

**Falcon Athletic Booster Club  
By-Laws**

**Pope John Paul II Catholic High School  
Huntsville, Alabama**

**PURPOSE**

The purpose of the Falcon Athletic Booster Club, hereinafter referred to as the Booster Club, is to support Pope John Paul II Catholic High School (JPII) athletics by raising funds, distributing money and materials to athletic teams, soliciting memberships, offering activities for members, promoting participation in athletics, encouraging attendance at athletic events, and assisting the Athletic Director and coaches.

**ORGANIZATION**

**1 GENERAL MEMBERSHIP**

**1.1 Membership Eligibility**

- 1.1.1** Membership in the Booster Club is open to anyone who supports the purpose of the Booster Club.
- 1.1.2** Membership in the Booster Club is available throughout the year.
- 1.1.3** A membership year begins on August 1<sup>st</sup> and ends on July 31<sup>st</sup> to roughly coincide with the school year.

**1.2 General Membership**

Any party with a bona fide interest in supporting JPII can be a General Member of the Booster Club by completing and returning a membership form to the Booster Club's Secretary.

**1.3 Premium Membership**

- 1.3.1** Premium Membership is available to all prospective members. Levels are described on the membership form.
- 1.3.2** The Officers shall establish the proposed Premium Membership levels and obtain approval from the JPII Principal before the start of the school year.
- 1.3.3** There are no extra privileges given to Premium Members with respect to voting, office or stature within the Booster Club.
- 1.3.4** Therefore, throughout these by-laws, no distinction will be made between General Members and Premium Members in matters of office or voting.

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## **1.4 Expulsion**

- 1.4.1** A simple majority vote of the Booster Club's general membership present at the meeting is required to expel a member of the Booster Club.
- 1.4.2** Expelled members are entitled to a prompt refund of the current year's dues paid.

## **1.5 Voting Eligibility**

- 1.5.1** Membership in the Booster Club extends to the whole family. Each parent or guardian is encouraged to attend all meetings and functions. However, each family as specified on the membership form is accorded only one vote.
  - 1.5.1.1** If a family situation is such that a separate membership is needed, such cases will be considered by the Officers on a case-by-case basis.
  - 1.5.1.2** To be considered for a separate membership, the family member should submit a separate membership form to the Recording Secretary with a short explanation of the request.
  - 1.5.1.3** The Officers will consider the request in private.
  - 1.5.1.4** The Recording Secretary will notify the applicant of the decision as specified in 2.5.4.2.
- 1.5.2** A completed membership form is required to be submitted to the Recording Secretary before voting rights are enabled in order to track voting eligibility.
- 1.5.3** Booster Club members who also serve as coaches are prohibited from voting on budget requests for the teams that they coach.

## **LEADERSHIP**

## **2 OFFICERS**

### **2.1 Eligibility**

- 2.1.1** Booster Club Officers must be a member of the Booster Club.
- 2.1.2** All current members of the Booster Club are eligible to hold office.
- 2.1.3** Employees of JPII are not eligible to hold a Booster Club office, unless they are a parent of a current student.

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## **2.2 Term of Office**

- 2.2.1** The Booster Club's Officers serve terms of one year and may serve unlimited consecutive terms if so elected by the membership.
- 2.2.2** Each officer's term of office will last one year, with transition occurring at the June Booster Club meeting of each year. The officers' terms begin before the membership's terms, as specified in section 1.1.3, to allow for event planning during the summer.

## **2.3 Elections**

- 2.3.1** Officer elections are held during the May general membership meeting.
- 2.3.2** The Nominating Committee is responsible for creating a slate of candidates to be considered.
- 2.3.3** Members of the Booster Club may propose additional candidates during or before the May general membership meeting.
- 2.3.4** Voting Procedure
  - 2.3.4.1** If no additional candidates are proposed by the general membership, the Nominating Committee's candidates may be approved, as a slate, by a simple majority vote of the general membership present.
  - 2.3.4.2** If the candidates are not approved as a slate, each office shall be voted on separately by the general membership.
  - 2.3.4.3** Uncontested candidates may be approved by a simple voice vote.
  - 2.3.4.4** A secret ballot will be used for the voting for each office in a contested election.
  - 2.3.4.5** A simple majority vote of the general membership present is required to elect each officer.

## **2.4 Replacement**

- 2.4.1** Booster Club Officers who are unable to fulfill the responsibilities of the position for any reason including not attending official meetings may be dismissed with the action of the remaining officers and/or a majority of the membership.
- 2.4.2** Any vacant office shall be filled at the next general membership meeting with the nomination of at least one candidate to fill the office.

