

## ST. VIVIAN ATHLETIC BOOSTERS CONSTITUTION

Amended June 12, 2015

Approved January 11, 2016

### **PARISH MISSION *Love one another as I have loved you.” (John 15:12)***

*The St. Vivian family continues its commitment to this gospel message by: celebrating the Word and sharing the Eucharist in our Worship; teaching as Jesus taught- through scripture and example; proclaiming the Gospel through service to others; and using our diversity to build and strengthen our community.*

### PREAMBLE

The intent of this constitution is to define the St. Vivian Athletic Boosters, their purpose, membership, leadership, and decision-making authority.

This 2006 revision is specifically intended to eliminate redundancy in the previous document (merge the sections called “Constitution” and “By-Laws”), to clarify the authority of the Board of Directors, and to clarify the rights of General Members to appeal a position taken by the Board.

### ARTICLE I

#### NAME

SECTION 1. The name of this association shall be St. Vivian Athletic Boosters Association.

### ARTICLE II

#### OBJECT

SECTION 1. The purpose of this organization is:

- a. To sponsor and promote athletic activities for members of the parish/school, taking into consideration their spiritual and scholastic development. All athletic activity occurs under the direct authority of the parish Pastor.
- b. To provide an opportunity for members of the parish/school to engage in athletic activities under the supervision and guidance of elected or appointed adults who also act as Christian role models.
- c. To regiment a program of athletics for members of the parish/school in a chosen league or in a preparatory manner for such a league. Intramural or sports programs sponsored by other organizations shall not be a part of St. Vivian Athletic Boosters Association.
- d. To approve or reject the addition or elimination of teams.
- e. To raise funds for the purpose of operating the aforementioned athletic programs.

## ARTICLE III

### MEMBERSHIP

SECTION 1. The membership of this association ("General Members") shall be composed of adults belonging to the parish, or having children attending , who have paid annual dues.

SECTION 2. All members of this association must abide by the rules described in this Constitution and any other Handbook published by the association describing policies or code of conduct. All members are also expected to comply with and support the Archdiocesan Decree on Child Protection.

SECTION 3. Any member may for cause, and after having been given an opportunity for a hearing, be suspended for a period not exceeding the remainder of the sports season by a vote of not less than six (6) members of the Board of Directors. Cause of suspension shall in general, consist of violation of this Constitution, supplemental Handbooks, the Decree on Child Protection, or of unbecoming conduct. A suspension may be appealed following the procedures established in this Constitution. Actions taken by the parish or Archdiocese regarding the Decree on Child Protection shall not be separate from actions taken by the St. Vivian Athletic Boosters Association.

## ARTICLE IV

### BOARD OF DIRECTORS

SECTION 1. The management of this organization shall reside in a Board of Directors consisting of nine (9) Members who shall receive no remuneration for the services rendered by them.

SECTION 2. The board of Directors shall:

- a. Manage the funds and affairs of the organization.
- b. Elect from the Board of Directors a President, Vice President, Secretary, Treasurer, Corresponding Secretary and Parish Spiritual Liaison, all of whom will serve without remuneration.
- c. Appoint all chairpersons, sports commissioners, athletic coordinators, and coaches. All will serve without remuneration.
- d. Constitute and appoint committees and define the powers and duties of the same.
- e. Appoint an audit committee, consisting of the Vice-President, two (2) non-office holding Board Members and any other general members deemed necessary.
- f. Insure that all persons and programs overseen by the St. Vivian Athletic Boosters Association are conducted in compliance with all federal, state, local and archdiocesan regulations.

SECTION 3. The Board of Directors shall meet at least once per month during the months of August through June, inclusive, and at such other times they may deem necessary.

SECTION 4. The Board of Directors is elected from among the General Members at the June Board Meeting ("Annual Meeting"). Terms are for two (2) years, and shall be staggered so that in alternating years either four or five Directors are elected.

SECTION 5. Vacancies on the Board of Directors shall be temporarily filled by vote of the remaining Directors. The Director elected to fill such a vacancy shall serve until the next Annual Meeting at which any unexpired portion of such vacancy shall be filled by vote of the Members.

SECTION 6. Any one or more Board Directors may be removed from office by a two-thirds vote of General Members present in person or represented by proxy at any Annual Meeting or Special Meeting of the organization.

## ARTICLE V

### OFFICERS

SECTION 1. The officers of the organization shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers shall be elected annually by the Board of Directors from among its members at the end of the June Annual Meeting and shall hold office until the end of the next Annual Meeting 12 months in the future.

SECTION 2. The President has the right and duties:

- a. To preside at all meetings, to enforce the observance of the constitution, By-Laws and Rules of Order.
- b. To present all petitions for approval submitted by the General Membership, the Board of Directors, a Chairman of a Committee, or a member of a Committee through its Chairman.
- c. To establish or change any practices, excluding those guaranteed by the Constitution. This is subject to the right of appeal by other members of the Board of Directors or of the General Membership.
- d. To attend any Committee meeting.
- e. To keep in a permanent file in his possession copies of all official proposals voted upon the Board of Directors.
- f. To request written reports from Committee chairmen at any time with at least a week's notice.
- g. To excuse a member from attendance at a Board of Directors' meeting.
- h. To become acquainted with the rules and regulations defined in "Roberts' Rules of Order."
- i. To break a tie vote.
- j. To attend or send a representative to St. Vivian Parish council meetings.

