

Pope Francis Preparatory School Athletic Booster Club By-Laws

Article I Name

The name of this organization shall be the Pope Francis Preparatory School Athletic Booster Club, hereinafter referred to as the “Booster Club.”

Article II Purpose and Objectives

Section 1. Purpose. The purpose of the Booster Club shall be to support and promote athletics at Pope Francis Preparatory School (hereinafter “PFPS”) that maintain a high standard of integrity and good sportsmanship consistent with the educational philosophy of the school community.

Section 2. Objectives. The objectives of the Booster Club shall be

- A. To foster and promote good will, communication, and cooperation between parents, students, school administration, coaches, alumni, and the community;
- B. To promote and encourage attendance at PFPS athletic events by parents, students, faculty, alumni, and the community;
- C. To provide the opportunity for students to support PFPS athletics as concession stand volunteers;
- D. To provide financial support to PFPS athletic teams; and
- E. To recognize student athletes for their participation and accomplishments in PFPS athletic programs.

Article III Membership

Membership shall be open to parents and guardians of current and alumni PFPS students.

Article IV Officers

Section 1: Officers. The officers shall consist of the President, Vice-President, Secretary, and Treasurer.

- A. **Election.** The election of officers shall take place at the Annual Meeting of the organization held in May of each year and shall be made by a show of hands when the candidate is running unopposed. If two or more candidates seek the same officer position, voting shall be by secret written ballot, organized by the current Executive Board.

- B. Term of office.** Officers shall serve for one year and may stand for re-election. An officer shall not be eligible to serve more than two (2) consecutive years in the same office.
- C. Concurrent Service.** Any elected officer may also serve as a Committee Chairperson. Any person serving as both an officer and a Committee Chairperson shall have only one vote on the Executive Committee.
- D. Vacancies.** A vacancy occurring in any office may be filled by appointment by the Executive Board from the membership or left vacant at the discretion of the Executive Board.

Section 2: Duties of Officers

A. President. The President shall:

1. Prepare agendas and preside at all Booster Club meetings;
2. Perform all the duties of the office, including but not limited to ensuring that all decisions of the Executive Board are put into effect; appointing chairpersons to all committees; serve as an ex officio member of all committees; have overall leadership and management responsibility for the organization;
3. Serve as a liaison between the Booster Club, the Athletic Director, and the Head of School;
4. Organize electronic voting as needed;
5. Create an End of Year Statement which shall be posted on the Booster Club's web page.

B. Vice-President. The Vice-President shall:

1. Act as President in the event of the President's absence or incapacity, and shall assume duties for the balance of the term unless the President returns or the vacancy is otherwise filled by the Executive Board.
2. Verify completed student volunteer hours to PFPS.
3. Perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the organization.

C. Secretary. The Secretary shall:

1. Provide notice of meetings by notifying the school secretary and shall keep a record of all meetings. The minutes shall capture attendance, votes, decisions, officer and committee reports, budget requests and any other noteworthy items.
2. Provide a copy of the minutes to the Executive Board and upload the minutes of each meeting to Booster Club Google drive no later than two (2) weeks following each meeting. The Secretary shall maintain a copy of these by-laws, a record of all meetings, minutes, and decisions of the Executive Board.
3. Perform duties assigned by the President and shall implement and support the purposes of the organization.

4. Communicate important information to the PFPS administration for inclusion in bi-weekly Parent Newsletters. Such information may include, but is not limited to, special events, concession volunteering information, student volunteering opportunities, and a list of parent volunteers for appreciation recognition for each athletic season.
5. Maintain a list of current members that shall denote their Booster Club position, if any, and the name and class year of their child(ren).
6. Be responsible for organizing the Booster Club Google Drive folder and uploading key documents.

D. Treasurer. The Treasurer shall:

1. Keep an accurate record of all financial affairs and reconcile said records with the PFPS business office.
2. Present a statement of account and profit and loss at all regular meetings.
3. Maintain the Booster Club financial spreadsheet and present a Treasurer's report at the Annual Meeting. A copy of the Booster Club Financial spreadsheet should be saved to Booster Club Google Drive at the end of each school year.

