

Cabrini Athletic Boosters By-Laws and Amendments

Originally written in June, 2000

Reviewed and Updated in December, 2013 and November 2016-January, 2017

Article I (Title)

The name of the Club shall be CABRINI ATHLETIC BOOSTERS. This club is the successor to the joining of the Cabrini Dad's Club and the Cabrini High School Adult Booster Club.

Article II (Purpose)

The purposes of the Club are as follows: To sponsor and provide clean, healthful recreation, sports and other activities for the children and youth attending schools served by St. Frances Cabrini Parish, Allen Park, Michigan. To cultivate, finance and supervise said activities through its own resources. To make use of such recreational facilities as grounds, hall, etc. as may be offered by the Parish or the community. All activities and functions of this Club are subject to the advice and consent of its Spiritual Director.

Article III (Membership and Dues)

Section #1

Eligibility of Members:

Membership shall be open to parents and guardians of Cabrini School students, alumni, school staff and interested persons 18 years of age or older.

Section #2

Acknowledgement of Membership:

The Membership Committee shall review all registrations and upon duly approving the applicant, shall add the applicant to the current list of all active members. The Membership Chair shall be responsible to maintain a complete and up-to-date list of names, addresses, email addresses and telephone numbers of all active Club members. The Membership Chair will make a current list of active members available at each meeting for the purposes of signing in, and the Secretary shall retain the meeting sign-in list at the conclusion of each meeting.

Section #3

Dues of Membership:

Annual membership dues shall be determined each year by the Executive Board. Members may join anytime, with the exception of the May election meeting, and the membership dues covers 2 adults living in the same household. Dues will cover the one-year membership period July 1 of the current year – June 30 of the following year, which equates to the parish fiscal year.

Section #4

Suspension For Non-Payment of Dues:

Any member who has not paid their annual dues shall be considered not in good standing and shall not be entitled to vote.

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Section #5

Reinstatement:

Any member who is not in good standing by reason of non-payment of dues may be reinstated by paying outstanding current year dues in full.

Article IV (Spiritual Director)

The Pastor of the Parish or his designee shall be the Spiritual Director of the Club.

Article V (Officers)

Section #1

Executive Board:

The elected Executive Board of this club shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant of Arms, and four (4) Trustees. The Executive Board shall serve as volunteers, but their membership dues are waived during the tenure of their service.

Section #2

President:

The President shall be the chief executive officer of the Club. The President shall preside over all the meetings of the Executive Board and membership. The President shall have general and active management of the functions of the Club and shall oversee that all operations and resolutions of the Executive Board and members are carried into effect. (Updated Dec 2013, minor grammar changes)

The President shall have the power to fill by appointment with the approval of the Executive Board, any vacancies in elected offices that occur. The appointment shall be made from the ranks of members in good standing in accordance with the election requirements detailed in Article VII, Section #1.

The President shall be an ex-officio member of all standing committees and shall have the general powers, supervision, and management usually vested in the office of President in like organizations.

At the conclusion of the President's term, he/she shall continue to serve the Club's incoming President in an ex officio non-voting capacity on the Executive Board for a period not to exceed one (1) year.

Section #3

1st & 2nd Vice-Presidents:

1st Vice-President:

The 1st Vice-President shall perform the duties and exercise the powers of the President during the temporary absence or disability of the President. In the event of retirement or permanent disability of the President, the 1st Vice-President shall assume the office of President for the balance of the term. The 1st Vice-President shall be the liaison to the Athletic Director. The 1st Vice-President shall perform such other duties not inconsistent with the office as shall be delegated by the President.

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2nd Vice-President:

The 2nd Vice-President shall be the liaison to the Membership Chair and all standing committees. The 2nd Vice-President shall perform such other duties not inconsistent with the office as shall be delegated by the President.

Section #4

Secretary:

The Secretary shall record the minutes of the proceedings of all meetings of the membership and the Executive Board. The Secretary shall keep a cumulative record of attendance at all meetings. The Secretary shall be responsible for all formal organizational correspondence and shall perform all such duties as may be delegated by the Executive Board.

In addition, the Secretary is responsible for assisting the President to create the yearly master schedule of events for the Cabrini Athletics Boosters and for submitting the schedule for review/approval to the Parish Facility Scheduler at the rectory (typically between February and March of the calendar year).

