

ST. HENRY SCHOOL ATHLETIC BOOSTERS BY-LAWS

ARTICLE 1 – NAME

The name of this organization is the “St. Henry School Athletic Boosters.”

ARTICLE II –MISSION/PHILOSOPHY

Section 1: Mission Statement

The St. Henry School Athletic Boosters shall ensure that each sports program provides a Christian environment to pursue athletic development. The sports programs will develop athletic skills and knowledge of the game under recreational and competitive formats per the St. Henry School Handbook. The Boosters shall provide leadership and guidance to the athletic programs developed for the school and for programs developed for adults.

Section 2: Philosophy

The St. Henry School Athletic Boosters will ensure that the sports programs are conducted in a manner that develops Christian sportsmanship. Each child who wishes to participate in a St. Henry School-sponsored sports program and meets the school’s eligibility policy will be able to do so in a positive environment and in accordance with the published Code of Conduct. The Boosters will ensure that each child will be under the guidance and leadership of dedicated, fair, and caring coaches who have an appropriate knowledge of the game and have met the Diocesan requirements for working with children. The Boosters will encourage and provide a means for open communication between parents, coaches, and players.

ARTICLE III – MEMBERSHIP

The membership will consist of the guardians of children attending St. Henry School, the Coaches, Sports Directors, and the school Principal, or their representative.

Section 1: Voting Members

A voting member is a member who has attended either 3 consecutive meetings or at least 50% of the regularly scheduled meetings over the past 12 calendar months.

Section 2: Associate Members

Any other member interested in the athletic programs at St. Henry School.

ARTICLE IV – OFFICERS AND THE BOARD

Section 1: Officers

The St. Henry School Athletic Boosters Officers will be: President, Vice President, Secretary, Treasurer, the Principal or their representative, and the Directors for Basketball and Volleyball.

They shall be called the Athletic Board. The President, Vice President, Secretary, and Treasurer shall be elected to their positions for no more than two consecutive terms. The Directors will be appointed by a majority vote of the four elected officers and the Principal's representative and will serve until they resign.

Section 2: Election of Officers

The Vice President, Secretary, and Treasurer shall be elected to a term of three years, by a simple majority vote of the voting members. The position of President will be filled by the Vice President from the previous year's Board.

Any member of the St. Henry School Athletic Boosters may be nominated for an elected position. To be eligible, the nominee must agree to be nominated. The election will be held at the last regularly scheduled meeting of the academic year and the new Board will take their positions immediately.

Section 3: Duties of the Officers

The President shall:

- Preside at all Booster meeting and its Athletic Board
- Be available to attend meetings with any of the Directors and Coaches
- Be the liaison between the school and parish
- Develop agenda for the regularly scheduled meetings
- Chair the regularly scheduled meetings
- Provide oversight for those programs not covered by the Basketball and Volleyball Directors, e.g. Pep Squad, Instructional Camps, Concessions, Uniforms and Tournaments
- Evaluate new requests for use of the facilities not already covered by past precedent.

The Vice-President shall:

- Chair the Boosters Grievance Committee
- Fill in for the President when he/she is unavailable
- Collect Committee, ,Coordinator and Director reports prior to the regularly scheduled meetings

The Secretary shall:

- Take attendance at the meetings
- Keep concise minutes of the meetings
- Maintain the Boosters website
- Publish the meeting schedule via the school newsletter and send out reminders the week of the meeting

The Treasurer shall:

- Accept and hold monies of the Boosters and deposit the same in a bank account in the Boosters name
- Disburse payments for the acquisition of equipment, materials, and supplies as directed by the Board
- Provide an accurate and timely financial report at the regularly-scheduled meetings

The Principal's Representative shall:

- Ensure that the Boosters and the school are consistent in the application of policies and supportive of each other's needs.