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### **2.5 Elected Officers - Authority and Responsibilities**

#### **2.5.1 President**

- 2.5.1.1** The President convenes and conducts the Booster Club's general membership meetings and any working meetings required of the Officers.
- 2.5.1.2** The President prepares and publishes a meeting agenda in advance of each meeting.
- 2.5.1.3** The President coordinates the work of the officers and committee chairs, and communicates with the JPII Athletic Director to manage the Booster Club's business between meetings.
- 2.5.1.4** The President serves on the Nominating Committee.

#### **2.5.2 Vice President**

- 2.5.2.1** The Vice President performs the duties of the President when the President is unavailable.
- 2.5.2.2** The Vice President manages all aspects of Booster Club Membership.
- 2.5.2.3** The Vice President is in charge of invitations to Booster Club membership and other solicitations of new members.
- 2.5.2.4** The Vice President coordinates with the Secretary to keep a current membership list.
- 2.5.2.5** The Vice President is responsible for defining and gaining approval of Premium membership levels.
- 2.5.2.6** The Vice President coordinates with the Athletic Director to ensure each coach has selected a team representative.
- 2.5.2.7** The Vice President, with the assistance of the Athletic Director and coaches, shall create and maintain a list of those durable goods purchased by the Booster Club.
- 2.5.2.8** The Vice President serves on the Nominating Committee.

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### **2.5.3 Treasurer**

- 2.5.3.1** The Treasurer receives and disburses funds at the direction of the Booster Club's general membership with the approval of a simple majority of those members present.
- 2.5.3.2** The Treasurer provides a review of the Booster Club annual budget to the general membership.
- 2.5.3.3** The Treasurer reviews each un-budgeted expense request and reports to the general membership whether or not the request falls inside the purchase guidelines as specified in 6.3.
- 2.5.3.4** The Treasurer manages and maintains custody of the bank accounts
- 2.5.3.5** The Treasurer reports on the Booster Club's financial status at each meeting, to include account balances for the general fund, each individual athletic team, other fund raising activities and all unexpended allocations.
- 2.5.3.6** The Treasurer keeps financial records of all Premium Memberships in the Booster Club.
- 2.5.3.7** The Treasurer serves on the Nominating Committee.

### **2.5.4 Recording Secretary**

- 2.5.4.1** The Recording Secretary records the minutes of each meeting capturing:
  - Attendance,
  - Votes,
  - Decisions,
  - Action Items,
  - The Treasurer's Report,
  - Budget Requests
  - Any other noteworthy items.
- 2.5.4.2** The Recording Secretary shall notify members and coaches of decisions that directly affect them.
- 2.5.4.3** At each meeting, the Recording Secretary presents the minutes of the previous meeting and makes corrections as required.
- 2.5.4.4** The Recording Secretary archives the approved minutes on CD and stores them in the JPII Library.

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- 2.5.4.5** The Recording Secretary collects all pertinent documents and records from Booster Club sponsored events and archives such documents in the JPII Library.
- 2.5.4.6** The Recording Secretary is responsible for collecting membership forms and generating membership lists.
- 2.5.4.7** The Recording Secretary shall use membership lists to ensure only Booster Club members vote during Booster Club meetings.
- 2.5.4.8** The Recording Secretary shall provide updated lists of Premium Members to events where said members may receive perks due to their donations to the Booster Club.
- 2.5.4.9** The Recording Secretary serves on the Nominating Committee.

### **3 EX-OFFICIO MEMBERS**

#### **3.1 Principal**

- 3.1.1** The JPII Principal may consult with the Booster Club's Officers as an ex-officio member of the Booster Club.
- 3.1.2** The JPII Principal may not cast votes as a member of the Booster Club.

#### **3.2 Athletic Director**

- 3.2.1** The JPII Athletic Director may consult with the Booster Club's Officers as an ex-officio member of the Booster Club.
- 3.2.2** The JPII Athletic Director may not cast votes as a member of the Booster Club.
- 3.2.3** The JPII Athletic Director serves as a liaison between the Booster Club and the JPII Administration and between the Booster Club and the JPII coaches.
- 3.2.4** The JPII Athletic Director communicates with the President with respect to Booster Club business meetings and analyzes needs for each sport. The Athletic Director is expected to present these needs to the Booster Club.
- 3.2.5** The JPII Athletic Director must submit a complete request for Booster Club funds for the school year at the September Booster Club meeting. Adjustments to the annual budget may be requested by the Athletic Director throughout the year.

