

St. Gabriel Concord Township CYO Athletic Booster Club Constitution and Bylaws

Revision: 0

Executive Board Adoption Date: May 24, 2011

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Mission and Goals

The members of the St. Gabriel Booster Club choose to foster and promote activities that financially support the CYO Athletic Programs sponsored by The Catholic Community of St. Gabriel, Concord Township, Ohio. The Booster Club will identify, evaluate, and prioritize fundraising activities consistent with the overall objectives of the parish. We will be responsible for coordinating and administering fundraising activities of organized volunteers committed to addressing the financial needs of the St. Gabriel CYO Athletic program. All of the actions of the St. Gabriel Booster Club will be governed by its constitution and bylaws.

Article I:

Section I: Name

The name of the organization shall be the St. Gabriel Booster Club

Section II: Definition

The St. Gabriel Booster Club is composed of active parishioners and other persons described herein, who are interested in providing funds to support the athletic opportunities for the youth of St. Gabriel Parish.

Section III: Purpose

This Booster Club shall be responsible for the coordination and administration of selected activities that address the financial needs of the St. Gabriel CYO athletic program. The purpose of the CYO athletic program at St. Gabriel's is summarized in the Cleveland Diocese CYO Program Charter and Bylaws as adopted by the St. Gabriel CYO organization.

Section IV: Governance

The affairs of the Booster Club shall be administered and executed by an Executive Board as defined herein and governed by the rules and procedures prescribed in these bylaws.

Section V: Line of Communication

The prescribed line of communication shall run from the Athletic Booster Club membership to the Executive Board to the President and finally to the Pastor of St. Gabriel, who by Canon Law is responsible for all activities at the parish.

Section VI: Mascot

The St. Gabriel Booster Club shall have such official mascot for all teams as "Grizzlies."

Article II

Section I: Membership

- A. Membership is extended to all persons having an interest in the athletic programs supported by the St. Gabriel Booster Club.
- B. Any member is entitled to attend all general meetings of the club.
- C. Any member attending 2 or more general meetings or Booster Club related events is extended the opportunity to vote on issues before the membership and for candidates for the Executive Board.

Section II: Budgets

- A. The St. Gabriel Booster Club recognizes its mission is to raise money to support the athletic activities of St. Gabriel.
- B. The St. Gabriel Booster Club expects that each Sport's Commissioner submit a budget for their sport on the following schedule:
 - a. For Fall Sports: At the May general membership meeting
 - b. For Winter Sports: At the September general membership meeting
 - c. For Spring Sports: At the December general membership meeting

Article III

Section I: Nominations, Replacement, and Terms of Officers

- A. The Executive Board shall appoint a Nominating Committee every year at the February general membership meeting. The Nominating Committee will elect a Chairman prior to the May general membership meeting. The Nominating Committee will present a slate of candidates for vote by the general membership at the May meeting. Additional nominations may be made from the floor provided the nominees have given their consent.
- B. Elections for President and Secretary will be held in odd years. Elections for Vice President and Treasurer will be held in even years. This will provide reasonable continuity for the Board.
- C. Terms of office will commence upon adjournment of the May general membership meeting.
- D. In the event the Vice President, Secretary, or Treasurer cannot fulfill their term in office, the Board President will appoint, with the consent of the remaining Executive Board members, an individual to fill the remaining term regardless of the amount of time remaining in the term.
- E. In the event that the Board President cannot fulfill their full term in office, the Vice President shall be named the Board President for the remainder of the term. The new President shall fill the resulting Executive Board vacancy per Article III, Section I, paragraph D.

Section II: Elections

- A. The Chairman of the Nominating Committee will oversee the election at the May membership meeting. Voting will be done by written ballot.
- B. All offices shall be determined by the majority of votes cast by eligible members present and voting at the May general membership meeting. Balloting shall continue until a candidate receives a majority.
- C. In order to run for any Executive Board office, a nominee must be an active Booster Club member. Being an active member means having attended 3 or more general meetings or Booster Club related events.