Section #5

Treasurer:

The Treasurer shall have the custody of all Club funds and shall keep a full and accurate account of all receipts and disbursements. The Treasurer shall deposit all money in the name of the Club in such depositories as may be designated for that purpose by the Executive Board. The Treasurer shall disburse the funds of the Club as may be ordered by the Executive Board, taking proper vouchers for such disbursements.

The Pastor, President, and Treasurer are to be signatories on all bank accounts with one signature required to withdraw funds from said bank accounts. In accordance with sound financial practices, members are to conduct financial transactions under dual control. Dual control requires that funds receipts, funds disbursements, and other financial activities are conducted by two individuals to ensure the accuracy of recording. Examples of transactions conducted under dual control include approval of expenditure checks and counting of cash receipts from Booster activities. Infrequent and unavoidable exceptions to the dual control requirement should be reported immediately to the Treasurer and President.

Reconciliation of collected funds should be documented under dual control at the conclusion of a Booster event, and a photo of the reconciliation sent electronically to the Treasurer at the conclusion of the reconciliation. Collected funds should be turned over to the Treasurer or President within twenty-four (24) hours of the conclusion of a Booster event. A "Booster event" is understood to be any undertaking at which a Booster Club member collects funds on behalf of the Club.

To ensure the accurate recording of revenues and expenses in the current period, all outstanding invoices and receipts must be submitted to the Treasurer at each Club meeting, but not more than 30 days after having been received by an officer or member even if no meeting has occurred. It remains the responsibility of the individual to contact the Treasurer to submit the documentation, and everyone is encouraged to submit invoices and receipts promptly.

The Treasurer shall render to the President, the Executive Board, and the membership at regular

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meetings, or whenever requested by them, an accounting of all transactions and of the current financial status of the Club. The Treasurer shall be responsible to prepare an annual report to the Pastor, with copy to the Archdiocese, of Club financial activities no later than August 1 of each year.

Section #6

Trustees:

The Trustees shall be responsible to offer counsel and assistance to the Executive Board.

Section #7

Sergeant of Arms:

The Sergeant of Arms shall keep order at all meetings, handle the food and beverage at all general membership meetings, and serve in any capacity as deemed by the President and/or Executive Board.

Article VI (Executive Board)

Section #1

Board Members:

The administration of the affairs of the Club shall be vested in the Executive Board. The Executive Board shall have the following membership: The Pastor of St. Frances Cabrini or his representative, the President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, four (4) Trustees, Sergeant of Arms, and the immediate past President in accordance with Article V, Section #2.

Section #2

Quorum:

A quorum of the Executive Board is required to hold meetings, and to approve all Executive Board decisions and actions. A quorum of the Executive Board is defined as five of the elected Board members and excludes the non-voting immediate past President. The quorum must have the President or Vice-President in attendance, who shall preside over the meeting and confirm the presence of a quorum.

Section #3

Executive Session:

The Executive Board meets in executive session to discuss sensitive matters including, but not limited to strategic planning, budgeting, and proposed expenditures.

Section #4

Financial Authority:

Resolutions requiring expenditures must be presented in writing to the Executive Board. A quorum of the Executive Board shall have authority to approve necessary non-budgeted expenditures not to exceed dollar amount \$1000 and this must be reported at the next regular meeting.

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Section #5

Removal/Vacancies:

If any of the elected Executive Board members have three (3) or more unexcused absences during the course of the elected year (July through June) from a general membership meeting, they will be removed from their position and replaced according to Article 5, Section 2. An excused absence requires a phone call, text, or e-mail to the President, Vice-Presidents, or Secretary up to one (1) hour prior to the General Membership Meeting start time.

Upon the removal, vacancy, or other voluntary departure from the Booster Club of an officer, Standing Committee member, or other member, the departing individual shall return to the President or 1st Vice President any keys, records in paper/electronic form, and any other property reasonably understood to be the property of the Booster Club. Such transfers of access, records, and property should take place in advance of the departure or at any time upon the President's request.

To ensure the continuance of sound internal controls, the President and his/her designees shall also immediately change physical and digital access to financial accounts, internet accounts, social media accounts, and any other physical or digital location that houses funds or data belonging to the Booster Club.

Article VII (Voting and Elections)

Section #1

Who is Entitled to Vote:

Each Club member in good standing, as maintained by the Membership Chair, shall be entitled to one (1) vote in person at every membership meeting on each resolution properly submitted. The Membership Chair has the responsibility to verify that an individual is in good standing prior to a vote being taken.