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## **4 COMMITTEE CHAIRS**

### **4.1 General Requirements**

- 4.1.1** The Booster Club's Officers shall appoint the chairs for all committees.
- 4.1.2** Any Booster Club member may submit names for consideration of the positions specified below.
- 4.1.3** Any Booster Club member not already serving the Booster Club in an elected capacity is eligible to fill any of these positions.
- 4.1.4** A chair position may be held until the end of the current school year.
- 4.1.5** There is no limit to the number of consecutive terms a Booster Club member may serve as a chair of a committee.
- 4.1.6** The Booster Club's Officers shall fill any committee chair vacancy as soon as possible.

### **4.2 Golf Tournament Chairperson**

- 4.2.1** Manages all aspects of the annual FABC Golf Tournament. This includes at a minimum the following:
  - Setting the date for the tournament,
  - Selecting and reserving the golf course,
  - Recruiting volunteers,
  - Coordinating and selling sponsorships,
  - Arranging for sponsorship signs,
  - Coordinating with the course pro to establish the rules of play,
  - Establishing the value for participation and sponsorships, in conjunction with the Officers,
  - Coordinating the collection of funds with the Treasurer,
  - Reporting the progress of each of the above to the Booster Club,
  - Coordinating with and providing input to the Correspondence Secretary to generate thank you letters for donors, sponsors and players in the golf tournament.

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## **4.3 Ad Hoc Committees**

- 4.3.1** Ad Hoc Committees may be formed by the Booster Club President as needed provided there is no conflict with any standing committee.
- 4.3.2** Ad Hoc Committee chairs will be appointed by the Booster Club President.
- 4.3.3** Any member of the Booster Club is eligible to be a member of an Ad Hoc Committee.

## **5 TEAM REPRESENTATION**

### **5.1 Team Representatives**

- 5.1.1** Each of the athletic teams at JPII must designate a team representative to act as a liaison between the Booster Club and the coaches. These include but are not limited to:

- Baseball
- Boys' Basketball
- Girls' Basketball
- Cheerleading
- Boys' Cross Country
- Girls' Cross Country
- Dance
- Football
- Golf
- Boys' Soccer
- Girls' Soccer
- Softball
- Swim
- Tennis
- Boys' Track
- Girls' Track
- Volleyball

- 5.1.2** Team representatives act as conduits between the coaches and the Booster Club to identify specific needs with which the Booster Club may be able to help.

- 5.1.3** Team representatives encourage their respective teams participate in the Booster Club's various activities.

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- 5.1.4** Team representatives work with the coach and the Athletic Director to develop and present a budget for review and approval to the Booster Club.
- 5.1.5** Team representatives are expected to attend the Booster Club's general membership meetings and support the overall goals of the Booster Club.
- 5.1.6** Team representatives serve for one year and may serve consecutive terms.

### **FINANCIAL ACTIVITIES**

## **6 FUNDRAISING, BUDGETING & DISBURSEMENTS**

### **6.1 General Fundraising**

- 6.1.1** Fundraising for the Booster Club's general fund may include, but is not limited to, premium membership dues, Booster Club Golf Tournament profits, lunch item sales, spirit wear sales, and/or any other fundraising activity approved by the membership.
- 6.1.2** These funds will be disbursed by the Treasurer to be used for JPII athletic teams as approved by the Booster Club.
- 6.1.3** Participation in the Booster Club's general fundraising activities is required of all teams that receive funds from the Booster Club.

### **6.2 Team Specific Fundraising**

- 6.2.1** The Treasurer will maintain separate accounting for athletic teams engaged in team specific fundraising.
- 6.2.2** All funds raised by a team must be deposited in a Diocesan approved account. This can be a team specific Booster Club account or an account set up through the school office.

### **6.3 Budget Process & Purchase Limitations**

- 6.3.1** The Booster Club officers shall meet during the summer to review the amount of funds generated by the golf tournament. This information will be used in determining the amount of funding available for the following school year.
- 6.3.2** The Booster Club budget planning process shall consider requests from the JPII coaching staff, the JPII Athletic Director and historical expenditures to develop a plan to allocate funds across the following categories:
  - Savings
  - Contingency

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- Programs
  - Cookout
  - Athletic Banquet
  - Awards & Recognition
  - Feeder School Outreach
- Uniform (new, replacement and additional as recommended by the JPII Athletic Director)
- Balls & Equipment

**6.3.3** Budget requests must be submitted in writing, itemized and with enough detail to stand alone without further explanation.

**6.3.4** Anything purchased with Booster Club funds on behalf of the JPII Athletic program, ultimately becomes the property of JPII.

**6.3.5** Uniforms

**6.3.5.1** The Booster Club strives to provide each team with a team specific uniform. The Booster Club provides a home and away uniform for the sports that require both uniforms. The uniforms should be reusable for several years. The Booster Club only purchases the uniform items that are reusable by another team member.

