

ST. JOE BOOSTER BY-LAWS

Section I .Name

An organization is established to be known by the name and style of the “ST. JOSEPH CENTRAL CATHOLIC BOOSTER CLUB.”

Section II- Purpose

Their primary purpose is to provide means and methods for the complete financial support of extracurricular programs at St. Joseph Central Catholic High School.

Section A

The trustee, the Athletic Director, and coaches shall meet each year to discuss and determine what constitutes the needs of the athletic program for the upcoming school year.

Section III -Membership

Membership shall be composed of all individuals who are willing to become a booster to help with the various tasks of the athletic program including working gates, fundraising, activities and maintenance of fields, etc.

Secretary:

- (1.) Shall keep a true record of the doings of the association, conduct all correspondence and shall perform such other duties as the association may direct.
- (2.) Make triplicate copies of the minutes of all meetings, giving one to the president of the School Board, one to the Principal of the High School and keep one for the records of the association.
- (3.) Such records are to be relinquished to his successor or assign at the expiration of his/her term of office.
- (4.) Should the office of secretary become vacant, a new secretary shall be elected by the membership.

Treasurer:

- (1.) Collect and receive all monies due, and all funds obtained from any source, by or through any persons acting for or in the name of the association.
- (2.) Keep an account in the amount received from each member, giving credit to members for the whole received from each member and the purpose for which the same was paid.
- (3.) Keep an accurate roll of members in good standing.
- (4.) Keep a record of the financial transactions of the association on books approved by the Board of Trustees. These records are to be kept in such a way that they will show a complete and accurate financial standing of the association and its members at all times.
- (5.) Perform all other acts as required by the laws of the association and any other duties imposed upon him/her by the School Board and the Board of Trustee's.
- (6.) At the end of June, he/she shall prepare a financial report for the school year which has just closed. This report shall be given to the Principal, President of the Athletic Association, and the Trustee's.
- (7.) At the close of his term in office, he shall prepare a financial statement from July thru December for his /her successor, and relinquish all monies and records. All disbursements shall be checks signed by the Association Treasurer.

Trustees:

ST. JOE BOOSTER BY-LAWS

- (1.) Shall have supervision of all financial business of the association and their final approval shall be necessary for the payment of any money.
- (2.) Attend all regular meetings of the Association unless otherwise excused by the President.
- (3.) Chairman of Trustee elected by trustee's first meeting of year.
- (4.) Trustee's shall assume all responsibility for the financial welfare of the Athletic Association, and therefore must approve all monies spent by said organization.
- (5.) The moderator, or school board representative for the association shall be appointed by the president of the School Board.

Section IV .Officers

President 1 year

Secretary 1 year

Treasurer 1 year

- (1.) Trustee- Past president or elected for 1 year
- (2.) Trustee- elected by membership . 2 years
- (3.) Trustee- elected by membership . 2 years
- (4.) Trustee- elected by membership . 3 years
- (5.) Trustee- elected by membership . 3 years
- (6.) Trustee- representative from the school board

Duties:

All officers are urged to attend all meetings. All trustee vacancies shall be filled by appointment of the trustees to fill an unexpired term.

Section V- Process of Election:

The election of said officers shall be from a slate of candidates, presented by the nominating committee and/or eligible candidates nominated from the floor.

Said officers shall be elected by a separate ballot. In the event there is only one (1) candidate for any or all offices the President shall instruct the secretary to cast a unanimous ballot in favor of the candidate or candidates, not to exceed the number of members present for the election.

Section VI- Officers obligations and duties:

The duties of the officers shall be as follows:

President:

- (1.) Preside at all meeting of the association, enforce all rules, regulations and laws of said association.
- (2.) He/She shall appoint all committees in and for the association whose appointment is not regularly provided for by the constitution and by-laws and shall be a member ex-officio of all committees.
- (3.) He/She shall appoint all committee chairmen or chairladies

Budget committee chairperson

ST. JOE BOOSTER BY-LAWS

Membership committee chairperson
Patron card committee chairperson
Century card committee chairperson
Charity Fair committee chairperson
Publicity committee chairperson
Activity committee chairperson
Grade School Athletic Director committee chairperson

(4.) He/She shall insist on written reports of all functions chaired, filed with the President. (5.) Shall maintain a progress report file of all Booster Club activities.

Regular meetings of the association shall be held (1) time before the beginning of each sport season. Example; if sport would be soccer/volleyball, meeting will be held in late July. Special meetings may be called at the direction of the President of the School Board or the President of the Association.

The following shall be the order of business for conduction of regular meetings of the association

- (a.) Call to order
- (b.) Open prayer
- (c.) Roll call of officers
- (d.) Reading of the minutes of previous meeting
- (e.) Treasurer's report
- (f.) Reading of bills and communications
- (g.) Reports of committees
- (h.) Reports of trustee chairperson
- (i.) Unfinished business
- (j.) New business
- (k.) Closing prayer
- (l.) Adjournment

Section VIII .Purchase

(1.) The Athletic Director or Principal shall present a written request (itemized with prices) to the President of the Athletic Association for all official school purchases. These requests shall be discussed and voted upon at the meeting of the trustees. All approved purchases shall be presented to the membership at the next regular meeting.

(2.) Au purchases approved by the membership from the regular business meeting shall have a final approval of the trustees before purchases can be made. All purchases rejected by the trustees must be brought back to the membership at the next regular meeting and a reasonable explanation should be made at that time as to why the rejection was made.

(3.) Emergency Purchase .Should the occasion arise, when an emergency purchase is required, the Principal or Athletic Director shall call the:

- (a.) President of the Association or
- (b.) Chairperson of Trustees or
- (c.) Associate Chairperson of Trustees.

The person contacted shall contact the other trustees and must receive (4) yes votes before he/she can give permission for the purchase.

(4.) All other purchases which are made in the name of the Association, and not having prior approval, shall be the responsibility of the purchaser until the Association has voted and approved the purchase.

ST. JOE BOOSTER BY-LAWS

Section IX- Conclusion:

Whereas: State law designates the Administrative head of the school as Administrator of the Athletic Program;

And therefore the one responsible to the State Athletic Association for all aspects of the of the various sports activities;

Be It Resolved: that we the "St. Joseph Central Catholic Booster Club," shall seek from and give advice to the head of said school in regard to the best interests of this Association and the athletic programs.

And Be It Resolved: that this organization shall do all in its power to enrich the athletic programs of St. Joseph Central Catholic High School and St. Lawrence Grade School.