The Basketball and Volleyball Directors shall:

- Coordinate the rosters for the teams
- Secure coaches for said teams
- Provide oversight and guidance to coaches of said teams
- Present to the Officers and Board a report prior to team placement in leagues along with rationale for non-competitive or competitive placement
- Provide a regular monthly report in season and out of season
- Invite the Booster President to attend all preseason and post season Coaches meetings
- Avoid taking a head coaching position within the same sport
- Assign a 7th -8th Coordinator as needed to support the athletic programs

ARTICLE V – MEETING OF MEMBERS

The Boosters will meet on the 3rd Tuesday of the month at 7:00pm. Notice of all meetings shall be published in the school newsletter. Special meetings may be held at the call of the President.

A quorum is necessary to conduct business. A quorum consists of 51% or more of the Voting Members and with 51% or more of the Board.

An agenda for the meetings shall be developed by the President and distributed to the Board prior to the meeting.

Attendance:

It is the duty of each appointed Officer, Sports Director and Program Chair to attend regular monthly meetings. Any officer, Sports Director or Program Chair who misses three (3) meetings in one calendar year, unexcused and without prior notice to the Officers, shall be considered to have resigned and will be replaced under the terms of the by-laws.

Consensus:

In an effort to make decisions in the true spirit of the Christian community, it is the responsibility of the President to guide and lead the Committee to consensus decisions whenever possible, eliciting total support for all decisions of the Committee.

Monthly Reports:

Monthly summary reports must be submitted to the Vice President by each Director/Coordinator or by representative in attendance at the meeting. All reports will become part of the permanent record kept by the Secretary as part of the meeting minutes.

Communication:

Most communication is in the form of emails and with a volunteer organization it's always possible for communications to be misunderstood, missed and miss-used.

- Think twice before hitting "reply all."
- Use the Virtus Rules for communication – carbon copy another member of the Boosters organization for formal communication outside and inside the organization.
- Remember the cooling off period (24 hours) for issues raised by parents
- Sometimes a phone call works better than email.
- Avoid escalation to the parish staff and try to resolve issues internally
- Reply to email as promptly as possible

ARTICLE VI – ORDER OF BUSINESS

The standing agenda for each regularly-scheduled meeting will be as follows:

- I. Call to order
- II. Read and approve minutes of the last regular meeting
- III. Report of the Treasurer
- IV. Program Director Report (rotating schedule determined by President)
- V. Report of Old Business/Unfinished Business
- VI. New Business
- VII. Adjournment and set new meeting

The agenda can be modified, as necessary, by the President.

ARTICLE VII – PROGRAM COORDINATORS AND TOURNAMENT DIRECTORS

Facilities/Equipment and Maintenance Coordinator

- Works with the Head of Parish Maintenance and the Parish Business Manager on upkeep of the gym facilities, concessions, offices, stage and basement Play Room storage.
- Develops proposals for improvements
- Insures all parish and schools approvals are obtained prior to any alteration or service work is performed in the gym
- Secures and manages cleaning services outside of the standard 'broom clean' requirement
- Provides a monthly report on progress and issues

Gym Coordinator (scheduler)

- Works with the respective Sports Directors and Boosters President to schedule team practices on-site and off-site when necessary.
- Scheduling preferences are made starting with the higher (8th) to lower grades
- Schedules requests approved by the Boosters President for annual events held in the Gym for the Crusader Royale, Parish Festival and Vacation Bible School.
- Schedules requests approved by the Booster President for any other gym usage outside of the school day for Booster supported programs (e.g. Pep Squad, Youth Group, Adult Programs, Maintenance and Repairs).
- Schedules requests approved by the Booster President for any organization outside the parish after obtaining approval from the Boosters if no precedence has been established (Special Olympics, Karate Exhibition).

Concessions Coordinator

- Is under the direction of the Booster President
- Coordinates and secures items sold and served in concessions
- Insures local and state guidelines for 'Concessions' are published and adhered to by volunteers
- Is authorized to spend up to \$200 (per event) for goods to be resold in concessions. Works with the Volunteer coordinator on special needs and requirements.

