ST. MARY’S BOOSTER CLUB BY-LAWS

ARTICLE I: PURPOSE

The St. Mary’s Booster Club exists so that, in cooperation with the Commission on Education, the Principal, and the Athletic Director(s), they can make the extra-curricular program at St. Mary’s self-supporting and self-sustaining. Any matters arising pertaining to school policy, discipline, coaching personnel, or scholastics are not under the jurisdiction of the Club and will be referred to the proper authority- namely, the Principal.

Extra-curricular activities, namely sports, Student Council, Math team, Scholastic Bowl team, Speech team, Chorus and Band, are designed to provide St. Mary’s School students with opportunities to develop skills and talents beyond the scope of those that are provided through their academic coursework. These extra-curricular activities are designed to complement the academic program, but never to supersede it in importance. Students will be allowed to participate in these activities as long as their academic work and behavior standards meet eligibility requirements as determined by the Illinois Elementary School Association, St. Mary’s School, and/or the Principal.

The purposes and functions of this Booster club shall be:

* To make the extra-curricular program a self-sustaining and self-supporting one for boys and girls
* To foster Christian ideals in sportsmanship, leadership and responsibility
* To make decisions regarding matters of equipment purchases and planning for the future of the extra-curricular programs, at the discretion of the school administration
* To assist the Athletic Director(s), coaches, sponsors, and participants in any manner in order to accomplish the goal of a successful extra-curricular program
* To oversee the Booster Club treasury and to plan fund-raising for the extra-curricular programs
* To obtain concession stand chairpersons for the year or for each activity season
* To plan, with the Athletic Director(s), the spring sports awards banquet
* To provide, in conjunction with the Athletic Director(s), a representative to oversee the building and to provide crowd control at all home events

ARTICLE II: MEMBERSHIP

All parents of St. Mary’s School, students, the pastor, associate pastor, principal, faculty, coaches, sponsors, and athletic directors are automatic members of the SMS Booster Club

ARTICLE III: OFFICERS AND ATHLETIC DIRECTORS

1. Officers shall be elected by the Booster club members at their ~~May~~ year-end meeting. A nominating committee shall be formed at the ~~March~~ spring meeting ad shall be given the responsibility of finding officer candidates for nomination. Nominations will also be open from the floor.
2. The officers of the Booster Club shall be President, Vice President, and Secretary.
3. The duties of each office shall be as follows:
   1. President:
      1. Shall, with the Athletic Director(s) and Principal, plan all meeting agendas and schedule at least four meetings throughout the year
      2. Shall preside at all Booster Club meetings
      3. Shall appoint sub-committees for specific purposes as they become necessary
      4. Shall, with the Athletic Director(s), train committee members to assist with supervision of home events, including supervision of the building and crowd control
      5. Shall oversee the purposes and functions of the Club as listed in Article
      6. Shall serve a two-year term and may not serve more than two consecutive terms at any one time
   2. Vice President:
      1. Shall conduct Booster Club meeting(s) in absence of the President
      2. Shall complete other duties as assigned by the President
      3. Shall move into the position of President following his/her term as Vice-President
      4. Shall serve a two-year term and may not serve more than two consecutive terms at any one time
   3. Secretary:
      1. Shall keep accurate minutes of all Booster Club meetings, see to their proper distribution, and see to the proper filing of such minutes with the Principal and School Secretary
      2. Shall oversee all Booster club correspondence
      3. Shall see that each meeting’s agenda is typed and distributed in the school newsletter, to the board, Athletic Director(s) and Principal several days prior to the meeting
      4. Shall serve a two-year term
   4. Treasurer duties shall be performed by the school book-keeper and include the following:
      1. Shall keep accurate records of all income and expenditures
      2. Shall have change boxes available, in conjunction with the concession stand chairperson(s) for the gate and concession area at all home events
      3. Shall deposit all monies in the proper accounts
      4. Shall provide the Principal and Pastor with a written monthly financial report
      5. Shall provide the Booster Club with a written financial report at each meeting
   5. Athletic Director(s) are appointed by the Principal and Pastor to undertake those duties set forth in a separate agreement.
      1. ~~Shall schedule all sports events in the following areas: Boys basketball (Gr. 5 if a team is formed) (6, 7 & 8), Boys baseball (Gr. 6, 7, & 8), Girls basketball (Gr. 6, 7 & 8), Girls volleyball (Gr. 5, 6, 7 & 8) and Girls Softball (Gr. 7, & 8, with 6~~~~th~~ ~~if needed). Note: All other extra-curricular activities will be scheduled by their sponsors. No competitions are to be scheduled on Sundays or Holy Days of obligation.~~
      2. ~~Shall provide officials for all home games.~~
      3. ~~Shall work together with the coaches to assure that scorekeepers and timers are scheduled for all home events.~~
      4. ~~Shall provide a transportation schedule for all away games.~~
      5. ~~Shall provide for and/or schedule the use of practice facilities for all sports with no practices to be held on Sundays.~~
      6. ~~Shall, after consulting with the administrator, notify each coach if he/she will be allowed to coach the next year.~~
      7. ~~Shall assist the Principal in acquiring coaches for all sports teams.~~
      8. ~~Shall supervise and coordinate the giving of awards to participants in each sport.~~
      9. ~~Shall oversee the purchase of equipment of all athletic teams as needed.~~
      10. ~~Shall attend all Livingston County Grade School Association meetings and inform the Principal of meeting agendas and results.~~
      11. ~~Shall coordinate all Illinois Elementary School Association activities in which athletes are involved:~~
          1. ~~Compliance with rules~~
          2. ~~Entry fees~~
          3. ~~Entry forms~~
      12. ~~Shall oversee all athletic contests (or, with approval of the Principal and in conjunction with the Booster club, appoint a representative to do so).~~
      13. ~~Shall, in consultation with the Principal, cancel athletic events when bad weather demands.~~
      14. ~~Shall make sure that St. Mary’s School is represented at all seeding meetings.~~
      15. ~~Shall see that coaches are fulfilling their responsibilities and report any problems to the Principal.~~
      16. ~~Shall provide a program of fair play and good sportsmanship and be a role model for good sportsmanship.~~
      17. ~~Shall advise coaches of new I.E.S.A. rules each year.~~
      18. ~~Shall keep inventory of all equipment and supplies in the program and supervise all outgoing equipment.~~
      19. ~~Shall schedule team pictures with a photographer and the coaches.~~
      20. ~~Shall supervise and coordinate all athletic tournaments.~~
      21. ~~Shall schedule player/parent/coaches meetings at the beginning of each sports season.~~
      22. ~~Shall be responsible for issuing checks to referees for home games.~~
      23. ~~Shall determine along with the Principal, the gratuities paid to all coaches.~~
      24. ~~Shall determine along with the Principal, the bus fees for each level of sports.~~
4. If an officer is unable to complete his/her term, a replacement will be appointed by the Booster Club Officers and approved by the Principal and Pastor.

