

JPII Booster Club

Bylaws



JPII Booster Club Bylaws

Table of Contents

ARTICLE I ORGANIZATION

ARTICLE II PURPOSE

ARTICLE III POLICIES

Section 1) Affiliation

Section 2) Personal Benefit

ARTICLE IV MEMBERSHIP

Section 1) Eligibility

Section 2) General Membership

ARTICLE V MEETINGS OF MEMBERS

Section 1) Annual Meeting

Section 2) General Membership Meeting

Section 3) Special Meetings

Section 4) Quorum

Section 5) Voting

Section 6) Removal

ARTICLE VI OFFICERS

Section 1) Identification

Section 2) Election and Term

Section 3) Removal

Section 4) Vacancies

ARTICLE VII DUTIES OF OFFICERS

Section 1) President

Section 2) Vice-President

Section 3) Secretary

Section 4) Treasurer

Section 5) Moderator

Section 6) Executive Board

Section 7) Winding Up and Dissolution

ARTICLE VIII CHECKS, LOANS and GIFTS

Section 1) Checks and Money Drawn

Section 2) Loans

Section 3) Gifts

Section 4) Not Permitted Activities

ARTICLE IX BOOKS and RECORDS

ARTICLE X FISCAL YEAR

ARTICLE XI CALENDER YEAR

ARTICLE XII COMMITTEES

ARTICLE XIII AMENDMENT OF BYLAWS

ARTICLE XIV DISTRIBUTION OF ORGANIZATION FUNDS

Section 1) Budget Committee

Section 2) Allocation of Funds

Section 3) Request for Funds

APPENDIX A FUNDRAISERS

APPENDIX B ATHLETES and COACHES

APPENDIX C PRECEDENT SETTING MOTIONS

Bylaws

ARTICLE I -- ORGANIZATION

This organization (the club) shall be a non-profit association with the following name and mailing address:

JPII Booster Club
1540 Riverbank
Lincoln Park, MI 48146

ARTICLE II – PURPOSE

The club is established for the express purpose of promoting, organizing, supporting, and conducting athletic programs for the children of John Paul II Catholic School (the school) and the parishes of Christ the Good Shepherd-Lincoln Park, Our Lady of the Scapular-Wyandotte, St. Vincent Pallotti (the parishes). In addition, the club shall assume the responsibility of maintaining and improving the athletic facilities of the school with approval from the school and providing all necessary equipment for the athletic programs that the club conducts.

ARTICLE III -- POLICIES

The club is organized exclusively for charitable purposes.

Section 1) Affiliation: The club shall be associated with John Paul II Catholic School. The club shall be non-sectarian and non-partisan.

Section 2) Personal Benefit: The use of the club's equipment and/or the school facilities for any reason that is not beneficial to the growth of the club is strictly prohibited.

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 John Paul II Catholic School 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 recognized members will be allowed to vote on club matters. Eligibility to vote begins at the third meeting attended. Booster Club Membership will expire after 6 months of nonattendance to the monthly 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 April general meeting. Elections of officers shall be held in conjunction with the May general meeting. The term of office for elected board members shall begin on July 1st and end on June 30th of the following year.

Section 2) General Membership Meeting: A general meeting will be held the second Monday of every month at 7:00pm for the transaction of business that may come before the club. Meetings will be held in the John Paul II Catholic School, or at a location determined by the club President.

Section 3) Special Meetings: Special meetings of the 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.

Section 5) Voting: The President shall have at his 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.

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. Their term of office will run one calendar year.

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 position of Moderator is an automatically appointed position given to the Principal of the school. The Moderator will serve in this position of his/her tenure as the school Principal.

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.

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.

ARTICLE VII -- DUTIES OF OFFICERS

(Each school year, an officer will be designated as School Advisory Liaison and shall attend SAC monthly meetings.**

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 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. Be the liaison to the School Board and attend their monthly meeting.
- d. Perform the duties of the President in the absence of the President.
- e. 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.
- f. Have the right to vote on all motions, except when acting as President (Must then follow laws of President).

Section 3) Secretary: The Secretary shall:

- a. Keep the minutes of the business meetings of the club.
- b. Keep a list of all recognized 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 Parishes.

- 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 into the proper accounts established at the Good Shepherd Credit Union.
- e. Arrange 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. Present an annual fiscal report to the club and the school financial secretary.

Section 5) Moderator: The Moderator shall:

- a. Be the Principal of the School.
- b. Be a general advisor of the Booster Club.
- c. Act as the Liaison officer between the Club and other School organizations.
- d. Be responsible for assuring that each coach submits to, and passes, a police background check (part of Protecting God's Children Program). The results of the background check will ONLY be provided to the school Principal. The school Principal will inform the Athletic Director if the applicant is allowed to coach. Results of the background check will remain confidential and will stay with the Principal.

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 shall require an advance approval vote by the Executive Board and then be presented at a General Membership Meeting for approval.
- 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.
- d) Be responsible along with the Athletic Director and Moderator for the selection of all coaches.
 - e) At the beginning of each new term of office of the Treasurer, may appoint a Financial Secretary to assist the Treasurer with the execution of his/her duties. The Financial Secretary is authorized to carry out the duties and responsibilities of the Treasurer as outlined in Article VII section 4, upon the direction and with the approval of the Treasurer.

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 John Paul II Catholic School Physical Education Department.

ARTICLE VIII -- CHECKS, LOANS and GIFTS

Section 1) Checks and Money Drawn: All checks and money drawn out of the club and transfers must be endorsed by 2 executive officers including the Treasurer.

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 club shall keep at its Treasurers' office a current record of the member names.

All books and records of the club will be available for inspection by any voting member, the Pastor at Large, and the School Financial Secretary for any purpose at any reasonable time. All financial documents of the previous fiscal years shall be stored at the school office.

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 -- CALENDER 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 booster club website.

The bylaw change(s) will be approved by a quorum vote.

ARTICLE XIV -- DISTRIBUTION OF CLUB FUNDS

Section 1) Budget Committee: A Budget Committee 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 May general meeting for discussion and the June general meeting for approval by vote of the general membership.

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.

All officers and 3 voting members of the club will be on the Budget Committee. The President will ask for 3 candidates and if there is no volunteers the President has the right to appoint members.

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 will be required to submit a proposal to the executive board prior to the meeting. The request will then be opened for discussion and a vote will be held. A vote can be tabled to a future meeting if more time is required to investigate such proposal.

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.

APPENDIX B -- ATHLETES AND COACHES

- All athletes participating in CYO athletic programs must either attend John Paul II Catholic School, be enrolled in one of the member Parishes CCD program, or fall within the CYO guidelines for other Parish athletes.
- All athletes must have proper documentation filled out in order to be eligible.
- CCD students must follow the religious education policies of their home parish to be eligible for play. The Moderator and/or Pastors reserve the right to intervene on all unresolved conflicts and for special circumstances.
- Non-CYO programs are open to all Parish children in 1st thru 4th grade.
- All potential coaches for CYO athletic programs must complete an application and submit to a background check. (Article 7 Section 5 Subsection e)
- All coaches must complete the Protecting God's Children course
- A returning head coach may receive priority when the coaches' selection committee considers that position for the same team the following year.
- All athletes and coaches must abide by the Code of Conduct.

APPENDIX C -- PRECEDENT SETTING MOTIONS

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

In the event that a sports team from John Paul II Catholic School goes undefeated in league games in their division, the club will fund the purchase of T-shirts for each of the players and coaches of that team.

Last revised: 11/7/13