

ST. JUDE BOOSTERS CONSTITUTION

NAME

The name of the organization will be the ST. JUDE BOOSTERS and may be referred to as the BOOSTERS.

OBJECTIVE

The purpose of the St. Jude Boosters is:

- A. To promote and maintain athletic programs for the benefit of the youth of the parish.
- B. To promote and maintain good Christian sportsmanship, loyal friendship, and cheerful companionship.
- C. To remain strictly a nonprofit organization with no compensation whatsoever, in any form, to any person or organization.

MEETINGS

- A. Regular meetings will normally be held on the second Thursday of the month in January, February, March, April, May, June, August, September, October, November, and December. The meetings will normally be held at 8:00 p.m. in the church undercroft.
- B. Executive Committee meetings will be held at the discretion of the Officers of the Boosters.
- C. The President may call a special meeting of the members or of any special committee for any purpose of interest or necessity to the Boosters.
- D. A minimum of ten (10) members will constitute a quorum to transact business at any scheduled regular meeting (see A. above), except at any meeting where a constitution change is proposed (see paragraph on amendments). A minimum of six (6) members will constitute a quorum to transact business at any scheduled Executive Committee meeting.

EXECUTIVE COMMITTEE

The main governing body of the Boosters will be known as the Executive Committee and will consist of eleven (11) members.

- A. One (1) Permanent Member
 - 1. Pastor or designee

B. Four (4) Elected Members, elected by the members at large.

1. President
2. Vice President
3. Treasurer
4. Secretary

C. Six (6) Appointed Members

1. Athletic Director
2. Field Director
3. Gym Director
4. Fund Raising Chairperson
5. Publicity Chairperson
6. Recruiting Chairperson

D. Each appointed member will have the option of having an assistant, approved by the Executive Committee, who may act as the appointed member's proxy in his/her absence.

E. Each member of the Executive Committee will have one (1) vote.

OFFICERS

The officers of the Boosters will be: President, Vice President, Treasurer, and Secretary. All officers will be elected members. They will be elected to one two (2) year term by the newly elected Executive Committee.

DUTIES OF THE PRESIDENT

The President presides at all meetings of the Boosters and the Executive Committee; appoints all committees and is the exofficio head of all committees; and performs all duties usually incidental to the office of the President, or which may be requested of him/her by the Executive Committee of the Boosters. The President, or an Executive Committee member as designee, represents the Boosters on Parish Council. The President also assists the Athletic Director in recruiting sports coordinators.

DUTIES OF THE VICE PRESIDENT

In the absence of the President, the Vice President performs the duties of the President. The Vice President assists the President.

DUTIES OF THE TREASURER

The Treasurer is accountable for the funds of the Boosters; makes financial reports to the membership; and pays all bills on orders authorized by the Executive Committee. The Treasurer will work with the Athletic Director to conform to the rules for the purchasing of equipment and sports wear. The Treasurer and the President sign all checks. Two signatures are required on all checks. The Treasurer is to provide monthly Financials to the Publicity Chairperson for posting on the St. Jude Website.

DUTIES OF THE SECRETARY

The Secretary is responsible for all records of the Boosters (except financial books kept by the Treasurer); records the minutes of all regular and Executive Committee meetings; and handles all correspondence pertinent to the Booster's operations. The Secretary is to provide monthly Booster Meeting Minutes to the Publicity Chairperson for posting on the St. Jude Website.

DUTIES OF THE FUND RAISING CHAIRPERSON

The Fund Raising Chairperson is responsible for all fund raising events conducted by the Boosters; presides over committees appointed by him/her to conduct these events; and reports results of these events to the membership.

DUTIES OF THE PUBLICITY CHAIRPERSON

The Publicity Chairperson is responsible for promoting the general welfare of the Boosters to the parish community; works with other chairpersons in helping to promote their particular events; and is responsible for any communications from the Booster Board Members or Coordinators. The Publicity Chairperson will conform to rules governing any distribution of communications in the Sunday Bulletin and St. Jude Website.

