



IHC Athletic Booster Club

BY-LAWS

ARTICLE 1 – Name

The name of this organization shall be the Immaculate Heart Central (IHC) Athletic Booster Club. The address shall be: IHC Athletic Booster Club, 1316 Ives St. Watertown, New York, 13601.

ARTICLE II – Purpose

The IHC Athletic Booster Club shall exist to enrich and provide broad support to the IHC school sanctioned interscholastic athletic program, in order to advance IHC's mission: "to provide a quality Catholic and secular education, to cultivate holiness based on the love and imitation of Christ, and to form responsible citizens whose Christian values will transform the world."

ARTICLE III – Functions

To fulfill its purpose, the IHC Athletic Booster Club shall carry out the following primary functions:

- A. *Advance and strengthen* understanding of IHC's vision, mission, and philosophy among students, parents, and the community.
- B. *Support and assist* IHC to strengthen and operate a healthy, complete and competitive interscholastic program.
- C. *Promote, model and reinforce* high standards of integrity and good sportsmanship in all athletic activities.
- D. *Support* the healthy and equitable growth of competitive sports for boys and girls at all levels of ability.
- E. *Raise funds* to support the athletic program according to the policies, priorities, budget and fundraising strategy established by the IHC leadership.
- F. *Encourage cooperation* between school and community regarding athletic interests.

ARTICLE IV – Policies

- A. The IHC Athletic Booster Club shall support and shall not direct or seek control of the school system's decisions, policies or priorities.
- B. The IHC Athletic Booster Club shall not direct personal criticism at game officials or any IHC administration, staff, faculty, coach, or student.
- C. The IHC Athletic Booster Club shall not hinder, interfere with or seek control of athletic activities.
- D. The IHC Athletic Booster Club shall not accept requests for purchases or fundraising directly from coaches, IHC employees or IHC volunteers. Coaches, employees and volunteers who seek IHC Athletic Booster Club support for purchases or fundraising must first coordinate with the Athletic Director and Principal.
- E. The IHC Athletic Booster Club shall adhere to the policies and procedures of the Diocese of Ogdensburg and the IHC School System, particularly with regard to fundraising, outside support, and advertising, and shall coordinate with the IHC Executive System Administer and Jr./Sr. High School Principal, for all fundraising and advertising activities.
- F. No individual may represent the organization unless specifically authorized in writing by the IHC Athletic Booster Club Board of Directors.
- G. All financial contributions and purchases made to support the IHC Athletic program (i.e. equipment, uniforms, facilities) shall become the possession of the Immaculate Heart Central School System.
- H. No member of the volunteer IHC Athletic Booster Club shall receive compensation for services provided.
- I. The fiscal and elective year shall run from July 1st through June 30th of the following year.
- J. Since the club operates under the direction of the school, the IHC Athletic Booster Club's business is tax exempt and may purchase using the school's tax exempt status.
- K. The IHC Athletic Booster Club's activities, as approved by the Principal, shall be covered by the school's insurance plan.
- L. The IHC Booster Club may not enter into any contractual agreement with third parties. If needed, the school will engage contractors.

ARTICLE V – The Role of the IHC Administration

A. Executive System Administrator. Responsibilities include, but are not limited to:

1. Establish the system-wide fundraising strategy.
2. Coordinate with the IHC Athletic Booster Club to ensure athletic fundraising activities are fully coordinated with other IHC fundraising activities in support of the system-wide fundraising strategy.
3. Coordinate with the IHC Athletic Booster Club to ensure appropriate and effective public communication and marketing in support of IHC, the IHC athletic program, and IHC fundraising activities.
4. Review the IHC Athletic Booster Club's financial reports.

B. Principal. Responsibilities include, but are not limited to:

1. Ensure and enforce the safety of all activities and facilities on school grounds.
2. Approve, in accordance with Diocesan Policy any advertising in school buildings, on school grounds or properties, on school websites or social media sites, or in school or student publications.
3. Participate in IHC Athletic Booster Club meetings.
4. Assist the IHC Athletic Booster Club in ensuring that all athletic programs and Booster Club activities comply with Diocesan policy and Federal, New York State, New York State Public High School Athletic Association, Section III, Frontier League, Jefferson County and City and Town of Watertown laws, regulations and guidelines.
5. Provide use of and reasonable access to school facilities to help the Booster Club support the athletic program.
6. Approve any Athletic Booster Club gifts (including awards) to students.
7. Approve any Athletic Booster Club gifts, from any source, to sponsors, coaches, or IHC employees in recognition of or appreciation for coaching, directing, or sponsoring student activities. Such gifts and awards must be approved by the school principal before action is taken.
8. Approve of any plaques, awards to individuals, acknowledgements, fundraising announcements, posters, signage, and other materials that are displayed on

school grounds. Such items must be approved the by school principal before action is taken.

