

LMC Lakers Blue Tide Athletic Boosters Bylaws

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Bylaws

ARTICLE I -- ORGANIZATION

The Blue Tide organization (the Club) shall be a non-profit association with the following name and mailing address:

Lake Michigan Catholic Blue Tide Athletic Boosters
915 Pleasant Street
Saint Joseph, MI 49085

ARTICLE II – PURPOSE

The Club is established for the express purpose of promoting and supporting athletic programs for the children of Lake Michigan Catholic Schools (the School).

ARTICLE III -- POLICIES

The Club is organized exclusively for charitable purposes.

Section 1) Affiliation: The Club shall be associated with Lake Michigan Catholic School (LMC). The Club shall be non-sectarian and non-partisan.

ARTICLE IV -- MEMBERSHIP

Section 1) Eligibility: Membership in the Club will be open to all adult members of the parishes, all parents/guardians of students at LMC and all individuals who will support the activities of the Club.

Section 2) General Membership: Any eligible person, as defined in Section 1 above, can become a General Member of the Club by attending two consecutive meetings. Only Members meeting the criteria of attending two consecutive meetings, will be allowed to vote on Club matters. Eligibility to vote begins at the third meeting attended. Club membership will expire after non attendance to three consecutive General Membership meetings.

ARTICLE V -- MEETINGS OF MEMBERS

Section 1) Annual Meeting: An annual meeting, in conjunction with a general membership meeting, shall be held for the nomination of officers during the February general meeting. Elections of officers shall be held in conjunction with the April general meeting. The term of office for elected board members shall begin on May 1st and end on April 30th of the following year.

Section 2) General Membership Meeting: A General Membership meeting will be held the second Wednesday of every other month at 6:00pm for the transaction of business that may come before the Club. Meetings will be held at LMC, or at a location determined by the Club President. The General Meetings will be February, April, June, August, October and December.

Section 3) Special Meetings: Special meetings of the General Members may be called by the Executive Board. Notice of meetings will be communicated via email and/or through the school website

Section 4) Quorum: Defined as the majority (2/3) of voting Members present at a meeting. The Board has the right to determine a quorum as necessary.

Section 5) Voting: The President shall have at his/her disposal a current list of all General Members to assist in determining voter eligibility during all meetings (Refer to Article IV, section 2). A Member must be present to vote or submit a written proxy vote, prior to meeting where voting is occurring.

Section 6) Removal: Members may be removed, with cause, by the majority of the Voting Members at a special meeting established for such purpose.

ARTICLE VI -- OFFICERS

Section 1) Identification: The officers of the Club shall be a President, Vice-President, Secretary, Treasurer, and a Moderator. These board positions will make up the Executive Committee.

Section 2) Election and Term: The President, Vice-President, Secretary, and Treasurer shall be elected at the Annual Meeting. The election will occur at the April General Meeting. All nominees must be General Members of the Club. Members need not be present to be nominated but must be present to be elected. Nominees will be given the opportunity before the vote to either accept or respectfully decline the nomination. Any nominees not present during the election will have their name withdrawn by default. To be elected the nominee must receive a majority of the votes from the quorum present. The new officers will begin their term on May 1. Their term of office will run one calendar year. The Moderator may appoint any Member of Office if there are not enough candidates for election.

The President, Vice-President, Secretary and Treasurer will have a term limit of five years.

The position of Moderator is an automatically appointed position given to the governing Pastor of Lake Michigan Catholic Schools. The Moderator will serve in this position of his/her tenure as the school Pastor.

Section 3) Removal: An officer may be removed, with cause, by the majority of the Voting Members at a special meeting established for such purpose or by the Moderator.

Section 4) Vacancies: A vacancy in an office may be filled by a Member appointed by the remaining officers, or elected by majority vote at any general or special meeting. The new officer shall serve for the remaining portion of that term. The term served to fill this vacancy would not apply towards an elected term of office and her/she would be available to be voted in for a full term in that same position.

ARTICLE VII -- DUTIES OF OFFICERS

Section 1) President: The President shall:

- a) Be the executive officer of the Club.
- b) Have general control and management of the business affairs of the Club.
- c) Preside at all meetings of the Club and decide all questions of order.
- d) Appoint all committees.
- e) Be an ex-officio member, with vote, of all committees.
- f) Only vote in determining a tie during any General Meeting.
- g) Authorize, in conjunction with the Treasurer, the payment of obligations.
- h) Be responsible for preparing the agenda for all monthly general meetings.

- i) Be responsible for the enforcement and observation of the Bylaws.

Section 2) Vice-President: The Vice-President shall:

- a) Assist the President in the discharge of his/her duties.
- b) Support the office of President in various ways as requested by the President, including coordination of fundraising or extracurricular activities.
- c) Perform the duties of the President in the absence of the President.
- d) Assume all duties of the President in an event the Office of the President is permanently vacated and preside over the operations of the Club until such time a new President takes office.
- e) Have the right to vote on all motions, except when acting as President (Must then follow laws of President).
- f) Will serve as the School Advisory Liaison and shall attend CCEC open meetings. If unable to attend, another officer will attend the meeting.

