

Saint Mary Boosters, Inc.
Constitution and By Laws

ARTICLE I

SECTION I The name of this corporation shall be Saint Mary Boosters, Inc., a 501 (c) (3) non-profit organization.

ARTICLE II-Purpose, Vision & Mission

SECTION I The sole purpose of this organization will be to encourage, promote and finance sporting activities and programs at Saint Mary School, 3 Year Pre School (P3) through eighth (8).

The St. Mary Boosters Organization, in conjunction with The Diocese of Covington, works to promote and finance the educational impact of participating in a sport program. Participation in athletic programming serves to:

- Improve and educate life-long health
- Increase self-confidence and self-esteem
- Promote higher academic performance
- Nurture the development of an inner sense of fair play and good sportsmanship
- Provide a bridge to unify different populations
- Contribute to the “sound body, sound mind” philosophy so essential to the character building process

A well-balanced school athletic educational program is built on a strong foundation. This foundation includes three critical components:

1. A comprehensive physical education program for all children that promotes good health and physical fitness.
2. Intramural Athletic Programs in which children have an opportunity to practice and further refine specific athletic skills that they have learned in physical education classes.
3. Interscholastic Athletic Programs that promote and develop good sportsmanship, team play, competitive spirit, and school loyalty.

ARTICLE III-Membership

SECTION I Eligible membership shall be limited to men and women who are eighteen (18) years of age or older, who are members of Saint Mary Parish or has a student who attends St. Mary School and has paid annual dues.

SECTION II New members will be accepted as first order of business at regular monthly meetings, immediately following opening prayer.

SECTION III New members in good standing will be any paid, active member who attends six (6) meetings in a rolling twelve (12) month calendar, and volunteers to work at least two (2) other Booster sponsored activities which will be outlined at the September meeting, each year. A member in good standing must maintain his/her standing as long as he/she is a member of the organization.

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SECTION IV Dues shall be paid annually and shall be payable to the Treasurer at the member's first meeting of each year.

SECTION V The August meeting shall be designated as the first meeting of each calendar year.

ARTICLE IV-Board Structure

SECTION I The election of officers to the board of Saint Mary Boosters, Inc. shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Athletic Director
- Assistant Athletic Director

The appointment of consultants at Saint Mary Boosters, Inc. shall consist of

- Three Trustees
- Technical Support Administrator
- Governance Coordinator

If no Booster member, in good standing, accepts the appointment by the President to the Technical Support Administrator role, a Board Member, Trustee or Governance Coordinator can also serve in this capacity.

ARTICLE V-Eligibility Requirements for Officers

SECTION I Nomination for officers are to be made by the end of the April meeting from the floor, anonymous process (i.e. Google form) or through a nominating committee which should be selected at the March meeting. Nominations may be made only by active members in good standing. Nominations must be submitted to the nominating committee for considerations by or at the April meeting.

SECTION II a) Only active members in good standing shall be entitled to be a candidate.

b) Only members with a minimum of one year of active booster involvement and a member in good standing for the current year as defined in Article III, Section III will be considered as a candidate.

SECTION III Election of officers shall be by secret ballot held at the regularly scheduled meeting in May, unless only one candidate is nominated, in which case election of that officer shall be by acclamation.

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- SECTION IV The newly elected officers shall take their chairs at the call of the August meeting.
- SECTION V All elected officers, upon acceptance of the office, shall hold that office until the convening of the August meeting the following year.
- SECTION VI Upon receipt of a vacated office, the President will call for nominations for that vacated office from the membership for appointment by the board by the next meeting and hold an election at the next meeting and are subject to all provisions under Article V.
- SECTION VII To be eligible for appointment to the office of trustee, the individual shall be a member in good standing for a minimum of one year as defined in Article III, Section III.

