

ST. VINCENT BOOSTER CLUB, INC.

CODE OF REGULATIONS

ARTICLE I - General Membership

1. **Purpose** – The St. Vincent Booster Club, Inc., AKA St. Vincent-St. Mary Athletic Booster Club, (Corporation) is formed to support all athletic programs for St. Vincent – St. Mary High School. The support comes in the form of volunteer efforts, fundraising events and activities, providing assistance to the Athletic Director when needed and to provide a positive image to the high school.

2. **Meetings** - The Annual Meeting of the members for nominations of Executive Officers and Board of Trustees and the transaction of other business shall be held at the office of the corporation in Akron, Ohio on the third Monday in April of each year. The annual meeting of members for the election of same, shall be at the same time and place on the third Monday in May of each year. Incoming elected Executive Officers (Officers) and Board of Trustees (Board) will assume their positions beginning July 1 of each year.

Regular General Membership meetings will generally be held on the third Monday of each month at a time and location determined by the President.

Special General Membership meetings may be held at such times and places as may be ordered by the Board of Trustees or Executive Officers, or by call (giving the object) approved by at least seven (7) members of the Board and/or the Officers.

Notice (signed by the President or Secretary and giving such purpose) of such annual and special meetings shall be given to each member, appearing as such on the books of the Corporation, by duly mailing the same to his/her address seven (7) days prior to the date of such meetings.

At such special meetings, no business shall be transacted except that stated in the notice.

ARTICLE II - Quorum

1. **General Membership Meetings** - At all general meetings of the members, eleven (11) of all the members shall constitute a quorum for the transaction of business.

2. **Board Meetings** – At all Board meetings, a combination of nine Officers and Board members shall constitute a quorum for the transaction of business.

ARTICLE III - Board of Trustees

1. **Board Members** -The corporate powers, property and affairs of the Corporation, subject to the limits contained in the General Code, the articles and regulations, shall be exercised, conducted and controlled by the Board of nine (9) elected Trustees, each of whom shall be a member of the Corporation and all of whom shall be citizens of the United States.
2. **Election** -The election of the Board shall take place at the Annual Meeting of members in May, or at a special meeting called for that purpose, and shall be by secret ballot. Board members shall be elected for a term of three (3) years on a rotating basis with three of the nine Board members elected annually. Board members may be re-elected for one additional three-year term. Candidates shall be members of the Corporation in good standing and shall have attended at least four (4) general membership meetings during the previous year. No Board member may serve more than two consecutive elected terms.
3. **Term of Office** - Said Board members shall continue in office until their successors are elected and qualified. Vacancies in the Board shall be filled in accordance with the procedures outlined in Paragraph 5 of this Article III – Attendance.
4. **Athletic Director** - The Athletic Director of St. Vincent-St. Mary High School shall be a non-voting member of the Board.
5. **Chairman** - At the first Board of Trustees meeting following the Annual Meeting of members in May, the incoming Board shall elect a Chairman to preside at Board of Trustee meetings for the next fiscal year. The Chairman’s term shall be for one year and he may be re-elected to additional one (1) year terms. To be elected Chairman, a member shall have served on the Board one (1) year previously.

The Chairman of the Board of Trustees shall be responsible for the Board minutes or shall appoint this duty to a current Board member or the Secretary of the Corporation.

6. **Attendance** - Board members shall attend all Board meetings. Three unexcused absences in any one fiscal year shall constitute resignation from the Board. In the event of the resignation of a Board member, the Chairman of the Board, with the consent of the majority of the Board, shall appoint a member to fill the unexpired term.

ARTICLE IV - Fiscal Year

1. **Fiscal Year** - The fiscal year of the Corporation shall begin July 1 and end the following June 30, to coincide with the school’s fiscal year.

ARTICLE V – Officers and Terms

- 1. Officers** - The Executive Officers of the Corporation are to be elected by the members. The four Officers shall be a President, Vice-President, Secretary and Treasurer. They shall be members of the Corporation in good standing and shall have attended at least four (4) general membership meetings during the previous year.
- 2. Term of Office** - Such officers shall be elected for one year until their successors are elected. In the event of the resignation of an Officer during his term, the President, with the consent of the majority of the Board and Officers, shall appoint a member to fill the unexpired term.
- 3. Relationship with the Board** - The four (4) Executive Officers shall attend all meetings of the Board of Trustees and each shall have voting rights in all matters before the Board of Trustees.

ARTICLE VI - Duties of President

- 1. General Duties** - It shall be the duty of the President to preside at all general membership meetings, to sign the records thereof, and in general, to perform all the duties usually incident to such office, or which may be required by the members. The President shall attend all meetings of the Board of Trustees.
- 2. Committees** – The President shall appoint all standing Committee Chairs, subject to the approval of the Board and Officers. The President shall create special ad-hoc committees from time to time, as the need arises. The creation of such ad-hoc committees shall be with the approval and consent of the Board and the Officers.
- 3. Access** - The President shall be provided access to the office of the Corporation by the Athletic Director.

ARTICLE VII – Duties of the Vice-President

- 1. General Duties** - It shall be the duty of the Vice-President to perform all the duties of the President in case of the latter's absence or disability.