Section 3) Secretary: The Secretary shall:

- a) Keep the minutes of the business meetings of the Club
- b) Keep a list of all General Members of the Club.
- c) Provide a copy of the minutes to the Executive Board in a timely manner.
- d) Conduct all correspondence and notify Members regarding all announcements, meeting times and locations, etc.
- e) Serve as the information liaison to the school.
- f) Maintain record of all meeting minutes.
- g) Have the right to vote on all motions.

Section 4) Treasurer: The Treasurer shall:

- a) Keep account and have custody of all money and funds of the Club.
- b) Keep a permanent book of accounts and records in sufficient detail as to show gross receipts, disbursements, and income of the Club.
- c) Keep records current and be able to make them available to the officers and general membership upon request.
- d) Receive all funds from the Club and deposit them with the LMC Business Office.
- e) Communicate with the LMC Business Office, for the timely payment of all bills and obligations through the use of established accounts.
- f) Present a monthly statement of accounts and financial position at all general meeting of the Club and to the Moderator.
- g) Have the right to vote on all motions.
- h) Present an annual fiscal report to the Club and the LMC Director of Business Operations.

Section 5) Moderator: The Moderator shall:

- a) Be the governing Pastor of Lake Michigan Catholic Schools.
- b) Be a general advisor of the Club.

Section 6) The Executive Board:

The Executive Board shall be responsible to act on behalf of the Club in the management of the business affairs of the Club, except for matters decided by a vote in a General Membership Meeting. The Executive Board shall consist of the President, the Vice President, the Secretary, and the Treasurer. When required the Executive Board can act on behalf of the Club.

The Executive Board Shall:

- a) Approve the expenditure of all general funds. Any expenditure of general funds above \$500, not approved in original Athletic Director budget, shall require an advance approval vote by the Executive Board, or President and Treasurer as designated by Executive Board.
- b) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.
- c) If action on behalf of the Club is necessary before it is reasonable to convene a General Membership meeting, the President shall take such action based on the majority vote of the Executive Board. A report of the action taken shall be made at the next General Membership meeting. The vote on such an action may be done via email but must be recorded by the Secretary and presented along with the report at the next General Membership meeting.

Section 7) Winding Up and Dissolution: Upon the winding up and dissolution of this Club, and after paying or adequately providing for the debts and obligations of the Club, the remaining assets shall be distributed to the LMC Physical Education Department.

ARTICLE VIII – RULES and REGULATIONS

Section 1) Decree on Child Abuse

- a) All officers, moderators and volunteers in any capacity must attend and be certified in the Diocese of Kalamazoo Child Protection program, which includes attending a Virtus Child Protection training and any regular re-certifications required. In addition, each adult must submit to and pass a Diocese of Kalamazoo criminal background check. Both the certification and background checks must be approved prior to beginning any volunteer service.
- b) For any athletic activity (games, practices, tournaments, etc.), at least two Virtus-trained adults need to be present at the event, and it is preferred that one of the adults has a child participant present in the activity. For single-sex athletics, it is preferred that one of the Virtus-trained adults be of the same gender. An adult is defined as anyone who is 18 years of age or above and has graduated from high school.

ARTICLE VIX -- CHECKS, LOANS and GIFTS

Section 1) Checks and Money Drawn: All checks and money drawn out of the LMC bank accounts (via the LMC Business Office)

Section 2) Loans: No loans may be made to officers, individuals, or any others using Club funds.

Section 3) Gifts: The officers may accept on behalf of the Club any contribution, gift, bequest or device.

Section 4) Activities Not Permitted: Notwithstanding any other provision of these articles, the Club shall not conduct any other activities not permitted to be carried on by a non-profit organization or that do not benefit the Athletic Programs.

ARTICLE IX -- BOOKS and RECORDS

The Treasurer shall keep a current record of the member names.

All books and records of the Club will be available for inspection by any Club officer, the Pastor of the Club and the Lake Michigan Catholic School Director of Business Operations, or agent for any purpose at any reasonable time. All financial documents of the previous fiscal years shall be stored at the school office.

Section 1) Record Keeping Process:

1. Blue Tide will maintain books and/or records to track all revenue and expenses for Blue Tide
2. All receipts of cash/checks and portal payments will go through the Treasurer, who will record the transactions prior to delivering the receipts and monies to the LMC Business Office
3. When funds are used to purchase food items for meetings, a list of attendees will need to be attached to the receipts for the purchases
4. The LMC Director of Business Operations will meet monthly (after month close) with the Blue Tide Treasurer to reconcile both sets of books. Discrepancies will be corrected.

ARTICLE X -- FISCAL YEAR

The fiscal year of the Club will coincide with the fiscal year of the School, July 1 of each year to June 30 of the following year.

ARTICLE XI -- CALENDAR YEAR

The calendar year of the Club will run from January 1 to December 31 of the same year.

ARTICLE XII -- COMMITTEES

The President of the Club may establish standing committees to facilitate the conduct of Club activities. The President may also establish other committees from time to time as are necessary to serve specific purposes of the Club. Committee members shall be appointed by the President and serve at the pleasure of the President. The Chairperson of each standing committee shall present a plan of work to the President for Approval. The Chairperson will also give regular updates at the general membership meeting.