Article V Executive Board

Section 1: The Executive Board shall be responsible to act on behalf of the Booster Club in the management of the business affairs of the organization, except for matters decided by vote in the General Membership Meetings.

Section 2: The voting members of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Chairperson of each of the standing committees, including Concession and Volunteering Committee Chairperson, Spirit Wear Committee Chairperson, Banquet Committee Chairperson, and Player Development Committee Chairperson. The Head of School and the Athletic Director of PFPS shall serve as non-voting ex officio members of the Executive Board, but the Booster Club shall defer to the decisions of the Head of School and the Athletic Director in all matters.

Section 3: All officer and Executive Board positions are unpaid, volunteer positions.

Section 4: The Executive Board shall:

- A. Manage and direct the affairs of the Booster Club, fulfill the responsibilities approved and directed by the membership, and take such actions as may be required within the scope of these By-Laws for the good of the organization in between regular membership meetings;
- B. Approve the President's creation and dissolution of all necessary Committees and Chairpersons;
- C. Approve the plans of work of the standing Committees;

- D. Prepare and submit to the Booster Club for approval at the Annual Meeting, a budget for the fiscal year;
- E. Ensure that the Booster Club is operating in full support of the Head of School, Athletic Director, and faculty.

Section 5: If action on behalf of the Club is necessary between the regularly scheduled membership meetings, the President shall take such action based on the two-thirds (2/3) majority vote of the Executive Board. A report of the action taken shall be made at the next regularly scheduled membership meeting.

Section 6: Executive Board members and officers may not receive any compensation or anything of value for their services as a member or as an officer. All Booster Club members may receive reimbursement for expenses incurred on behalf of the PFPS Booster Club program in accordance with the procedures set forth in these By-Laws.

Section 7: No Executive Board member has the authority to commit the Booster Club to any financial obligation outside of the budget, except upon prior approval and the vote of the full Executive Board.

Section 8: An Executive Board member or officer, may be removed at any time for good cause. "Good Cause" for removal of an officer or Executive Board member includes, but is not limited to, the unexcused absences from three (3) consecutive meetings; willful neglect of his/her duties; fraud; misuse of Booster Club funds; accepting compensation or other things of value based upon their Executive Board position; conflicts of interests not approved by the Executive Board; or other appearances of impropriety that are determined by the Executive Board to reflect negatively on the PFPS Booster Club.

ARTICLE VI Committees

Section 1: The Executive Board may create standing and special committees as well as ad hoc committees deemed necessary to promote the purposes of and to carry on the work of the Booster Club.

Section 2: Committee Chairpersons

- A. The President shall appoint a chairperson of each committee and that person shall serve as chairperson for one (1) year or until the appointment of a successor.
- B. Committee chairpersons will be responsible for overseeing the specific functions of their committee and provide updates at Booster Club meetings.
- C. Committee Chairpersons should communicate any issues or concerns to the President.

Section 3: Standing Committees

- A. Standing Committees may include, but not be limited to, the Concession and Volunteering Committee; the Spirit Wear Committee; Banquet Committee; and the Player Development Committee.
- B. The responsibilities of the Standing Committees shall be set forth in a separate “Standing Committees” document attached hereto as Exhibit A that may be amended by the Executive Committee from time to time.

ARTICLE VII

Meetings

Section 1: Regular Meetings

- A. Four (4) regularly scheduled meetings shall be held annually.
- B. Meetings will be held the first Thursday of September, November, January, and March.
- C. Meetings in addition to the four (4) regularly scheduled meetings shall be conducted upon call of the President.
- D. All meetings will be posted on the school calendar.

