

St. Mary's Springs Academy

Athletic Booster Club (ABC) By Laws

SMSA Athletics...45 programs—ONE team!

Article I – Name

The name of this organization shall be the St. Mary's Springs Academy (SMSA) Athletic Booster Club.

Article II – Mission

The mission of this club shall be to support the K-12 athletic programs and athletes of SMSA.

Article III – Membership

Membership is open to all adults (especially parents, staff, alumni, and clergy) associated with St. Mary's Springs Academy system. No dues will be collected.

Article IV – Meetings

- A. A minimum of 10 meetings shall be held annually, traditionally from August thru May.
- B. The meetings shall be held on the second Wednesday of each month at 6:00 pm.
- C. The President shall have discretion as to time and date in the interest of accommodating the greatest attendance possible.
- D. The standard agenda is: Prayer, Review of Previous Minutes (Approval), Financial Report (Approval), Old Business, New Business, Future Items, Adjourn.
- E. The President and Treasurer shall make the agenda and financial report, respectively, available one week prior to each meeting.
- F. Submittals for agenda items shall be made to the President at least one week in advance for inclusion on official meeting agenda. New and Future items may be brought up by individuals attending a meeting.
- G. Roberts Rules of Order shall be followed as meeting protocol, including a simple majority (5) of voting members on motions for officers, disbursement approvals, activity approvals, etc.

Article V – Officers

- A. The officers of this club shall consist of President, Vice President, Secretary, and Treasurer.
- B. The offices of President and Vice President shall be for a one year term.
- C. The Vice President shall assume the office of President after completion of the term as Vice President.
- D. The office of Secretary and Treasurer shall be for alternating two year terms.

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- E. In addition to the above, the President shall appoint a minimum of four Trustees, each serving a two year term. Ideally the four Trustees alternate their terms so two are serving their first year, while the remaining two are serving their second year. Trustees shall have equal voting rights as officers.
- F. The current SMSA Athletic Director (AD) shall be considered a standing additional Trustee with full voting rights.
- G. The current Lead Principal, System President and Pastor Designate shall be considered honorary (non-voting) Trustees and are encouraged to attend meetings and provide their input and guidance.
- H. Election of officers shall take place at the February meeting.
- I. The President shall appoint a Concession Director to coordinate purchases, storage and disbursement of club concession inventory and Directors for each sport to assist with volunteer scheduling, concessions, and generally act as a liaison between the coach and the club.

Article VI – Fundraising

- A. Fundraising events shall consist of, but not be limited to:
 - 1. Concessions,
 - 2. Discount vendor cards,
 - 3. Friends of the Ledgers advertising,
 - 4. Sports passes,
 - 5. Community events/festivals, and
 - 6. Specific fundraising opportunities that may present themselves.
- B. Annually, the club shall submit a Fundraising Submission Form to the Lead Principal for the system-wide calendar that will outline the club's planned fundraising events and activities for the upcoming school year.
- C. Fundraising by individuals or teams outside the club structure is discouraged and must be approved by the Lead Principal.
- D. The Treasurer and Concession Director shall coordinate start-up monies for each event and deposits shall be made as soon as possible after each event.
- E. The Business office shall provide a monthly statement to the Treasurer showing balances, deposits and disbursements.

Article VII – Disbursements

- A. All money raised by this club shall be to support, maintain and promote the K-12 athletic programs and athletes at SMSA.
- B. In all but the most extreme situations, a "Disbursement Request Form" (available via SMSA website or from A.D. & Club Officers) shall be submitted to the Club for

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- review and discussion either in person or for stand-alone consideration. A motion for approval vote shall take place at a subsequent meeting.
- C. Approval for funding requests shall consist of discussion by all attending and a minimum of five affirmative votes; a simple majority of the 9 standing members with voting rights (four officers, four trustees and AD). Requests not gaining enough votes, or lacking detail, will be tabled for future consideration.
 - D. All purchases made with club funds become joint property with the SMSA system and shall be stored, maintained and inventoried by the A.D., assisted by the respective sport coaches.
 - E. The club will strive to provide each team with uniforms and the necessary equipment to compete safely while projecting a positive Catholic identity in the form of a cross or crucifix on the uniform if at all possible.
 - F. Parents of athletes are expected to provide any supplemental or extra equipment not directly necessary for the sport.
 - G. Uniforms and other equipment purchased will be expected to be of the highest quality and last for several years.
 - H. Records will be maintained noting length of use and planned reorder timeframe.
 - I. A rotating schedule shall be used to spread the cost of uniforms over several years.
 - J. Major equipment purchases shall be discussed and budgeted for as far out in the future as possible.

Article VIII – Committees

- A. Ad-hoc subcommittees shall be created when deemed necessary by the officers. Examples may include Concessions, By-laws, Nominating, Financial, Membership, etc.
- B. Subcommittees shall report to the President who shall then include their findings in the next meeting agenda.

Article IX – Vacancies

- A. Vacancies shall be filled by the nomination of the President and approval by the Officers and Trustees.

Article X – Revisions and Amendment

- A. The by-laws may be amended and revised at any regular meeting by 2/3 vote of the members present.
- B. Notice of such revision or amendment shall have been given at the previous meeting.