Article IV

Section I: Executive Board

- A. Members of the Executive Board shall be:
 - a. St. Gabriel Booster Club President
 - b. St. Gabriel Booster Club Vice President
 - c. St. Gabriel Booster Club Treasurer
 - d. St. Gabriel Booster Club Secretary
- B. Members of the Executive Board in Ex-Officio shall be:
 - a. St. Gabriel Athletic Director
 - b. St. Gabriel Assistant Athletic Director
- C. The Executive Board shall have the responsibility for the administration of all activities of the Booster Club.
- D. The Executive Board shall support the policies, rules, and procedures of the CYO Athletic Program, and the established budget provided by the St. Gabriel CYO Team.
- E. The Executive Board shall approve all expenses necessary for the administration of the Booster Club.
- F. The Executive Board shall approve all non-budgeted items in excess of \$100.
- G. The Executive Board may elect to hold board meetings as necessary. The presence of three or more members at any regularly scheduled Executive Board meeting shall constitute a quorum, with the majority vote of those present required for passage of any measure.
- H. The St. Gabriel Booster Club recognizes that issues may come before the organization requiring timely action between Executive Board meetings or general membership meetings. The Executive Board may convene phone and/or email quorums as deemed necessary to conduct the regular or emergency business of the Booster Club. The contact of three or more members shall constitute a quorum when holding a meeting by phone or email. A majority of those present at the meeting shall be required for passage of any measure. The Secretary will keep records of these meetings and include them in the minutes of the next scheduled general membership meeting.

- I. No officer or member of the Booster Club shall take any action that would commit, obligate, or incur any debts to the Booster Club without a majority vote of the Executive Board.

Section II: Duties of Officers

A. President

- a. Shall preside at all meetings of the Booster Club and those of the Executive Board.
- b. Shall fill by appointment for un-expired term any vacancies created on the Executive Board, subject to approval of the remaining Executive Board members per Article III, Section I, paragraph D.
- c. Shall establish committees and appoint chairpersons for committees.
- d. Shall personally represent the Booster Club or appoint a delegate where representation is appropriate.
- e. Shall be an ex-officio member of all committees, except the Nominating Committee.
- f. Shall perform all duties pertaining to the office of President.
- g. Shall be responsible to monitor all member conduct during participation in CYO Athletic Booster Club functions. Any code of conduct deviation by a member is placed for discussion with the President.

B. Vice President

- a. Shall have such powers and perform such duties as may be requested by the President.
- b. In the absence of the President, shall perform the duties and exercise the powers of the President.

C. Secretary

- a. Shall take attendance at all meetings and keep records for voting rights per Article II, Section I, Paragraph C.
- b. Shall keep the minutes of all meetings.
- c. Shall keep such records as requested by the President.
- d. Shall publish quarterly minutes for all Booster Club members.
- e. Shall keep minutes of Executive Board meetings (including phone/email quorums) and publish the minutes of these meetings in the subsequent general membership meeting minutes per Article IV, Section I, Paragraph H.

D. Treasurer

- a. Shall keep the financial records of the Booster Club
- b. Shall submit quarterly revenue expenditure reports per sport to the Executive Board and publish an expenditure report annually to the St. Gabriel community.

Article V

Section I: Order of Business

- A. The order of business at all meetings shall be as follows:
 - a. Opening Prayer
 - b. Call to order by the President
 - c. Reading of the minutes of the preceding meeting
 - d. Reports by officers
 - e. Committee Reports.
 - f. Old Business
 - g. New Business
 - h. Closing Prayer
 - i. Adjournment

Article VI

Section I: Amendments to the Constitution and By-Laws

- A. Amendments to the Constitution and By-Laws may be proposed by motion at any general membership meeting
- B. Proposed amendments must be published and posted to assure notification prior to the next general membership meeting.
- C. A $\frac{3}{4}$ vote of the Booster Club membership present at the following general membership meeting for which the amendment was proposed is necessary to amend the Constitution and By-Laws.

Article VII

Section I: Dissolution

In the event of dissolution of the St. Gabriel Booster Club, all assets shall be given to the St. Gabriel Parish.

This Constitution and By-Laws were adopted by the St. Gabriel Booster Club Executive Board on May 24, 2011. The following signatures indicate ratification of this Constitution and By-Laws:

Fr. Fred Pausch
St. Gabriel Pastor

6-29-11
Date

Andrew Hammer
St. Gabriel Booster Club President

6/15/11
Date

Anna M. Lee
St. Gabriel Booster Club Vice President

6/15/11
Date

Kerem Tramparisa
St. Gabriel Booster Club Treasurer

6-15-11
Date

Madeline Hoover
St. Gabriel Booster Club Secretary

6/16/11
Date

Mike Weber
St. Gabriel Athletic Director

6/15/11
Date