ARTICLE VI-Definition of Officer's Duties & Responsibilities

- SECTION I The President's Duties:
- Preside over Meetings
 - Appoint trustees as deemed necessary
 - Have the power to appoint all coordinator, standing and special committees, including Virtus in a timely manner
 - Act as a coordinator of various committees
 - Charge committees with their duties
 - Maintain supervision of the responsibilities of each committee
 - Has authority to table issues brought to the floor for board review
- SECTION II The Vice-President's Duties:
- Assume all duties and powers of the President in his/her absence
 - Perform other duties as the President may request
 - Oversee the Trustee's membership and recruitment activities
- SECTION III The Secretary's Duties:
- Keep a full and accurate reading of all proceedings, to include Board meetings
 - Perform other duties as the President may request
- SECTION IV The Treasurer's Duties:
- Lead annual budgeting process
 - Collect dues and keep records of all receipts and expenditures
 - Pay all bills incurred by the organization upon approval (if required)
 - To ensure that all licenses are kept up to date and all rules and regulations are followed
 - Gather all information for tax reporting to be forwarded to the Board approved Certified Public Accountant (CPA)
 - Perform other duties as the President may request

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SECTION V The Athletic Director's Duties:

- Ensure that all guidelines are followed in Booster sponsored sports
- Communicate with the administration in terms of eligibility of all students
- Be the main point of contact for all sports related issues (coaches, parents, and students)
- Provide oversight to the athletic committees as a non-voting member.
- Perform other duties as the President may request

SECTION VI The Assistant Athletic Director's Duties:

- Assume all duties and powers of the Athletic Director in his/her absence
- Perform other duties as the President may request

SECTION VII The Trustees' Duties

- Responsible for volunteer recruiting for all Booster sponsored events
- Recording attendance
- Active member standing status
- Concession management
- Perform other duties as the President may request

SECTION VIII The Technical Support Administrator's Duties

- Web Site Maintenance
- Social Media
- Govern administrative access to social media
- Perform other duties as the President may request

SECTION IX The Governance Coordinator's Duties

- Independent "ombudsman" who reports to the Board President
- Annual review of Constitution and By Laws
- Annual review of athletic committee guidelines
- Incorporation of any amendment or changes into the By Laws as directed by the President
- Convening of Governance Committee as needed
- Perform other duties as the President may request

ARTICLE VII-Eligibility Requirements for Committee Membership and Coordinators

- SECTION I** a) Only active members in good standing shall be entitled to be a committee member.
- b) Only members with a minimum of one year of active booster involvement and a member in good standing for the current 12 month rolling calendar as defined in Article III, Section III will be considered as a candidate.

ARTICLE VIII-Eligibility Requirements for Voting

- SECTION I** In order to be eligible to vote in the election of officers, a member must be an active member in good standing prior to election meeting as defined in Article III, Section III.
- SECTION II** In order to vote on general topics an individual must be a member for 30 days prior to the vote.

ARTICLE IX-Meetings & Quorum Requirements

- SECTION I** General meetings will be held on a monthly basis, time and place will be determined by membership.
- SECTION II** An annual meeting of the corporation shall be held within the fiscal year.
- SECTION III** The President or any two (2) officers may call a special meeting of all members with a minimum of three (3) days' notice, to include the topic of discussion.
- SECTION IV** A minimum of five (5) members and three (3) officers shall constitute a quorum. No business shall be legal and binding unless three (3) officers and five (5) members or more are present. Any quorum should adhere to Article 9 Section 3.

ARTICLE X-Sponsored Sports Programs

- SECTION I** St. Mary Boosters sponsors or supports programs in the following sports:
- Soccer
 - Basketball
 - Volleyball
 - Cheerleading
 - Dance Team
 - Cross Country

ARTICLE XI-Sports Program Management

All sports are subject to availability of resources and/or facilities.

SOCCKER

St. Mary Boosters (SMB) sponsors soccer teams for ages P3 to 8th grade within a youth soccer league in Northern Kentucky. SMB works in conjunction with a league on student registration. SMB will recommend coaches for each team that a league will approve.

