. A vote shall be held to approve the budget at the June meeting. The new budget will go into effect at the August meeting. No expenditures should be released for the budgeted year until the budget is approved.

ARTICLE XIII – Grievance Reporting and Resolution

- SECTION I Booster members are expected to resolve problems as they arise. It is recognized, however, that there may be incidents that can only be resolved by appeal and review. The purpose of this article is to provide members an opportunity to bring the issues to the attention of Booster leadership in an orderly and timely manner.
- SECTION II Any incident, or issue, should be brought to the attention of the most immediate person in charge (e.g. Coach, Project Chair) for disposition. If the person feels that the outcome is not in accordance with the bylaws (et al) of the St Mary Boosters, then the matter will ascend to the Athletic Director in written format no later that 72 hours after the incident has occurred or a discussion with the coach or chair has been conducted. It is preferred that the incident report on the Booster’s website be used to file a complaint.

The incident report will be acknowledged within 72 hours. The timing of the investigation and the response to the incident will be determined by the availability of each party. The decision will be based on the interpretation of the facts surrounding the incident and any guidelines followed for the event in question.

Members will have the option to appeal that decision to the President of the St Mary Boosters within 48 hours again in written format. The President will have 72 hours to investigate and respond to the item with a decision based on the interpretation of the bylaws.

Members wishing to appeal the President's rendering will have the option of forwarding all materials to an independent third party "ombudsman". The ombudsman will have seven days to render a binding decision to the complaint. The ombudsman will be recommended by the board and approved by all parties involved in the incident.

ARTICLE XIV - Miscellaneous

- SECTION I A banner ~~or other equivalent recognition~~ will be presented to teams in the 7th and 8th grade only if they are the winners of the Diocesan Tournament. ~~Other league elimination tournament champions will recognized in a manner determined by the elected board, or the league in which they participate if there is not a tournament.~~
- SECTION II Some memento is to be given to ALL eighth grade students including members of teams and cheerleaders.

ARTICLE XV – Amendment to By-laws

- SECTION I Any amendment or addition to this constitution and by-laws may be presented at the September general meeting.
- Any amendment to the constitution or by-laws must be presented in writing and read at two consecutive meetings, and then approved by a two-thirds majority vote of those votes cast at the second reading. All quorum requirements must be as described under Article VIII, Section IV.

ARTICLE XVI – Rules of Conduct

- SECTION I If the rules or the by-laws are violated by any member or members, a committee recommended by and included the President shall meet with this member or members and discuss with them the true facts and report back to the membership to discuss a course of action.
- SECTION II All meetings of the Boosters shall be conducted according to Robert's Rules of Order, Revised, when not in conflict with this constitution and by-laws.
- SECTION III Proper meeting conduct shall be adhered to by all in attendance.

The foregoing constitution and by-laws were duly adopted on 3rd day of June 2010.

