

Cabrini Athletic Boosters By-Laws and Amendments December 2013

Originally written in June, 2000

Reviewed and Updated in December, 2013

Changes to the original document are underlined.

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 person 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 issue said member a card of membership. The card shall be considered valid only if properly registered.

Section #3

Associate Membership: (Deleted in Dec 2013)

Section #4

Dues of Membership:

Annual membership dues shall be determined each year by the voting members. Members may join anytime, with the exception of the May election meeting, and the membership dues covers 2 adults living in the same household. (Updated Dec 2013)

Section #5

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 #6

Reinstatement:

Any member who is not in good standing by reason of non-payment of dues may be reinstated by applying for membership as a new member.

Article IV

(Spiritual Director)

The Pastor of the Parish, or such Assistant Priest as he shall designate shall be the Spiritual Director of the Club.

Article V

(Officers)

Section #1

Elected Officers:

The elected officers of this club shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Sergeant of Arms, and three (3) Trustees. No individual may be elected to more than 4 consecutive terms for one board position. (Updated Dec 2013)

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 member 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.

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.

Section #3

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, with the concurrence of the Executive Board, 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 or membership.

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Section #4

2nd Vice-President:

The 2nd Vice-President shall be the liaison to the Membership Chair and all standing committees as well as the Pancake Breakfast Chairperson. The Membership Chair shall be responsible to maintain a complete and up-to-date list of names, addresses, and telephone numbers of all Club members. The 2nd Vice-President shall perform such other duties not inconsistent with the office as shall be delegated by the President or membership. (Updated Dec 2013)

Section #5

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 creating 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). (Updated Dec 2013)

Section #6

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, Treasurer, and Secretary are to be signatories on all bank accounts with one signature required to withdraw funds from said bank accounts. The Treasurer shall render to the President, the Executive Board, and the membership at regular 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 activities no later than August 1 of each year. (Updated Dec 2013 – minor grammar changes)

Section #7

Trustees:

The Trustees shall be responsible to offer counsel and assistance to the Executive Board. (Updated Dec 2013 and retitled)

Section #8

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. (Added Dec. 2013)

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**Article VI
(Executive Board)**

Section #1

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, three (3) Trustees, Sergeant of Arms, and the Athletic Directors. (Updated Dec 2013)

Section #2

A quorum of the Executive Board is required to hold meeting, and to approve all Executive Board decisions and actions. A quorum of the Executive Board is defined as five of the elected Board members. The quorum must have the President or Vice-President in attendance. (Updated Dec 2013)

Section #3

Any Club member can attend the Executive Board meetings.

Section #4

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. (Updated Dec 2013)

Section #5

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.

**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 authority to verify that an individual is in good standing prior to a vote being taken.

(Updated Dec 2013)

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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 requiring expenditures up to \$1000 must be presented in writing to the Executive Board and shall require a simple majority of those present in order to carry. Resolutions involving expenditures exceeding \$1000.00 must be presented in writing to the Executive Board and shall be submitted to the membership one (1) meeting in advance of the meeting at which such proposals are to be submitted to vote. A 2/3 majority of those present are required in order to approve expenditures exceeding \$1000.00. Food, beverage, and other miscellaneous supplies required for the operations of concessions are exempt from the \$1000 rules described in Article VII, Section #2. (Updated Dec 2013)

Section #3

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. Each officer shall be elected for a term of one (1) year commencing 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. (Updated Dec 2013)

Section #4

Nominations:

A nominee for any office must be a member in good standing. Nominations shall be taken from the membership at large of only members in attendance at the election 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.

**Article VIII
(Standing Committees)**

1. Membership
2. Junior Soccer
3. Summer Softball
4. 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. (Updated Dec 2013 –removed Athletic Banquets and added Junior Soccer)

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**Article IX
(Budget)**

Section #1

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 to be received during the year.

Section #2

This budget, shall, at the March meeting of the Club, be submitted to the membership for adoption, or modification.

Section #3

Upon the final approval of the budget by the membership of the Club, the President shall be responsible to submit the budget to the Pastor not later than May 1st.

Section #4

The budget, then adopted by the membership, shall be binding on the Executive Board and may be changed only by the vote of the membership at a regular or special meeting of said membership. An unbalanced budget may never be approved.

**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. Reading of Minutes
4. Communications
5. Report of Secretary
6. Report of Treasurer
7. Report of President
8. Report of Vice Presidents
9. Reports of Standing Committees
10. Reports of Special Committees
11. Unfinished business
12. New Business
13. Closing Prayer
14. Adjournment

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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 when a second vote is required on a resolution prior to the next regularly scheduled meeting. (Added Dec 2013)

Submitted by Cabrini Athletic Booster By-Law Review Committee – Nancy Misovich, Mark Misovich, Vince Boscheratto, Lori Oleary, Tammy Chalfin, Don Lorincz.

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By Law regarding changing amendments:

**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 present and entitled to vote at any regular or special meeting of the Club.

By laws current wording regarding bank account:

**Article V
(Officers)**

Section #6 Treasurer

The Pastor, President, Treasurer, and Secretary are to be signatories on all bank accounts with one signature required to withdraw funds from said bank accounts

Suggested Change: (Voted Jan 2012 and Feb 2012)

The Pastor, Treasurer, and two Executive Board members are to be signatories on all bank accounts with one signature required to withdraw funds from said bank accounts.

Current wording for members being nominated for any board position:

**Article VII
(Voting and Elections)**

Section #4 Nominations:

A nominee for any office must be a member in good standing. Nominations shall be taken from the membership at large of only members in attendance at the election 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.

Suggested addition for all position other than President: (Voted Jan 2012 and Feb 2012)

A nominee for any office (other than president) must be a member in good standing and must have attended two previous meeting during the fiscal year (July 1 through June 30).

Adding requirements to become President suggested addition: (Voted Jan 2012 and Feb 2012)

Nominees for the office of President shall have served at least one year on the Executive Board.