ARTICLE VI – Governance

A. Officers.

1. Officers shall consist of a President, Vice President, Secretary and Treasurer.
2. General Members are eligible to be elected as officers after one year of membership in the Club.
3. Officers shall serve a 2-year term. Terms shall begin on July 1 and end on June 30. In the event of an unexpired term, the President, with the approval of the Board, shall appoint a replacement to complete the term.
4. After one term, the President may be nominated and elected to serve a second term, but shall not serve for more than two consecutive terms.
5. Board members and officers may be replaced after two unexcused absences.
6. Duties of Officers.
 - a. President – The President shall preside over all Board and General Membership meetings and shall serve as an ex-officio (non-voting) member of all committees. The President shall perform incidental duties as may be prescribed by the Board from time to time.
 - b. Vice President - The Vice President shall discharge and exercise the powers and duties of the President in his/her absence, disability, or refusal to act.
 - c. Secretary – The Secretary shall be responsible for notification of Board and General Membership meetings. The Secretary shall also keep and maintain records of all regular and special meetings, ensure the promotion of effective communication within and beyond the organization, and assume responsibility for all official communication of the Club.
 - d. Treasurer – The Treasurer shall receive all monies of the Club, shall keep an accurate account of all receipts and expenditures, and shall submit payments as authorized by the Board, prepare a financial report for each Board and General Membership meeting, and prepare an annual financial report for the Annual General Membership meeting. All checks shall be signed by the Treasurer and a school administrator or his/her designee.

- B. Organization - The IHC Athletic Booster Club organization consists of the Board of Directors, a Nominating Committee (convened annually or as needed), a Fundraising Committee (standing), a Volunteer Committee (standing), a Buildings and Grounds Committee (standing), a Finance Committee (convened annually or as needed), and the General Membership.
1. Board of Directors – The Board of Directors consists of nine (9) members, including the President, Vice President, Secretary, Treasurer, and Chair of the Fundraising Committee, and four (4) elected at-large members.
 - a. It shall be the responsibility of the Board to determine, establish, and carry-out the policies of the Club. Duties include: (1) creating committees and approving the work of these committees; (2) preparing and presenting a budget for the fiscal year; (3) voting on financial requests from the Athletic Director; (4) setting annual dues; and (5) ensuring completion of the annual financial review by the Finance Committee.
 - b. The President shall preside at Board meetings.
 - c. Board meetings shall be held bi-monthly. The President may call a special meeting when necessary provided all Board members are notified.
 - d. A quorum shall consist of at least five (5) Board members.
 - e. All decisions of the Board of Directors do not become policy or in force until approved by the Jr./Sr. High School Principal. Such approval may have to be referred to the Education Council if the desired action goes beyond the normal administrative authority of the Principal.
 2. Nominating Committee – The nominating committee shall consist of three to five (3 to 5) members appointed by the President to propose a slate of officers.
 3. Fundraising Committee – The Fundraising Committee is a standing committee that organizes the fundraising activities for the Athletic Booster Club, in coordination with the Executive System Administrator, the Principal, and the Athletic Director. Committee members shall be selected from general members in good standing.
 - a. Concession Committee. The Concession Committee is a sub-committee of the Fundraising Committee, and shall organize and operate any concessions at athletic events.
 4. Volunteer Committee – The Volunteer Committee is a standing committee that organizes volunteer activities of the Club, in coordination with the Principal, the Athletic Director, and the coaches. Committee members shall be selected from general members in good standing.

5. Membership Committee – The Membership Committee is a standing committee responsible for promoting and managing membership and collecting annual dues. The Committee consists of three (3) general members in good standing
6. Finance Committee – The Finance Committee is a special committee responsible for conducting an annual review of the Club's financial records. The Committee shall make a report to the General Membership upon completion of the review. Any discrepancies noted shall be brought to the attention of the Board and Jr./Sr. High School Principal and a resolution reached prior to the presentation. Club officers shall make records available as requested by the Committee. The Committee shall publish an annual financial statement to include a balance statement and profit and loss statement. The Committee consists of two or three (2 or 3) general members in good standing, who are not members of the Board or any other committee.