Pep Squad Coach

- Is under the direction of the Booster President
- Secures an assistant coach
- Develops the program for students of St. Henry in targeted grades of 1-6.
- Works with the Tournament Directors on dates, routines and performance requirements

Uniform Coordinator

- Works with the respective Sports Directors and Tournament Directors on the vendor and design for any yearly or event orders.
- Fulfills uniform requirements for the teams
- Order T-Shirts used as uniform for all teams and event t-shirts
- Has all new uniform requirements (purchases) approved by the Voting members
- Collects and Inventories uniforms at the end of the season.

Golf Outing Coordinator

- The purpose is to the Golf Outing is to raise funds for the Boosters Athletic Programs.
- The Golf Outing Coordinator is responsible for securing a location, date, sponsors, teams, workers and all other necessary responsibilities not listed here.

6th Grade Volleyball League Director

- Is under the direction of the Volleyball Director
- Coordinates the teams, roosters and league fees to the Treasurer
- Establishes a schedule and notifies the Gym Coordinator to schedule as such
- Secures referees and schedules for the league games
- Secures and schedules Scorekeeper for the league games
- Is the on-site coordinator (or their appointed designee) during league play to open the gym, solve issues play and close the gym

6th Grade Boys Basketball League Director

- Is under the direction of the Boys Basketball Director
- Coordinates the teams, roosters and league fees to the Treasurer
- Establishes a schedule and notifies the Gym Coordinator to schedule as such
- Secures referees and schedules for the league games
- Secures and schedules Scorekeeper for the league games
- Is the on-site coordinator (or their appointed designee) during league play to open the gym , solve issues and close the gym

Instructional Camps

- Is under the direction of the respective Sports Director Basketball or Volleyball
- Develops programs aimed at a targeted age group to teach and develop fundamental skills
- Establishes a schedule requests gym time via the Sports Director to the Gym Coordinator to ensure no conflicts exist prior to commitment.
- Uses the same sign up notification and payment systems as the school sports programs
- Is not required to attend Booster monthly meetings

Multimedia Coordinator

- Works with the Boosters President and Basketball Directors to schedule team and individual photos at the beginning of the Volleyball and Basketball seasons.
- Secure sponsors for the Tournament Programs
- Coordinates with the Principle at date and time for a video of the school students singing the National Anthem.
- Coordinates the 8th Grade Boys BB team poster and 8th Grade Girls BB team poster.
- Working with the Tournament Directors develops the Tournament program content
- Coordinator the loading of data and images into the Easy Score System for all Tournament teams.
- Insure the iPad music player and updated music CDs are available and appropriate for Tournament games

Volunteer Coordinator Works

- with the 6th Grade Volleyball League and 6th Grade Basketball League Directors on setting up the on-line schedule for the Door and Concessions
- Working with the Tournament Directors, develops the on-line schedule for all volunteer workers during the tournaments Door, Concessions, and Score Table positions
- Monitors Volunteer issues and requirements during the Tournaments.

Crusader Classic and Lady Crusader Tournament Directors

- The purpose of the Tournament Director is to coordinate the operation of the tournament which includes the collection of fees, placement of teams, securing of referees, concessions, distribution of tournament schedules, programs, admissions, staffing at scorer's table, clean-up crews and all other necessary responsibilities not listed here.

ARTICLE VIII – FINANCES

Handling of money – approval of money for projects – monthly/annual reporting

Up to \$200 can be spent with approval of President – to be reported at next regularly scheduled meeting

More than \$200 requires approval at a regularly-scheduled meeting. Emergency expenditures can be approved via email with a 51% majority of Voting Members and at least 51% majority of the Board.

ARTICLE IX – AMENDMENTS

Any member of the Athletic Board will accept amendments to the by-laws throughout the year. Any proposed changes must be in writing and submitted to the Board. The Board must pre-approve amendments by a simple majority. All proposed changes will be read and discussed at the next regularly-scheduled meeting.

For changes to the By-Laws to be made final, it must pass two readings at two different meetings and a subsequent 2/3 majority vote of the Voting Members present.