Section 2: Annual Meeting

- A. The Annual Meeting of the Booster Club shall be in May of each year on a date designated by the President.
- B. The election of officers shall take place during the Annual Meeting each year.
- C. At the Annual Meeting, all annual reports will be received and the new Executive Board, new officers, and departing Executive Board or departing officers shall meet to discuss the status of affairs and transition matters. The departing Executive Board and officers shall transfer all materials in their possession and any other items belonging to the booster club to the new Executive Board and new officers.

Section 3: Voting

- A. A quorum is necessary for any business that requires a vote of the Executive Board.
- B. The presence of half of the voting members of the Executive Board constitutes a quorum.
- C. The general membership shall vote only for the election of officers at the Annual Meeting each May and for the purpose of amending these bylaws.

ARTICLE VIII

Financial Matters

Section 1: The Booster Club shall not maintain an independent bank account. All money raised by concession stand or spirit wear sales shall be held in a PFPS account according to the policies established by PFPS.

Section 2: The collection and disbursement of Booster Club funds and the financial activities of the Booster Club shall be conducted using appropriate accounting practices and in compliance with the policies of PFPS. There shall be complete transparency as to the financial activities of the Booster Club. Any member of the Executive Board, and Committee Chairpersons, and the general membership shall have full and complete access to all financial activities of the Booster Club.

Section 3: The Booster Club shall, when sufficient funds exist, distribute funds to PFPS athletic teams using the process set forth in a separate document titled “Financial Procedures” that may be amended by the Executive Committee from time to time.

Section 4: Senior night funding requests that benefit only senior athletes on a team will not be approved by the Athletic Booster Club and should be funded by team families.

Section 5: All team related requests shall be handled pursuant to the procedure set forth in the “Financial Procedures” document attached hereto which may be amended by the Executive Board from time to time.

ARTICLE IX Amendments

These by-laws shall be approved by a meeting of the general membership of the Booster Club and a majority hand vote of members in attendance at the meeting. Amendments to these by laws may only be made by written recommendations or e-mail made to the Executive Board. Upon approval of a majority of the Executive Board, the amendment to the by-laws shall be presented in writing to the general membership at the next bi-monthly meeting, and the by-laws may be amended by a majority vote of the members present at any general membership meetings.

ARTICLE X Relationship with PFPS and the Athletic Department

The Booster Club shall operate in full support of PFPS, its administrators, the Athletic Director, the athletic department, and the coaches. At no time shall the Booster Club make recommendations or become directly involved in the day to day operations of PFPS’s athletic programs. The Booster Club serves only to support and facilitate PFPS’s athletic program and has no role in deciding the direction of policy established by the Head of School and Athletic Director. The Athletic Director will communicate any game schedule changes or other relevant matters to Booster Club President and/or Vice President.

Effective this 6th day of January, 2022. These bylaws shall replace any previously issued and authorized bylaws of the Pope Francis Athletic Booster Club.

Standing Committees of the PF Booster Club

Concession Committee: Responsibilities include:

- Setting up and purchasing concession stands food and drinks;
- Creating and posting concession stand signs;
- Ensuring that cash box, deposit invoice forms, and purchase invoice forms are available in concession stand for each game;
- Ensuring that a copy of each completed deposit invoice form is sent to the Booster Club email at the conclusion of each concession stand event;
- Moving items to and from outdoor and indoor concession areas;
- Conducting regular inventory of concession stand items throughout each sport season;
- Identifying and communicating any new concession related requests to the Executive Board;
- Creating home game volunteering schedules for each season;
- Updating and modifying the volunteering schedule regularly as games are rescheduled on the PFPS Athletics page; and
- Managing and communicating concession stand staffing needs and contacting specific volunteers directly if needed.

