

**CONSTITUTION AND BY-LAWS
FOR ST. ALBERT THE GREAT BOOSTER CLUB**

CONSTITUTION

ARTICLE I: NAME

This organization shall be known as St. Albert the Great Booster Club.

ARTICLE II: PURPOSES

Section 1. The purpose of this Club shall be to:

- a) Develop athletic programs for the parish;
- b) Finance athletic programs for the parish;
- c) Provide a coaching staff for the parish athletic programs;
- d) Recognize achievement of the parish athletic teams and individual participants.

ARTICLE III: MEMBERSHIP

Section 1. All adults 18 years of age and older who are registered in St. Albert the Great Parish are members of the Club.

Section 2. Membership in the Booster Club Board shall be limited to the elected Officers and the Standing Committee Chairs of the Club.

ARTICLE IV: DECISION MAKING

Section 1. Board decisions are to be made through the process of consensus building.

Section 2. All Board members present will participate in the consensus based decision-making process.

Section 3. If consensus cannot be reached, the majority of Board Members present will determine decisions (by a show of hands, if necessary).

ARTICLE V: OFFICERS

Section 1. The elected Officers of the Club shall be President, Vice President/President-elect (who is elected for a two-year term, and serves in the second year as President), and Treasurer.

ARTICLE VI: COMMITTEES

Section 1. The Standing Committees shall be the Girls' and the Boys' Athletic Directors, Awards Committee, Concession Scheduling Committee, Concession Supply Committee, Membership Committee, Ombudsman, Publicity/Communications Committee, Social Events and Fund Raising Committee, Spirit Store Committee, Team Pictures Committee, Boys' Uniform Committee, Girls' Uniform Committee, Compliance Committee, and Administration Committee.

Section 2. In the case that a majority needs to be determined for decision making:

- a) Standing Committee Co-Chairs, have only one vote per Committee, and Co-Chairs present must agree on the vote.
- b) Regardless of number of Committee assignments, a Board member shall have only one vote.

Section 3. The President shall establish such additional special committees as required for the welfare and progress of the Club.

ARTICLE VII: ELECTIONS AND APPOINTMENTS

Section 1. Elections

- a) The Nominating Committee shall be chaired by the Vice President/President-elect and members appointed at the regular March meeting;
- b) The Nominating Committee shall select candidates for office. Additional nominations may be made from the floor;
- c) The slate, and any additional nominations, shall be presented at the regular April meeting;
- d) The Vice President/President-elect and Treasurer shall be elected annually by consensus at the regular May meeting.
- e) The tenure of office shall be two years for Vice President/President-elect (second year being served as President), and one year for Treasurer;
- f) In the event of death or resignation of the President, the Vice President shall succeed the President.
- g) In the event of death or resignation of the Treasurer, a successor shall be elected at the next regular meeting to fulfill the term.

Section 2. Appointments

- a) The Chairs of the Standing Committees, and special committees as needed, shall be appointed by the President;
- b) The tenure of office of all Committees shall be for one year.

Section 3. Terms of office for elected Officers, Standing Committee Chairs, and any special committee chairs, shall commence on July 1, and end on June 30 of each year.

ARTICLE VIII: MEETINGS

The regular meeting of the Club shall be held on the second Wednesday of each month, or on an alternate date selected at a previous meeting. The Board shall set the time of the meetings.

ARTICLE IX:

No amendments shall be made to this Constitution except at a regular meeting, and by consensus of the Board members present. No amendments shall be made unless a written notice of the proposed amendment has been presented at the previous regular meeting. No amendment shall be made which shall conflict with the Constitution of the Parish Pastoral Council.

BY-LAWS

ARTICLE I: DUTIES OF OFFICERS

Section 1. The President shall:

- a) Preside at all meetings of the Club;
- b) Appoint the Chairs of the Standing Committees and Special Committees, and be an ex-officio member of all committees;
- c) Sign all official documents and papers of the Club;
- d) Perform such other duties as are associated with the office of the President;

Section 2. The Vice President shall:

- a) Have all the powers and perform all the duties of the President in his/her absence;
- b) Serve as Chair of the Nominating Committee and appoint all members;
- c) Serve as President the second year of the term.

Section 3. The Treasurer shall:

- a) Keep a record of all monies received and disbursed;
- b) Present a financial report at all meetings of the Club;
- c) Pursue all delinquent fees;
- d) Correspond with all suppliers on purchasing regulations of the Club, and along with the Athletic Directors, be responsible for all disbursements made from the Club's account.