A soccer committee will consists of three (3) to seven (7) members from the Boosters and preferably have one (1) independent member appointed and the Athletic Director (as a non-voting member) to oversee the soccer activities within the parish.

Soccer Committee Structure

- A SMB Board member shall not serve as a voting committee member.
- It is preferred that all committee members be an active Booster member in good standing as defined in Article III Membership.
- The independent member, acting solely as an observer, of the committee will be appointed by the school principal as a non-voting member

Soccer Committee Responsibilities

- The committee shall be responsible for student registration for participation in the soccer program
- The committee shall recommend roster size and selection methods to the board. All alternatives should be submitted with justification for method selected
- The committee shall recommend coaches to the board for approval. All alternatives should be submitted with justification for coaches selected
- A representative of the Soccer Committee should attend each Booster meeting
- Review soccer policies and procedures on an annual basis

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BASKETBALL St. Mary Booster (SMB) sponsors basketball teams from grades Kindergarten through eighth (8) within the Diocese of Covington.

A basketball committee will consists of five (5) to seven (7) members from the Boosters and preferably have one (1) independent member appointed and the Athletic Director (as a non-voting member) to oversee the basketball activities within the parish.

Basketball Committee Structure

- A SMB Board member shall not serve as a voting committee member.
- It is preferred that all committee members be an active Booster member in good standing as defined in Article III Membership.
- The independent member, acting solely as an observer, of the committee will be appointed by the school principal as a non-voting member

Basketball Committee Responsibilities

- The committee shall be responsible for student registration for participation in the basketball program
- The committee shall recommend roster size and selection methods to the board. All alternatives should be submitted with justification for method selected
- The committee shall recommend coaches to the board for approval. All alternatives should be submitted with justification for coaches selected
- Coordinate the activities surrounding the annual St. Mary Basketball Tournament
- A representative of the Basketball Committee should attend each Booster meeting
- Review basketball policies and procedures on an annual basis

VOLLEYBALL St. Mary Booster (SMB) sponsors volleyball teams from grades three (3) through eight (8) within Northern Kentucky during the school year.

A Volleyball Coordinator will be appointed by the President. The coordinator's responsibilities are:

- To report to the Athletic Director of all activities volleyball related.
- To keep the membership informed on all activities
- To oversee the team selection and coaches appointment
- Review volleyball policies and procedures on an annual basis.

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CROSS COUNTRY St. Mary Boosters (SMB) sponsors Cross Country teams from Kindergarten (K) through eighth (8) grade.

A Cross Country Coordinator will be appointed by the President. The coordinator's responsibilities are:

- To report to the Athletic Director of all activities Cross Country related
- To keep the membership informed of all activities
- To oversee the team selection and coaches appointment
- Review cross country policies and procedures on an annual basis

CHEERLEADING St. Mary Booster (SMB) sponsors Cheerleading teams from grades two (2) through eight (8).

A Cheerleading Coordinator will be appointed by the President. The coordinator's responsibilities are:

- To report to the Athletic Director of all activities Cheerleading related
- To keep the membership informed on all activities
- To oversee the team selection and coaches appointment
- Review cheerleading policies and procedures on an annual basis

DANCE St. Mary Boosters (SMB) sponsors a dance team including students from grades 6 through 8.

A Dance Coordinator will be appointed by the President. The coordinator's responsibilities are:

- To report to the Athletic Director of all activities related to dance
- To keep the membership informed of all activities
- To oversee the team selection and coaches' appointment
- Review dance policies and procedures on an annual basis

ARTICLE XII-Financial Structure & Procedures

SECTION I The Fiscal year for the Boosters shall run July 1-June 30.

SECTION II No project shall be sponsored or financed by the Saint Mary Boosters, Inc. unless there is an approved instructor, coach or chairperson.

SECTION III All non-budgeted expenditures are subject to approval by vote of the booster members. Request on amounts up to \$250.00 must be approved by a majority of the board. Proof of purchase must be presented to the Treasurer within 24 hours.

