

# **OUR LADY OF THE LAKES SCHOOLS BOOSTER CLUB**

## **Constitution and By-Laws**

### ARTICLE I     NAME

The name of the organization shall be Our Lady of the Lakes Parish and Schools Booster Club (the Booster Club or Boosters), which is a club of Our Lady of the Lakes Parish, a non-profit and tax exempt church.

### ARTICLE II     PURPOSE

The purpose of the Booster Club is to promote increased participation and attendance at athletic functions for Our Lady of the Lakes Parish and Schools. The primary goal is to sponsor fund raising events and activities that will aid and promote approved athletic activities of Our Lady of the Lakes which include both MHSAA High School and CYO parish teams. Upon completion of the Booster Club's fund raising goals, resources may be focused on fund raising activities for other Our Lady of the Lakes Parish entities.

Note: Fund raising activities will be supported by parents through the Laker Credit System.

### ARTICLE III     MEMBERSHIP

All parents of students either enrolled in the Our Lady of the Lakes Schools, members of the Our Lady of the Lakes Parish or a neighboring parish unable to field a specific sports team, shall be eligible to attend for membership in the Booster Club. Additionally, registered members of Our Lady of the Lakes Parish who may not be parents of students are welcome to attend for membership in the Booster Club. Membership will be based upon a willingness to contribute such reasonable time and effort as shall be required of the parent by the duly elected officers, for the specific pursuit and attainment of the purpose of the Booster Club as defined in Article II.

### ARTICLE IV     OFFICERS

The administration of the affairs of this Booster Club shall be vested in the Administrative Board, which shall be composed of the following duly elected Officers: President, Vice President, Second Vice-President, Treasurer, Secretary, and additional voting members who shall be referred to as Directors. In addition to the voting rights of the Officers, there shall be a maximum of ten (10) Directors, six (6) shall be elected and serve as Chairpersons or Coordinators (Concession, Gate, Fund Raising, Communications, Apparel, and Sports Registration).

The immediate past President, the Pastor of the Our Lady of the Lakes Parish or his delegate, the Athletic Director, and the General Membership shall each have a Director vote. A majority

vote of the general membership present at the meeting shall constitute the membership's Director vote.

The Pastor of Our Lady of the Lakes Parish or his delegate shall be the Club advisor. The Pastor or a Priest appointed by the Pastor shall be the spiritual advisor of the Booster Club.

#### ARTICLE V DUTIES OF THE OFFICERS

PRESIDENT: The President shall preside at all meetings of the Booster Club and Administrative Board. The President shall be a member ex-officio of all standing committees and shall perform all such other duties of leadership as typical to this office. The President shall speak on behalf of the Booster Club on issues that pertain to and relate directly to the purpose of the club as outlined in Article II of the Constitution and By-laws.

VICE PRESIDENT: The Vice President shall assist the President with all meetings of the Booster Club and the Administrative Board. The Vice President shall conduct meetings in the absence of the President and shall succeed the President for the unexpired term of that office should a vacancy occur. The Vice-President will serve as a liaison between the Boosters and the Athletic Department and coaches in order to obtain information related to CYO and High School sport schedules, team meetings, and practice times for communications.

SECOND VICE PRESIDENT: The Second Vice President may be elected to: (1) serve as a liaison between Boosters and OLL School Administrators, Principals, the Laker Credit Committee, and PTG. This Director will attend the monthly School Board meetings and PTG meetings and report on the Booster activities and upcoming events; and (2) review the Booster minutes and web site for accuracy and address the need for corrections or updates.

SECRETARY: The Secretary shall conduct all official correspondence by the Booster Club, shall keep a true record of all meetings of the Booster Club and Administrative Board meetings, and have custody of all books and papers, with the exception of those pertaining to the duties of the Treasurer.

TREASURER: The Treasurer shall have charge of all funds of the Booster Club and shall remit said funds to the Our Lady of the Lakes business manager. The Treasurer shall keep an accurate account of the remittances and render a detailed report at each monthly meeting. This office shall also prepare and provide the necessary seed money for the Gate and Concession Chairpersons. The Treasurer shall maintain master forms used for gate/concessions/ apparel monies.

#### ARTICLE VI DUTIES OF COMMITTEES AND DIRECTORS

The following Committees and Directors shall be appointed from among the membership by the President and their general duties are as follows:

## **COMMITTEES:**

**Nominating:** Composed of three members to coordinate and identify appropriate members interested to serve the Booster Club in the capacity of an officer or director.

**Budget:** Composed of three members, including the Treasurer, with the following responsibilities:

- Meet with the Athletic Director(s) by April 15<sup>th</sup> for the purposes of obtaining projected expenses for the following athletic year. These expenses are designated to cover athletic equipment, supplies, referees and other expenses designated by the Athletic Director(s).
- Prepare a projected budget. Meet with the Fund Raising director to decide the feasibility of raising monies for the projected budget. Present the projected budget to the membership in conjunction with the Fund Raising committee's ideas for approval.