ARTICLE VIII - Duties of the Secretary

- 1. General Duties** - It shall be the duty of the Secretary to keep an accurate record of the acts and proceedings of the meetings, give all notices required by laws and the members, and keep the record of attendance at meetings. On the expiration of his term of office, deliver all books, papers and property of the Corporation in his hands

to his successor or to the President, and, in general, to perform all the duties usually pertaining to this office.

ARTICLE IX - Duties of the Treasurer

1. **General Duties** - The Treasurer shall receive and safely keep all money, checks in action belonging to the Corporation, and disburse the same, up to \$300. He shall keep accurate records of the finances of the Corporation, in books specially provided to him for that purpose and hold the same open for inspection. He shall present abstracts of the same at Annual Meetings of members or at any other meetings when requested. On the expiration of his term, he shall deliver all money and other property of the Cooperation in his hands to his successor or to the President. The Treasurer shall maintain a current membership roster.
2. **Capital Investments** - All capital investments to be approved by the Board and Officers.
3. **Check Disbursements** - All Corporation checks are to be signed by either the President or the Treasurer, unless the amount exceeds \$300.00, which shall require written approval of both the President and Treasurer.

X. ARTICLE X - Dues of Members

1. **Annual Dues** - All members shall be required to pay annual dues, which are payable July 1 of each year. Fractions of a year shall be counted as a full year. Annual dues amounts shall be determined by the Board and Officers and shall be reviewed from time to time. Dues amounts are subject to change after annual reviews. Various classifications of dues may be developed.
2. **Voting Privileges** - In all cases, any dues classification shall entitle that member voting privileges to the Corporation. Members whose dues are in arrears shall have no voting privileges. To be eligible to vote for Officers and Board members at the Annual Meeting, a voter must have been a dues paying member for the previous four months.

ARTICLE XI – Committees

1. **Committee Chairmen and Members** - All Committee Chairmen are to be appointed by the President and are responsible to him. All appointments shall be subject to the approval of the Board and the Officers. Committee Chairmen shall submit a list of their committee members to the President for approval. All committee members shall be members of the Corporation in good standing.

2. **Duties of Committee Chairmen** – Besides selecting committee members, all Committee Chairmen are to submit to the President on or before October 1 of each year a budget listing anticipated income and expenses for the current year. The President will submit those budgets to the Board of Trustees for approval. All Committee Chairmen are responsible for all money received and disbursed by them.
3. **Committee Reports** – Committee reports are to be given from time to time at General Membership or Board Meetings. A final written report of the committee's activities for the preceding year will be submitted to the President and presented at the Annual Meeting.
4. **Committee Charges** - The President will prepare a charge for all standing and ad-hoc committees and discuss same with all Committee Chairmen.
5. **Standing Committees** – Standing Committees shall be the following:
 - **Membership** – Increase membership. Maintain membership roles. Sell memberships. Handle all activities pertaining to membership drives.
 - **50/50** – Coordinate all efforts in selling 50/50 chances at predetermined events.
 - **Athletic Hall of Fame** – Set criteria for eligibility to the Athletic Hall of Fame. Receive nominations and select qualified candidates on an annual (but not more than bi-annual) basis. Coordinate the award presentation events.
 - **Budget Review** – Review all financial reports of the school's athletic office and work with the school's Athletic Director to determine the needs of the Athletic Department.
 - **Nominating** – Coordinate nominations of Board members and Officers. Receive nominations for each of the open positions and determine eligibility. Present a slate of eligible candidates at the Annual Meeting for the purpose of electing new Board Members and Officers. The Chairman shall tally all election ballots and report the outcome to the General Membership.

ARTICLE XII - Order of Business

At the members' meetings, the order of business shall be determined by the President and shall generally follow the following order:

1. Prayer and roll call
1. Reading minutes of previous meeting and acting thereon
2. Financial reports or statements
3. Reports of Board, Athletic Director and Committee Reports

4. Reports of President or other officers and committees
5. Unfinished business
6. Election of the Board of Trustees and Officers (Annual Meeting)
7. New or miscellaneous business

ARTICLE XIII - Regulations Amended

1. **Amending the Code of Regulations** - These regulations may be repealed, amended or changed by the assent thereto by a majority of the members at a meeting held for that purpose, notice of which has been given as provided in Article I.
2. **Review and Approvals** - Any amendments to the Code shall be reviewed and approved by a majority of the Board and Officers present at a meeting for such purpose. This revised Code shall then be presented to the General Membership at a subsequent meeting, notice of which was properly provided, and then voted upon. Acceptance of the final wording shall be by a majority of the members voting at that meeting.

MISCELLANEOUS

1. **Parliamentarian** – The President may appoint a Parliamentarian to monitor the activities and proceedings at all meetings. The purpose of the Parliamentarian will be to assure that all meetings are conducted following the current Code of Regulations and Roberts Rules of Order. The Parliamentarian shall attend all meetings of the Board and Officers.
2. **Use of Pronouns** – For the purpose of this document, pronouns “he”, “his” and “him” shall be construed as also meaning “she”, “hers” and “her”, wherever the context so requires.
3. **SEC Representative** – The President shall annually appoint a representative to the school’s Secondary Education Commission. This individual will represent the Corporation on all relevant matters and shall report the activities of the Corporation to the SEC. All matters of the SEC will be reported to the Corporation.
4. **Severability** – The invalidity or unenforceability of any provision of this Code shall not affect the other portions hereof and this Code shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Approved and adopted this _____.

Chairman, Board of Trustees

President