SECTION 3. The Vice-President has the right and duties:

- a. To preside at the meetings in the absence of the President.
- b. To assume all rights and duties of the President when the President is absent and is delegated either by the President or, if not delegated by the President, when he/she is absent, receives delegation by a simple majority vote of the Board of Directors.
- c. To chair the audit committee and complete the annual audit by July 31.
- d. To become familiar with the duties of the President.
- e. To Coordinate and distribute all GYM time to commissioners.

SECTION 4. The Recording Secretary has the rights and duties:

- a. To record in a permanent record book those motions voted upon by the general membership or Board of Directors.
- b. To record all proceedings and minutes of general membership and Board of Directors' meeting in reasonable detail.
- c. To send, within one week of each meeting, a copy of the approved minutes of the previous meeting to each Board Member, the Pastor, the Principal and the Parish Council President.
- d. To maintain a current listing of the names, addresses and telephone numbers of all dues paying members.
- e. To post the minutes of the preceding meeting and proposed agenda prior to the upcoming meeting.

SECTION 5. The Corresponding Secretary has the rights and duties:

- a. To be charge of all general correspondence, including notices, letters, and announcements.
- b. To print and mail any and all communications prepared by the Board of Directors or by a Committee chairman.
- c. To notify members of the Board of Directors of the day, date, time, place and agenda of each Board meetings.

SECTION 6. The Treasurer has the rights and duties:

- a. To keep account of receipts, bills paid and money on hand.
- b. To prepare monthly reports on the financial conditions of the Association for all general membership and Board of Director' meetings.
- c. To prepare an annual report at the conclusion of the fiscal year on June 30.
- d. At the conclusion of the fiscal year, prepare the books for the audit conducted by the Audit committee.

SECTION 7. The four non-office holding members of the Board of Directors have the rights and duties:

- a. To assist the other officers in promoting the work of the organization.
- b. To lead special projects as necessary.

SECTION 8. All members of the Board of Directors shall have the right to vote upon all polices of the Board.

SECTION 9: The Parish Spiritual Liaison had the rights and duties:

- a. To foster communication between the Archdiocese of Cincinnati, the Pastor and the Board.
- b. To provide the organization with faith-based materials to further the spiritual development of coaches and athletes.
- c. To facilitate end-of-year evaluations to ensure promotion of ministerial spirit.

## ARTICLE VI

### COMMISSIONERS, AND NON-BOARD DIRECTORS

SECTION 1. The Board of Directors shall appoint a Sports Commissioner for each of the programs sponsored by the organization. Each Sports Commissioner shall:

- a. Act as Chairman of the designated sport.
- b. Supervise and direct all phases of that designated sport.
- c. Be expected to submit reports during the sport season to the General Members and to the Board of Directors.
- d. Purchase equipment and collect money only with authorization of the Board of Directors.
- e. Have the responsibility for securing all practice and home game playing areas.
- f. Have the responsibility for scheduling all practice and home games areas.
- g. Enforce any restrictions placed upon St. Vivian teams using the playing areas.
- h. Have the responsibility for the distribution and return of all uniforms and equipment, within two weeks of the conclusion of the sport season.
- i. Establish and enforce policies governing practice and game procedures, including playing time requirements, player absence or tardiness, and skill level development.
- j. Have all policies reviewed by the Board of Directors and have the right of appeal of these reviews.

SECTION 2. The Board shall appoint Directors for each of the special events or activities sponsored by the organization. These areas include but are not limited to Tournaments, Concessions, Fund Raising Events, Outreach, etc. Responsibilities of these Directors will be determined by the needs of the activity, and will be documented separately from this Constitution.

## ARTICLE VII

### MEETINGS

SECTION 1. Meetings of the Board of Directors shall be held monthly from August through June inclusive. Additional Board Meetings may be held at the discretion of a majority of board members or call of the President. To conduct business or commit the organization on any action or proposal at any Board of Directors meeting, six (6) members of the Board of Directors shall constitute a quorum. General Members may attend but are not entitled to vote at Board Meetings. An executive session limited to Board members may be requested of the President by any Board member at times when sensitive personal information must be discussed.

SECTION 2. The June Board Meeting is the "Annual Meeting". It shall be scheduled at a time and place decided upon by the Board of Directors and publicly announced to the Members. A portion of the Annual Meeting will be designated to elect new Board members. Candidates are selected from among General Members, and elected by General Members, with each paid General Membership having one vote.

SECTION 3. "Special Meetings" of the Board may be called when input from and voting by General Members is required, and it is not appropriate to wait until the next Annual Meeting. The Board of Directors may call a Special Meeting provided at least ten (10) days notice is provided. A Special Meeting may also be called if ten (10) percent of General Members request a Special Meeting in writing to the Board.