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- SECTION IV Request for funding of capital projects of \$250.00 and over must be accompanied by two written bids obtained by the individual making the request to be voted on by the Board as per Article IX, Section IV, "Special Quorum".
- SECTION V Request for funding of capital projects of \$1,000.00 or more shall be submitted to the board for review. The board shall present its recommendation at the meeting immediately following the request unless the nature of the request calls for different timing to be voted on by Booster members in good standing.
- SECTION VI Request for funds associated with fundraising events shall be handled directly with the Treasurer.

ARTICLE XIII-Budgeting

- SECTION I Each year a budget must be prepared by the current Board in conjunction with incoming Board members. The Treasurer will lead the budgeting process. The President can assign the budgeting process to a Budget committee if necessary.
- SECTION II The budget shall consist of projected revenues with details on major sources of income and projected expenses with detail provided on major expense items. All efforts must be made to balance revenue to expenses.
- SECTION III Budget review should include prioritization of expense items. If a revenue shortfall is projected then the Board should conduct a review of expenses to be postponed or eliminated. If there is a revenue overage projected then review of potential future use of those funds should be noted.
- SECTION IV The budget should be presented to the Booster membership for review and discussion at the June meeting. A vote shall be held to approve the budget at the June meeting. The new budget will go into effect at the August meeting. No expenditures should be released for the budgeted year until the budget is approved.

ARTICLE XIV-Grievance Reporting and Resolution

- SECTION I Booster members are expected to resolve problems as they arise. It is recognized, however, that there may be incidents that can only be resolved by appeal and review. The purpose of this article is to provide members an opportunity to bring the issue to the attention of Booster leadership in an orderly and timely manner.

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SECTION II Any incident, or issue, should be brought to the attention of the most immediate person in charge (e.g. Coach, Project Chair) for disposition. If the person feels that the outcome is not in accordance with the bylaws (et al) of the St. Mary Boosters, then the matter will ascend to the Athletic Director in written format no later than 72 hours after the incident has occurred or a discussion with the coach or chair has been conducted. It is preferred that the incident report on the Boosters' website be used to file a complaint.

The incident report will be acknowledged within 72 hours. The timing of the investigation and the response to the incident will be determined by the availability of each party. The decision will be based on the interpretation of the facts surrounding the incident and any guidelines followed for the event in question.

Members will have the option to appeal that decision to the President of the St. Mary Boosters within 48 hours in written format. The President will have 72 hours to investigate and respond to the item with a decision based on the interpretation of the bylaws.

Members wishing to appeal the President's rendering will have the option of forwarding all materials to an independent third party "ombudsman". The ombudsman will have seven days to render a binding decision to the complaint. The ombudsman will be recommended by the board and approved by all parties involved in the incident.

ARTICLE XV-Miscellaneous

SECTION I A banner will be presented to basketball teams in the 7TH and 8TH grade only if they are the winners of the Diocesan Tournament. Other league champions will be recognized in a manner determined by the elected board.

SECTION II ALL eighth grade students will be invited to the Eighth (8TH) grade sports banquet.

ARTICLE XVI-Amendment to By-laws

SECTION I Any amendment to the constitution or by-laws must be presented in writing and read at two consecutive meetings, and then approved by a two-thirds majority vote of those votes cast at the second reading. All quorum requirements must be as described under Article IX, Section IV.

ARTICLE XVII-Rules of Conduct

SECTION I If the rules and/or the by-laws are violated by any member or members, a committee recommended by and including the President shall meet with this member or members and discuss with them the true facts and report back to the membership to discuss a course of action. If the violation includes actions by the President, the Vice President will assume leadership of this process.

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SECTION II All meetings of the Boosters shall be conducted according to Robert's Rules of Order, Revised, when not in conflict with this constitution and by-laws.

SECTION III Proper meeting conduct shall be adhered to by all in attendance.

The foregoing constitution and by-laws were duly adopted on October 5th, 2017.