ARTICLE IV: MEETINGS

1. The SMS Booster Club will meet at least four (4) times each year. Additional meetings may be held at the discretion of the President. The Principal or Athletic Director(s) may request the President to call meetings as needed for special concerns or needs.
2. All meetings are open to the public.
3. The meetings shall be operated under “Robert’s Rules of Order”.
4. A quorum for meetings shall be a simple majority.
5. Anyone wishing to place items on the agenda for club meetings should contact the Secretary at least one week prior to the scheduled meeting.

ARTICLE V: FINANCES

1. Income
   1. Income received by this Club shall pay for the extra-curricular program at St. Mary’s School.
      1. Should excess funds be available in any given year, at the Principal’s request, the club may distribute these funds to the school for operating costs.
      2. All parents will be required to pay all bus and contest fees for extra-curricular activities. However, if at least one parent of the participant works both tournaments and also works their assigned concessions during the sport or activity in which their child participates, all fees will be waived if funds are available.
   2. Monies received shall be deposited in a checking account, with excess funds being deposited in an interest bearing savings account. Both accounts shall be in the name of “St. Mary’s School Booster Club”.
   3. A budget shall be drafted by a Booster Club committee for approval by its members and will be forwarded to the Commission on Education by September 30th of each year.
   4. A schedule of all fundraising events shall be turned in to the principal by September 30th of each year.
   5. All fundraisers shall be approved by the Booster Club, the Principal and the Pastor.
2. Expenditures
   1. The Principal, Pastor, School Book-keeper and Athletic Director(s) shall be authorized to sign all checks and withdrawals.
   2. Two of the above signatures are required on all checks and withdrawals.
   3. All major expenditures of $500 or more shall be voted on by the Booster Club and approved by the Athletic Director(s), Principal and Pastor.

ARTICLE VI: AMENDMENTS

1. This set of by-laws may be amended by the Commission on Education or by the Pastor or Principal.
2. Recommendation for amending the by-laws may be submitted to the Commission on Education by a majority vote of the members present at a SMS Booster Club meeting.
3. The Booster Club by-laws shall be reviewed ~~annually~~ as needed by committee.

ADOPTED: September 17, 1996 (For the St. Mary’s School Athletic Committee)

REVISED: March 18, 1997

REVISED: May 19, 1998

REVISED: May 16, 2000 (For the St. Mary’s School Booster Club)

REVISED: May 3, 2001

REVISED: September 16, 2002

REVISED: November 18, 2003

REVISED: October 18, 2004

REVISED: January 10, 2007

REVISED: May, 2012

Approved by the Pastor and the Commission on Education of St. Mary’s School on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2012.

Pastor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission on Education by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SMS Sports Booster Club by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_