## **DIRECTORS:**

The Directors shall serve as members of the Administrative Board taking on leadership responsibilities as directed by the President. Many are Chairpersons or Coordinators as defined/described in Article VIII.

**Sports Registration:** To collect, record, and track all High School and CYO (Catholic Youth Organization) athlete registration for the current sports season. Collection will include registrations forms and payment of registration amount. All payments should be entered into a spreadsheet to accurately track payments and check numbers. Once registration has been entered, payment is to be turned over to Booster Treasurer for deposit.

**Fund Raising:** To investigate and propose projects and programs and report to the membership for further action. Fund raising activity sponsored by the group shall not compete with any on-going fund raisers by students or other approved School or Parish groups.

**Concessions:** This director is responsible for coordinating the identification and training of the various sports chairpersons; for ensuring that each concession stand is properly stocked and maintained; and monitors changes in consumer needs to ensure the Booster Club is optimizing the concession offerings.

The Director shall keep an accurate account of the remittances and shall remit said funds to the Our Lady of the Lakes business manager.

This Director shall also prepare and provide the necessary seed money for the Concession Chairpersons and render a detailed report at each monthly meeting.

**Apparel:** This director is responsible for coordinating apparel offerings with the Athletic Director, Schools President and other entities to assure consistency of our brand; identifies the activities and events best to sell apparel; identifies and trains those members who have volunteered to sell apparel; maintains the Booster Club apparel on-line catalog looking for new products to increase Booster Club revenue.

The Director shall keep an accurate account of the remittances and shall remit said funds to the Our Lady of the Lakes business manager.

This Director shall also prepare and provide the necessary seed money for the Apparel Chairpersons and render a detailed report at each monthly meeting.

**Communications:** This Director is responsible for updating and publishing the Booster Club newsletter on a monthly basis or time frame suitable for the purposes of the current Board; maintains the Booster Club website by coordinating information with the current Officers and Directors; circulates information as it relates to the Booster Club purpose as outlined in Article II.

**Admissions/Gate:** This director is responsible for coordinating the identification and training of those members who have volunteered to work the admission gates.

The Director shall keep an accurate account of the remittances and shall remit said funds to the Our Lady of the Lakes business manager.

This Director shall also prepare and provide the necessary seed money for the Gate Chairpersons and render a detailed report at each monthly meeting.

## ARTICLE VII ELECTION OF OFFICERS & DIRECTORS

Any member, as outlined in Article III, is eligible to vote. To be eligible to hold office, one must not be in arrearages with respect to Registration fees or Laker Credits.

Election is by general membership present at the May meeting, except when a vacancy occurs during a normal term of office for the President at which time the first Vice President shall take that office.

A nominating committee of three members to be appointed by the President and approved by the Administrative Board will be announced at the March meeting.

This committee will report a slate of candidates for elective offices to the membership at the April meeting. Additional nominations from the floor may also be made at the April meeting.

Each nominee will have given prior written consent to serve or must be present at the April or May meeting to give verbal consent to their nomination.

Elections will be conducted by secret ballot during the May meeting. The election will be conducted by office in the following order: President, Vice President, Treasurer, Secretary and Directors. Each office will be for a one year term.

The installation of Officers will be held at the May meeting immediately following the election.

Each duly elected officer and director must be willing and able to commit to a one year term, running from May to June of the following school year. They must also be willing and able to attend the regularly scheduled monthly meetings. Failure to attend three (3) consecutive meetings may lead to forfeiture of the elected position (a forfeited position may be reinstated by majority vote).

#### ARTICLE VIII MEETINGS

The regular meeting of the Booster Club shall be typically held on the first Monday of each month, August through June, at 6:00 pm, unless otherwise designated by the Administrative Board. The meeting will be publicized on the School web site.

Special meetings of the Booster Club may be called by the President upon individual request to Booster Club members, by way of physical or electronic mail. The agenda for such a meeting must be stipulated in the notice and discussion shall be limited to those areas.

#### ARTICLE IX QUORUM and VOTING

The presence of 2/3 of the officers and directors shall constitute a quorum for the transaction of business at each meeting. The majority vote of the officers and directors present at a meeting, in which a quorum is present, shall constitute an act of the board.

All Officers and Directors present at the meeting shall have the right to vote on business before the Booster Club. In addition, a majority vote of the general membership present will count as one (1) vote.

Voting shall be carried by a majority of the Officers, Directors and a vote representing the general membership present at the meeting. Amendment(s) to the Constitution and By-Laws shall require a ¾ majority vote of the Officers and Directors after it has been read to the general membership at a previous meeting and/or the membership has been notified of the proposed change(s) 30 days in advance of the vote.

ARTICLE X DISSOLUTION

At such time as the Administrative Board may vote to disband the Booster Club, the Treasurer shall be directed to turn all remaining assets, and real and personal property over to Our Lady of the Lakes Parish, a 501 (C)(3) organization.

ARTICLE XI RULES OF ORDER

Robert's Rules of Order shall be used to conduct business of the Club except where contrary to the Constitution and By-Laws.

Amended as of February, 2014