

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 solely a Non-profit, Educational Subordinate organization.

ARTICLE II PURPOSE

The purpose of the Booster Club is:

1. To promote increased participation and attendance at athletic functions for Our Lady of the Lakes Parish and Schools.
2. Primarily 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.
3. Secondly, 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 through the use of parent involvement hours.

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, Treasurer, Secretary, and additional voting members who shall be referred to as Directors. There shall be a maximum of ten (10) Directors, six (6) shall be elected and serve as Chairpersons or Coordinators (i.e Concession, Gate, Fund Raising, Communications, Team Manager and Sports Registration and Parent Involvement Hours.

The immediate past President, the Pastor of the Our Lady of the Lakes Parish or his delegate, and the General Membership shall each be a Director . A majority vote of the general membership present at the meeting shall constitute the membership's Director vote. A second

Vice President may be elected to serve as a liaison between the schools administrators and the Booster Club and be allowed to vote as a Director.

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 AND DIRECTORS

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 be the spokesperson for the Booster Club.

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. A second Vice President may be elected to serve as a liaison between school administrators; including principals, athletic director(s) and coaches, and the Booster Club

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.

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.

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 VI 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 Parent Involvement Hours.

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.

ARTICLE VII MEETINGS

The regular meeting of the Booster Club shall be typically held on the first Monday of each month, September through June, at 7:00 pm, unless otherwise designated by the Administrative Board. The meeting will be publicized on the School web site and in the Church bulletin on the Sunday preceding the meeting date.

Special meetings of the ~~h~~B booster Club may be called by the President upon individual request to Booster Club members, by the way of physical or electronic mail. If time will not permit such notice by mail, special emergency notice shall be directed by the Administrative Board. The agenda for such a meeting must be stipulated in the notice and discussion shall be limited to those areas.

ARTICLE VIII COMMITTEES and DIRECTORS

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

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.

Fund Raising: To investigate and propose projects and programs and report to the membership for further action.

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

- Meet with the Athletic Director(s) by June 15th 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. Review bids for equipment and projected expenditures in excess of \$1,000.00. Meet with the Fund Raising committee 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.
- 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.

Sports Registration and Parent Involvement Hours: This director will oversee, monitor and report on the registration of student athletes for OLL sports teams and parent involvement hours. Guidelines for Parent involvement hours will be developed in conjunction with the Athletic Department and OLL Schools President (see addendum I) and shall remain intact for the fiscal year in question.

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.

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 catalog looking for new products to increase Booster Club revenue.

Communications: 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; maintains the Booster Club e-mail distribution list.

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

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 $\frac{3}{4}$ 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 (see addendum II).