ARTICLE XIII -- AMENDMENT OF Bylaws

The Bylaws set forth herein may be amended by vote of the general membership. The procedure for instituting such amendments shall be as follows:

A recommendation or motion to amend, adopt, or repeal any section(s) of the Bylaws may be made by any general member with voting rights and seconded by a member with voting rights. A vote is not required for first reading approval. Such recommendation or motion may be made at any general or special meeting and will constitute a first reading of the suggested change.

If such recommendation or motion is seconded, it shall be carried forward for a second reading and final vote at the next general or special meeting. An announcement that a second reading for approval of Bylaw change(s) will be published via email and/or the Club website.

The bylaw change(s) will be approved by a quorum vote, notwithstanding initial enactment of these Bylaws in entirety may be by a simple majority of the Executive Board. If the Executive Board is deadlocked, then Moderator will have the deciding vote.

ARTICLE XIV -- DISTRIBUTION OF CLUB FUNDS

Section 1) Budget Committee: A Budget Committee consisting of the President, Treasurer, Athletic Director and the LMC Director of Business Operations, will be established to oversee the handling of the Club's finances. The Budget Committee will be responsible for establishing the annual budget for the Club at the start of the fiscal year. The budget will identify general sources and forecast amounts of revenues and expenses for the fiscal year, and will be used as the basis for reporting the financial status of the Club throughout the year. The budget will be presented at the April General Meeting for discussion.

The Budget Committee will also be responsible for determining how available funds will be allocated to various activities and for reviewing and acting upon specific requests for funds.

Section 2) Allocation of Funds: Every effort will be made to equitably and fairly disburse funds to the various athletic activities in accordance with their specific needs and requirements.

Section 3) Request for Funds: Any program or committee requesting funds from the Club (outside the approved annual budget) will be required to submit a proposal to the Board using the following process:

1. Coaches must go to Athletic Director when items are needed. If these items are not in the established budget, the Athletic Director will send the the request to the President and Treasurer. If the amount requested is over \$500, the request will be sent to all Blue Tide Board Officers for approval.
2. All Blue Tide spending must first be approved by the board before the purchase can be made. This is outside of the approved annual budget.
3. ALL purchases should go through the LMC Business Office and have a Purchase Order attached to track all expenses and ensure payments are made on time. Purchases should not be made on personal accounts
4. All cash advances and reimbursements must have approval of the President and Treasurer
5. When funds are used to purchase food items for meetings, a list of attendees must be attached to the receipts for the purchases.

APPENDIX A -- FUNDRAISERS

Any program or committee that had their request for funds denied do to a lack of funds may present a motion for approval to hold a fundraiser for a particular reason. If approved, the funds raised will be deposited into the Clubs account and then be redistributed to the program or committee.

Section 1) Product Procurement:

1. Approval from the Board to purchase desired apparel/goods
2. PO requested of LMC Business Office prior to purchase
3. Product ordered
4. Product received and verified that order matches product received
5. Cataloged inventory to be kept by Treasurer
6. Physical inventory to be kept by Apparel Committee Leader
7. Prices set for all product to be sold

Section 2) Product Sales through Orders:

1. Payment is sent to LMC Business Office (cash/check or pay portal)
2. LMC Business Office holds money for Apparel Committee Leader
3. Apparel Committee Leader counts money and transitions money to Treasurer with appropriate documentation of what was sold
4. Product is delivered to appropriate school and picked up by parent/possibly student
5. Treasurer counts money and posts receipt in records (amount must match Apparel Committee Leader count)
6. Treasurer delivers money to LMC Business Office for deposit
7. Inventory records are reduced by product sold

Section 3) Product sold at events:

1. Payment received at time of purchase
2. List of product sold with names of purchaser
3. LMC Business Office relays pay portal payments to Apparel Committee Leader and Treasurer
4. Apparel Committee Leader counts money and transitions money to Treasurer with appropriate documentation of what was sold
5. Treasurer counts money and posts receipt in records (amount must match Apparel Committee Leader count)
6. Treasurer delivers money to LMC Business Office for deposit
7. Inventory records are reduced by product sold

APPENDIX B -- PRECEDENT SETTING MOTIONS

(ANY VOTE THAT MAY BE RELEVANT TO FUTURE BUSINESS THAT NEEDS A PERMANENT RECORD)

APPENDIX C -- ROBERT'S RULES OF ORDERS

Introduction to Robert's Rules of Order

Motions

A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Move a motion.
3. Second a motion.
4. Debate motions.
5. Vote on motions.

Basic Types of Motions

Main Motions introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

Subsidiary Motions change or affect how a main motion is handled, and are voted on before a main motion.

Privileged Motions bring up urgent items about special or important matters unrelated to pending business. Incidental Motions provide a means of questioning procedure concerning other motions and have priority.

Presenting Motions

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.

- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

APPENDIX D -- FUNDRAISING EVENT DATES

St. Patrick's Day Dinner - March

Dr. John Proos Laker Athletic Golf Classic - August

Krasl Parking - July

Apple Sales - Fall