SECTION 4. To conduct business or to commit the association on any action or proposal at the Annual Meeting or any Special Meeting, a quorum of Directors is needed to call the meeting to order. Once called to order, the dues paying members present shall constitute a quorum for the portion of the meeting open to General Member voting, with each paid General Membership having one vote.

SECTION 5. Roberts' Rules of Order shall be Association's final authority on all questions of procedure and parliamentary law not covered by the Constitution.

SECTION 6. The Order of Business shall be as follows or at the discretion of the President:

- a. The meeting will open with a prayer
- b. The Recording Secretary will read the minutes of the previous meeting
- c. Approval of the minutes of the previous meeting
- d. Reading and approval of the Treasurer's report
- e. Report on correspondence by the Corresponding Secretary
- f. Report of Standing Committees
- g. Report of Special Committees
- h. Unfinished Business
- i. New Business (including elections or Special Meeting topics)
- j. Executive Session (if needed)
- k. Close of Meeting with a prayer

SECTION 7. Any member of the Board of Directors who fails to attend three meetings may be suspended by act of the Board of Directors and so notified in writing by the Corresponding Secretary. Within thirty (30) days after the day of suspension, said member shall show reasonable cause for failure to attend any one or more of said three meetings or said member's name shall be removed from the Board of Directors by action of the Board and so notified by the Corresponding Secretary. The vacancy shall be filled by appointment of the Board of Directors. Any other vacancies shall be filled in the same manner.

SECTION 8. Absence of any officer from two (2) consecutive meetings without a satisfactory explanation shall cause said office to be automatically vacant. In the event of the President's office being vacant, the Vice-President will fill the vacancy. The Board of Directors shall elect, by majority vote, a successor to fill any other office vacancy; that person shall serve until the next regular election.

## ARTICLE VIII

### APPEALS

SECTION 1. All General Members have the right of appeal to the President. Upon refusal of the President to recognize the appeal, the individual must present a letter in duplicate to the President ten (10) days prior to the next scheduled Board meeting, starting the appeal. The President must then sign both copies and submit the original to the Board of Directors. The individual retains the signed duplicate copy. If the appeal is rejected by a vote of the Board of Directors, the individual may request the Board of Directors to call a Special Meeting to submit the appeal to the General Members, providing that the appeal is again presented in the manner mentioned above to the President at least ten (10) days prior to the date of the Board meeting. The individual may also cause a Special Meeting to be called by a petition signed by at least TEN (10) percent of General Members.

Regardless of how a Special Meeting is called, any appeal must have the support of two-thirds of the General Members present at the Special Meeting.

## ARTICLE IX

### DUES

SECTION 1. The Board of Directors shall set the annual dues for members of this association.

SECTION 2. Student participation in any sports activity requires payment of membership dues. Requests for exception to this regulation shall be addressed, in writing, to the Board of Directors.

## ARTICLE X

### FUNDS

SECTION 1. All funds must be kept in the name of St. Vivian Athletic Boosters Association.

SECTION 2. The Board of Directors shall approve all expenditures. The power to write checks, withdraw funds, or collect money under the authority of the Board of Directors shall be vested in the President, Treasurer, and the Pastor. Bonding shall be obtained for the President and Treasurer.

SECTION 3. The final authority for decisions regarding resources such as finances, facilities, insurance and legal matters shall rest solely with the parish Pastor.

## ARTICLE XI

### STANDING COMMITTEES

SECTION 1. Fund Raising Committee has the rights and duties:

a. To consist of three (3) members to be appointed by the Board of Directors, whose responsibility it will be to study, evaluate and recommend to the Board and general membership ways of raising money to carry on the organization's activities and purpose. A simple majority vote of the Board members present is required to pass a fund raising project.

SECTION 2. The Membership Committee, Whose chairman will be appointed by the Board Directors, shall solicit memberships in the association. Names of dues paying members shall be forwarded to the recording Secretary and each sports Commissioner, dues collected by this committee shall be recorded and forwarded to the Treasurer for deposit.

At the March meeting, the President shall appoint a committee to obtain nominees for the Board of Directors. The members of the Board of Directors shall be elected by the General Membership and be installed at the June Annual Meeting.

## ARTICLE XII

### Miscellaneous

SECTION 1. This Constitution may be amended by two-thirds vote of the General Members present at the Annual Meeting or any Special Meeting provided the proposed amendment has been read at the previous Board Meeting and published to the General Members at least 2 weeks prior to a vote.

SECTION 2. The Board of Directors shall resolve any case involving the interpretation of this Constitution or supplemental Handbooks.

SECTION 3. Notices to the General Members, when required, may include but are not limited to these forms of communication: Church Bulletin, posting to the Boosters Bulletin Board, posting to the Boosters Web Page on the Parish web site, announcement through the parish e-mail newsletter, Flyers in school communications, Flyers in PSR communications. The Board of Directors will choose the specific form of communication.