Spirit Wear Committee: Responsibilities include:

- Conducting a regular physical inventory of Spirit Wear;
- Maintaining a current inventory spreadsheet of Spirit Wear on Google Drive by comparing deposit invoice forms, receipts for new purchases, and physical inventory at the end of each month;
- Organizing the purchase, packaging, and distribution of seniors' gifts at Sports Banquets, including maintaining a list of seniors, their t-shirt sizes if applicable, and at which banquet they receive their shirt, and including a congratulatory message with their labeled gift bag;
- Managing and communicating staffing needs for all sales events of Spirit Wear, and ensuring that a copy of a completed deposit invoice form is emailed to the Booster Club and the inventory spreadsheet is updated after each sales event;
- Ordering all Spirit Wear;
- Ensuring that copies of all receipts for Spirit Wear purchases are sent to Booster Club email;
- Charging and supplying the card reader for all Spirit Wear sales events; and
- Moving Spirit Wear to and from indoor and outdoor concession stands at the beginning and conclusion of each season.

Banquet Committee: Responsibilities include:

- Communicating with PFPS administration and staff, including Director of Facilities, Theater Director, and Athletic Director;
- Organizing catering and menu;
- Purchasing plates, utensils, desserts, drinks, and coffee;
- Ordering banquet tickets;
- Preparing centerpieces and other decorations;

- Creating raffle baskets and organizing 50/50 raffle;
- Obtaining from Athletic Director final counts per sport and athlete/guest totals;
- Organizing volunteers for banquet setup and clean-up; and
- Preparing decaf and regular coffee on the day of the banquet.

Player Development Committee: Responsibilities include:

- Leading presentation of Booster Club at school events
- Creating documents and templates for team development;
- Meeting with coaches and parents at first parent/coach meeting about the need for volunteering and team parent manager;
- Communicate CORI and Virtus online training requirements to team parents
- Gathering information of every Parent Team Coordinator and providing necessary support;
- Sending Parent Team Coordinator information to Concession Committee chairperson; and
- Encouraging each team to fulfill their goal of volunteering for two concession stand shifts each sports season.

Financial Procedures

Income: The Booster Club shall implement financial controls over the collection of the funds. Volunteers will fill out Deposit Invoice after each athletic event and give it, along with all cash, to the Athletic Director for deposit to the bank account maintained by PFPS. Volunteers will take a picture and send Deposit Invoice from concession sales or other sales to the Booster Club e-mail. The Treasurer will record said deposit in the Booster Club spreadsheet and will move the Deposit Invoice e-mail to a specific archive folder.

Expenses: All purchases, including but not limited to concession stand items or banquet expenses, should be recorded on a Purchase Invoice form and sent to the PFPS business office and the Booster Club e-mail. The Treasurer shall enter the expenses into the spreadsheet for further reconciliation with the school business office. The PFPS business office will reimburse the individual who purchased the items via check and that amount shall be deducted from the Booster Club “account.”

Coach/Team Requests:

- Effective with the 2022-23 academic year and thereafter, each athletic team shall be eligible for \$75 from the Booster Club to be used for the benefit of the entire team. Teams with more than 15 athletes will receive an additional \$5 per student.
- A “team” is any athletic team with a separate coach and schedule (e.g., Boys’ Cross Country has varsity and JV runners, but one head coach so it is considered one team. Boys’ Soccer has separate Varsity and Junior Varsity teams with different head coaches and different schedules so Boys’ Varsity Soccer and Boys’ Junior Varsity Soccer are considered two separate teams.).
- All team financial requests should be submitted via email to the Booster Club, with a copy to the team’s coach (if the coach is not making the request) prior to any purchases being made. The Booster Club is not responsible for reimbursing any purchases made prior to approval by the Executive Board.
- Upon the Executive Board’s approval of a team request, a Reimbursement Form will be provided to the individual who will purchase the approved items for the team. After completing the form, it should be submitted to the PFPS Financial Office with a copy emailed to the Booster Club. Reimbursement will be disbursed by the PFPS Financial Office.

Miscellaneous Additional Purchases:

The Athletic Booster Club may also purchase the following items:

- Senior gift;
- Banquet ticket for seniors (or a gift card in the amount of a ticket when there is no banquet);
- Team league winning t-shirt (short or long sleeve);
- Team league winning banner for school gym.