ARTICLE II: DUTIES OF COMMITTEES

Section 1. The Chair of each Standing Committees shall appoint the members of that committee, direct the work entrusted to the committee, and report on its activities at the regular meeting of the Club.

Section 2. The Girls' and the Boys' Athletic Directors shall:

- a) Coordinate and direct all athletic functions that are sponsored by the Club;
- b) Pre-approve all purchases of sports related equipment.

Section 3. The Awards Committee shall:

- a) Issue awards to all players who have participated in a sport and update the awards file;
- b) Collect all trophies for engraving and placement in the trophy cases;
- c) Keep trophy cases in good condition and banners updated.

Section 4. The Concession Scheduling Committee shall:

- a) Schedule all workers for the concession, door, and clean up for any Booster sporting event (leagues, tournaments, jamborees, etc.).

Section 5. The Concession Supply Committee shall:

- a) Order and stock refreshments in the concession stands;
- b) Set pricing for concession merchandise;
- c) Make sure concession stands are ready and closed down appropriately on League/Tournament days.

Section 6. The Membership Committee shall:

- a) Contact all new members of the parish and provide them with information concerning the Club;
- b) Promote active membership in the Club.

Section 7. The Ombudsman shall:

- d) Handle all complaints and disputes and relay any unresolved problems to the president and vice president;
- e) Review coaches' evaluation forms as necessary;
- f) Chair and appoint the Grievance Committee;
- g) Notify the president and vice president of the Grievance Committee being engaged.

Section 8. The Publicity/Communications Committee shall:

- a) Publicize all of the activities of the Club;
- b) Maintain the Booster web page of the parish website;
- c) Maintain and distribute up-to-date copies of Club policies and guidelines;
- d) Submit articles to be included in parish publications.

Section 9. The Social Events and Fund Raising Committee shall:

- a) Propose and evaluate different fund-raising events options and present to the Board for approval;
- b) Serve as Chair of all fund raising events or appoint a special Chair for each event;
- c) Coordinate social activities and Booster Club appreciation events.

Section 10. The Spirit Store Committee shall:

- a) Coordinate the ordering, sales, and dispersal of all Booster spirit items (jackets, sweats, pins, cups, pennants, etc.).

Section 11. The Team Pictures Committee shall:

- a) Secure a photographer and schedule the taking of all team pictures;
- b) Evaluate the quality of team pictures;
- c) Distribute pictures to teams and coaches.

Section 12. The Girls' and the Boys' Uniform Committees shall:

- a) Issue uniforms to all teams and assist in the fitting and ordering of all uniforms;
- b) Collect all uniforms after a sport has finished and store them for future use.

Section 13. The Compliance Committee shall:

- a) Administer programs required by the CSAA for coaching credentials;
- b) Distribute, collect and process CSAA Coaches Code of Conduct cards;
- c) Distribute, collect and process CSAA Player Contracts.

Section 14. The Administration Committee shall:

- a) Be chaired by the club secretary;
- b) Keep a record of the proceedings of the Club meetings and file all reports;
- c) Conduct the correspondence of the Club.

ARTICLE III: SPECIAL COMMITTEES

Section 1. In addition to special committees appointed by the President for the welfare and progress of the club, the special committees in this Article shall be established.

Section 2. The Nominating Committee shall:

- a) Be Chaired by the Vice President;
- b) Select nominees for elected offices;
- c) Ascertain nominee's willingness to serve.
- d) Present the slate for election at the regular April meeting.

Section 3. The Grievance Committee shall:

- a) Be chaired by the Ombudsman;
- b) Follow the procedures of the Grievance Policy in the Club Operating Guidelines.

Section 4. The Budget Committee shall:

- a) Consist of the Elected Officers and the Athletic Directors;
- b) Be Chaired by the Vice President;
- c) Devise an annual budget, with monthly subtotals;
- d) Solicit input from the Board and other club members prior to setting the budget;
- e) Present the budget to the Board for approval before it is to be submitted to the Parish Finance Council;
- f) Provide a list of authorized vendors for Booster Club related purchases.

ARTICLE IV: QUORUM

Eight Board members shall constitute a quorum for the transaction of business.

ARTICLE V: AMENDMENTS

No amendments shall be made to these By-Laws except at the regular meetings of the Club and by a consensus of the Board members present. No amendment shall be made unless a written notice of the proposed amendment has been presented at the previous meeting. No amendment shall be made to these By-Laws that shall conflict with the Constitution or By-Laws of the Parish Pastoral Council.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised edition) shall govern in all cases wherein they do not conflict with the rules of the Club or the Parish Pastoral Council.

Revised 10/28/2005