Section #2

Vote Required to Pass a Resolution:

At any meeting of the members or the Executive Board, the affirmation vote of a simple majority of those present and entitled to vote shall be required to carry any motion or resolution. Resolutions involving expenditures exceeding \$1000.00 that have been timely presented in writing to the Executive Board for evaluation shall then be submitted to the membership for discussion and review one (1) meeting in advance of the second meeting at which such proposals are to be submitted to vote. A two-thirds (2/3) majority of those members in good standing present are required in order to approve expenditures exceeding \$1000.00.

Food, beverage, and other miscellaneous supplies required for the operations of concessions or an approved Club youth sports program are exempt from the \$1000 rules described in Article VII, Section#2, but require prior consultation with the Treasurer before incurring an expenditure exceeding \$1,000.00.

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Section #3

Nominations:

A nominee for any office must be a member in good standing, having attended two meetings in the current fiscal year (beginning July 1st) prior to the May membership meeting. Nominees for the office of President shall have served at least one year on the Executive Board.

Nominations shall be accepted from the membership at large only from members in good standing in attendance at the election meeting who have attended two membership meetings in advance of the May meeting. After nominations are made for each office, the nominees will be polled as to whether or not they accept the nomination. A nominee may not be precluded from accepting a nomination because a previous nomination was declined.

Section #4

Elections:

The election of officers by secret ballot shall be held at the regular May membership meeting of the Club. This meeting shall be referred to as the election meeting. Officers shall be elected by a simple majority from among the qualifying nominees, as noted in Article VII, Section #3. Members in good standing who have attended two meetings in the current fiscal year (beginning July 1st) prior to the May membership meeting may cast a ballot for each office.

In the event of a tie between two or more nominees for a single office, the membership shall immediately cast votes again from among the tied nominees, until one nominee obtains a simple majority of the votes cast.

Each officer shall be elected for a term of one (1) year commencing for the fiscal year beginning July 1st and ending on June 30th of the following year. The Athletic Director or Spiritual Advisor oversee the elections and are responsible for counting the ballots.

Article VIII (Standing Committees)

1. Membership
2. Communications
3. Junior Soccer
4. Summer Softball
5. Concessions

In addition, the President may upon the direction of the membership, appoint ad hoc committees from time to time to handle special function and special activities of the Club.

Article IX (Budget)

Section #1

Preparation:

It shall be the responsibility of the Executive Board on or before the regular March membership meeting to have prepared a balanced budget for the following fiscal year (July 1 through June 30) allocating the funds anticipated to be received during the following fiscal year.

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Section #2

Approval:

This budget shall be submitted to the membership for adoption at the March meeting of the Club. An unbalanced budget may never be submitted to the membership. Adoption of the budget requires a two-thirds (2/3) majority of the members in good standing present at the meeting. The President shall be responsible to submit the adopted budget to the Pastor not later than May 1st.

Section #3

Modification:

The budget, then adopted by the membership, shall be binding on the Executive Board and may be modified only by the two-thirds (2/3) vote of the membership at a regular or special meeting of said membership.

Article X (Meetings)

Section #1

Place of Meetings:

Club membership meetings shall be held at 7:30PM on the First Wednesday of each month at a place to be designated by the President and announced in the Church newspaper.

Section #2

Order of business at membership meeting:

1. Call to Order
2. Prayer
3. Introduction of Officers
4. Reading of Minutes
5. Communications
6. Report of Secretary
7. Report of Treasurer
8. Report of President
9. Report of Vice Presidents
10. Reports of Standing Committees
11. Reports of Special Committees
12. Unfinished business
13. New Business
14. Recognize First-Time Attendees
15. Closing Prayer
16. Adjournment

Section #3

Special Meetings:

Special meetings may be called by the President or by a majority of the Executive Board in order to conduct Club business. A special meeting may not be conducted on the same calendar day as the most recent regular membership meeting, except at the request of the Spiritual Advisor.

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Article XI (Amendments)

Amendments must be presented in writing to the Executive Board and submitted to the membership one (1) meeting in advance of the meeting at which such proposals are to be submitted to vote. The by-laws may be amended, altered, changed, added to or repealed by the affirmative vote of 2/3 of the members in good standing present and entitled to vote at any regular or special meeting of the Club.

February 1, 2017: Respectfully submitted by Cabrini Athletic Booster By-Law Review Committee –
Cris Mattoon, Mike Knapik, Ed Sukel, Mike Sabo