DUTIES OF THE RECRUITING CHAIRPERSON

The Recruiting Chairperson is responsible for enlisting help as needed from the parents/adults of the parish. This chairperson and his/her committee provides workers when needed to help work on the field, in the gym, and cooperates with other chairpersons to provide workers for their events. The Recruiting Chairperson is responsible for identifying candidates that meet the recommendation for the "In Search of Excellence Program" and will work with the Publicity Chairperson to communicate open positions and upcoming Booster events.

DUTIES OF THE ATHLETIC DIRECTOR

The position of Athletic Director (AD) is an appointed position. The Athletic Director will work with the Treasurer to maintain the use of a Vendor's List for purchasing. The Athletic Director will ensure that Coordinators provide and comply with a budget for all purchases. The Athletic Director will also enforce the guidelines surrounding uniform colors (True Red and Athletic

Gold). The Athletic Director is responsible for purchasing equipment and uniforms for all teams, maintenance of such property, and inventories of same. In conjunction with the President, the Athletic Director is responsible for recruiting coordinators for all sports subject to approval by the Executive Committee.

DUTIES OF THE FIELD DIRECTOR

The position of Field Director is an appointed position. The Field Director and his/her committee is responsible for maintaining and improving the field, providing a budget for this purpose, and reporting activities to the Executive Committee. The Field Director is responsible for all scheduling of field usage by working with Coordinators using the fields. The Field Director will be responsible to communicate schedules on the St. Jude Website and has total authority to close the fields for inclement weather or other unplayable conditions.

DUTIES OF THE GYM DIRECTOR

The position of Gym Director is an appointed position. The Gym Director and his/her committee is responsible for maintaining and improving the gym, working with Coordinators to provide a budget for this purpose, and reporting activities to the Executive Committee. The Gym Director is responsible for all scheduling of gym usage and will work with the Publicity Chairperson to communicate schedules on the St. Jude Website.

DUTIES OF COMMITTEE MEMBERS

The Executive Committee will adopt laws for their own government.

The Executive Committee has the responsibility and authority to make any and all decisions for carrying out the purpose of the Boosters; the securing of and dispersing of funds; the maintenance and scheduling for use of the facilities and equipment; governing the organization of the athletic program; setting standards under which the players, coaches/managers, coordinators, and other representatives will operate; and providing continuity of programming for which the Boosters are responsible.

ELECTIONS

Election of members to the Executive Committee will take place each year at the regular meeting in the month of May. Members are elected as required by open positions to a two (2) year term. The term of office for the Executive Committee is June 1 through May 31. Of the four elected positions, no more than two term positions can expire in the same year.

For a smooth transition, any nominee for President must be a current Executive Committee member and must have maintained a position on the Executive Committee for a minimum of one (1) year prior to nomination. If there are no nominees from the Executive Committee, then the Boosters may accept nominees from the Parish at large.

Nominations for election to the Executive Committee are made by a nominating committee, which is selected at the January meeting. Nominees are announced in March at the regular meeting and elections are held in May at the regular meeting.

Any member interested in becoming a candidate for election to the Executive Committee should contact the nominating committee prior to the March meeting. The names of these members, along with those selected by the nominating committee, are presented to the membership at the March meeting.

Prior to the election, the nominating committee makes all rules pertaining to the activities of the campaign and election.

In the event of a vacancy of an elected member position, the member who received the most votes but was not elected at the previous election meeting will fill the vacant position for the duration of the term. If there are no such members, a special election will be called by the President.

AMENDMENTS

Proposed amendments, changes, or repeals to this constitution must be submitted in writing to the Secretary of the Boosters, who will submit it to the members for a vote at the next publicized, regular meeting. A minimum of twenty (20) members will be required at a regular meeting to amend the constitution. At least 60% of the members present must vote in favor of the proposed amendments, changes, or repeals before the same will become a part of the constitution of the Boosters.

Approved By: St. Jude Boosters

Revision Date: April 12, 2007