**6.3.5.2** Parents are expected to provide:

- Sweat or warm-ups of any kind,
- Letter jackets,
- Under armor™ type or any weather related gear,
- Gloves or shoes/cleats of any kind,
- Sliding pants/compression shorts
- Sports bags of any kind (other than golf bags)

**6.4 Disbursements**

**6.4.1** General Fund Disbursements

**6.4.1.1** Authorization to disburse Booster Club funds rests with the following Booster Club officers and JPII Administration officials:

- President,
- Vice President,
- Treasurer,
- JPII Principal.

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6.4.1.1.1 The Booster Club operates in an ancillary capacity with JPPII, thus the assets of the Booster Club are important to the operation of JPPII athletics. To protect the assets of the Booster Club, the JPPII Principal's name shall appear on the Booster Club's bank accounts. This provides an added layer of protection for the Booster Club's assets.

6.4.1.1.2 The Booster Club's tax exempt status is a direct result of this subordinate relationship to JPPII and the Diocese of Birmingham.

**6.4.1.2** Any amount disbursed over two thousand dollars (\$2,000.00) requires 2 signatures from those authorized in 6.4.1.1.

**6.4.1.3** Any allocated funds not expended during the school year are de-allocated and returned to the Booster Club's general fund.

### **6.4.2 Team specific disbursements**

**6.4.2.1** Only the team's designated representative or coach may request disbursement of that team's funds.

**6.4.2.2** Team specific funds may be expended at the discretion of the team's coach and/or designated representative.

### **6.4.3 Emergency Disbursements**

**6.4.3.1** The Booster Club's Officers may authorize a disbursement of up to five hundred dollars (\$500) for an unplanned event or other need as requested by JPPII or a team's designated representative, providing said request falls under the rules of what is normally purchased by the Booster Club.

**6.4.3.2** This type of disbursement may only be authorized when it is determined by the Booster Club's Officers to be urgent in nature.

**6.4.3.3** The Booster Club Treasurer shall move for ratification of said disbursement by the Booster Club's general membership at the next Booster Club meeting.

## **6.5 Funding Protocol**

**6.5.1** Each coach, or designated team representative, must submit a budget request to the Booster Club through the JPPII Athletic Director at the beginning of the school year for planning purposes.

**6.5.2** General fund expenditure requests that are not contained in the budget request must be:

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- 6.5.2.1** Submitted by the team's designated representative or coach to the Booster Club President for inclusion on the agenda for the next general membership meeting;
- 6.5.2.2** Submitted by the team's designated representative to the JPII Athletic Director;
- 6.5.2.3** Approved by the JPII Athletic Director as a valid request of the Booster Club;
- 6.5.2.4** Reviewed by the Booster Club Treasurer as specified in 2.5.3.3;
- 6.5.2.5** Considered by the Booster Club's general membership for no less than 30 days before becoming eligible for a vote.

### **OPERATIONS**

## **7 NOMINATING COMMITTEE**

### **7.1 Makeup**

- 7.1.1** The Nominating Committee consists of the current Booster Club Officers.

### **7.2 Responsibility**

- 7.2.1** The Nominating Committee performs its work in the following areas:
  - 7.2.1.1** The Nominating Committee solicits willing Booster Club members in April from the pool of general members in good standing, to stand as a slate of candidates, for the annual election by the general membership.
  - 7.2.1.2** The Nominating Committee identifies replacement officers for vacancies occurring prior to the normal expiration of a term.

## **8 AMENDMENTS**

### **8.1 General Amendments**

- 8.1.1** The following procedure is required to approve a proposed amendment to these by-laws:
  - 8.1.1.1** Proposed amendments to these by-laws must be described and announced to the membership at least 30 days in advance of a planned vote.

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- 8.1.1.2** Proposed amendments to these by-laws will be discussed in an open forum at a general membership meeting before coming to a vote.
- 8.1.1.3** Proposed amendments to these by-laws must be approved by a two thirds majority of the membership present at a general membership meeting.

### **9 MEETINGS**

#### **9.1 General Membership Meetings**

- 9.1.1** The Booster Club will typically meet monthly throughout the year.
- 9.1.2** Monthly meetings may be cancelled if there is no business to be conducted.

#### **9.2 Executive Meetings**

- 9.2.1** A meeting consisting of at least all Booster Club Officers
- 9.2.2** In the absence of a monthly meeting, the Officers may hold an executive meeting, if necessary.
- 9.2.3** Executive meetings are open to all Booster Club members.

#### **9.3 Transitional Meetings**

- 9.3.1** A transitional meeting should be held in June following the election of officers, during which the retiring officers hand over their responsibilities to the new officers.