

CONSTITUTION AND BY-LAWS FOR THE JORDAN BOOSTERCLUB

CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the Jordan Catholic School Booster Club (JCSBC).

ARTICLE II: ORGANIZATION STRUCTURE

The JCSBC is a subsidiary membership organization of Jordan Catholic School. Its members are volunteers who work to raise money for Jordan's Physical Education (PE) and Athletic programs. In accordance with Diocesan policy, the JCSBC will comply with the policies of the Commission on Education for Jordan Catholic School.

ARTICLE III: PURPOSE

The general purpose of the JCSBC shall be to support and finance Jordan's PE and Athletic Programs. The JCSBC also provides input to the Jordan Catholic School's athletic policy/handbook.

ARTICLE IV: MEMBERS

All those whose annual dues are paid shall be members of this club.

ARTICLE V: OFFICERS

Section 1: The elective officers of the club shall be a President, Vice-President, Secretary and Treasurer.

Section 2: The Administrator and Athletic Director of Jordan Catholic School shall be non-voting ex-officio officers of the JCSBC.

ARTICLE VI: COMMITTEES

Section 1: The President shall appoint such committees as deemed necessary.

Section 2: An Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Jordan Administrator and Athletic Director.

ARTICLE VII: ELECTIONS

- Section 1: The President, Vice-President, Secretary and Treasurer shall be elected annually at the regular meeting in the month of April.
- Section 2: Any booster member in good standing may seek candidacy for office.
- Section 3: A list of candidates shall be announced at the March meeting and their names published in the minutes and the Jordan newsletter. Additional nominations may be made from the floor at the election meeting.
- Section 4: A majority (more than half) of votes cast at the April meeting shall decide an election.
- Section 5: The tenure of each office shall be one year and no elective officer shall be elected to the same office for more than three consecutive terms. However, the booster club may request an officer serve an additional term, pending approval from the Commission on Education for Jordan Catholic School.
- Section 6: The officers-elect shall take office at the May meeting.
- Section 7: In the event of death or resignation of an officer, the remaining Executive Committee members will select a replacement. The selection/replacement shall be submitted for membership approval at the next regularly scheduled membership meeting.

ARTICLE VIII: MEETINGS

- Section 1: Regular meetings shall be on a monthly basis (except June and July). Dates, times, and location of regular and non-regular meetings shall be at the discretion of the President. Notification to members will be provided at least ten days prior to a regular meeting either through the Jordan newsletter, via email, or both.
- Section 2: The Executive Committee and sub-committees may conduct interim business between regular meetings.

ARTICLE IX: FINANCES

The club fiscal year shall be the same as that of the Commission on Education for Jordan Catholic School, which is July 1 through June 30.

ARTICLE X: AMENDMENTS

- Section 1: These articles may be amended by a two-thirds majority of the members present at any regular meeting, provided there is a quorum, and provided the amendment(s) has been presented at a previous meeting.
- Section 2: The Commission on Education for Jordan Catholic School must approve all amendments.

BY-LAWS TO THE CONSTITUTION OF THE JORDAN BOOSTER CLUB

ARTICLE I: DUTIES OF OFFICERS

Section 1: The President shall:

1. Preside at all meetings of the club.
2. Appoint all committees.
3. Plan meetings and activities of the club and hold officers accountable for the activities entrusted to them.
4. Represent the club at designated affairs and present a report of the transactions of these affairs to the club.
5. Sign all official documents and papers of the club.
6. Will assure that signatories of the funds are bonded.
7. Perform such other duties as are usually attached to the office of President.
8. Notify the members of the date, time, and location of all meetings.
9. Notify the members of the time for paying annual dues.
10. Conduct the correspondence of the club.

Section 2: The Vice-President shall:

1. Have all the powers and perform all the duties of the President during the temporary absence of the latter.
2. Be responsible for collecting, counting, and depositing concession and gate money from all athletic events.
3. Coordinate the JCSBC Volunteer Award.

Section 3: The Treasurer shall:

1. Collect and deposit annual dues and all other monies of the club in an authorized depository.
2. Pay all obligations of the club after they have been authorized provided, however, those disbursements shall require the signatures of the treasurer and at least one additional officer.
3. Keep a record of all monies received and disbursed.
4. Present a financial report on the financial condition of the club at all meetings of the club.
5. Prepare the books for audits.
6. Provide the monthly financial report to the treasurer of the Commission on Education for Jordan Catholic School.
7. Provide input to the formulation of an annual working budget.

Section 4: The Secretary shall:

1. Keep minutes of all club meetings.
2. Receive and file the reports of all committee chairpersons.
3. Keep a record of all club activities.
4. Maintain an accurate roster of members.
5. Be responsible for PE clothing to include ordering, inventory, storage, etc.

- Section 5: The Executive Committee shall:
1. Select the annual Booster Club Volunteer Award winner.
- Section 6: The Administrator as ex-officio officer shall:
1. Interpret the policies of the Commission on Education for Jordan Catholic School.
2. Provide an administrator's report at the monthly meetings.
3. Identify program needs and request funds and services as appropriate.
- Section 7: The Athletic Director as ex-officio officer shall:
1. Provide an athletic director's report at the monthly meetings.
2. Identify program needs and request funds and services as appropriate.
3. Plan, manage, and coordinate the annual basketball jamboree and sports banquet.
- Section 8: All officers and key chairpersons shall:
1. All out-going officers and key chairperson(s) shall provide all original (and copies) keys required for access to storage areas, school building, rooms, concession area, etc to the newly-elected incoming officers within five days after an election.

ARTICLE II: QUORUM

Seven members of the club shall constitute a quorum for the transaction of business at a general meeting.

ARTICLE III: AMENDMENTS

- Section 1: These by-laws may be amended by a two-thirds majority of the members present at any regular meeting, provided there is a quorum, and provided the amendment has been presented at a previous meeting.
- Section 2: All amendments must be approved by the Commission on Education for Jordan Catholic School.

ARTICLE IV: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (revised edition) shall govern in all meetings of the club.

Commission on Education for Jordan Catholic School Policy
Adopted: 12/6/94
Revised: 6/18/01

F-420
P-COE-JCS

FINANCIAL REPORT - BOOSTER CLUB

The Booster Club shall submit a financial report to the Jordan Commission treasurer prior to each regularly scheduled Commission meeting.

Commission on Education for Jordan Catholic School Policy
Adopted: 6/1/93