ARTICLE VII – Membership and Dues

- A. Membership is voluntary and open to the entire community.
- B. Any person 18 years of age or older who is committed to promoting the interscholastic athletic program of Immaculate Heart Central Junior/Senior High School, intends to uphold the values and policies of this organization, and agrees to abide by these by-laws, may be a member upon payment of dues.
- C. IHC students may be non-voting members of the Athletic Booster Club. Any IHC student 18 years of age or older can be a voting member. IHC student athletes may attend Athletic Booster Club meetings in order to express their views.
- D. Every effort shall be made to ensure that each school sport shall be represented among the general membership by parents, guardians or host family adults who have students in that sport.
- E. The IHC Athletic Booster Club Board of Directors shall determine dues annually by a majority vote.
- F. An annual enrollment of the members shall be conducted. Membership within the IHC Athletic Booster Club shall run from July 1st to June 30th of the following year. Additional members shall be accepted at any time upon payment of the full annual dues.
- G. A member shall be considered in good standing when the annual dues are paid in full.
- H. Any member in good standing, at least 18 years of age, shall obtain the right to vote after he/she has attended two meetings in the previous twelve months.

ARTICLE VIII – Meetings

- A. Annual Meeting – An annual meeting of members shall be held each May for the purpose of electing officers and approving the Finance Committee’s annual financial review.
- B. Regular Meetings – There shall be at least three regular meetings of the general membership; fall, winter, and spring. The spring meeting shall be the Annual Meeting.
- C. Board Meetings – The Board of Directors shall meet bi-monthly. All Board meetings shall be open to the General Membership
- D. Special Meetings – the President may call special meetings of the Board or General Membership.
- E. Notification of Meetings – The Secretary shall announce all meetings by all appropriate means.
- F. Technical parliamentary procedure shall not apply to meetings unless deemed necessary by the presiding officer, and then Robert’s Rules of Order shall be invoked.

Article IX – Elections

- A. The election of officers and at-large members of the Board of Directors shall be held at the Annual Meeting.
- B. The Nominating Committee shall present a slate of prospective nominees for officers and at-large members of the Board of Directors first to the Board and then to the General Membership at least thirty days prior to the Annual Meeting.
- C. Elected officers shall serve for a two (2) year term with half the number to be elected each year. (The exception shall be the inaugural year wherein two officers may serve single year terms and need to be re-elected.) In the event of an unexpired term, the President shall appoint a replacement, with the approval of the Board, to complete the term.
- D. After one year of membership, a general member in good standing shall be eligible for office.
- E. A member must have attended at least one general meeting to be able to vote in an election.

- F. There shall be no nominations for officers from the floor. Members should make recommendations for officers to the nominating committee prior to thirty days before the Annual Meeting. Members may make nominations for at-large Board members from the floor.
- G. There shall be no write-in votes for election of officers and at-large Board members.
- H. A person may not be nominated for more than one elective office at any annual or special meeting.

Article X – Financial Policies

- A. The The IHC Booster Club’s fiscal year shall be the same as the school system’s fiscal year (July 1 to June 30).
- B. All monies received shall be deposited in a separate checking account established by the school of behalf of the IHC Booster Club.
- C. All disbursements shall be made by check, signed by two persons with signature authority. One shall be the IHC Athletic Booster Club President or Treasurer; the other shall be the Jr./Sr. High School Principal or Athletic Director.
- D. The Board of Directors may approve an emergency decision or purchase by casting a two-thirds approval vote. This vote will require the approval of the Jr/Sr High School Principal.
- E. A record of all transactions will be kept. Accounting summary sheets shall be kept and turned in to the Treasurer for each Booster Club activity involving financial transactions.
- F. Financial reports shall be presented at all Board meetings by the Treasurer and a report given to the general membership at each Annual Meeting.
- G. Books shall be closed at the end of the Fiscal Year and presented to the Finance Committee, Jr./Sr. High School Principal for review. The Jr./Sr. High School Principal, in coordination with the Executive System Administrator, shall submit a report of any findings of the review to the Athletic Booster Club. The Secretary will duly record such reports.
- H. An official copy of IHC Athletic Booster Club by-Laws, books, meeting minutes, records, financial statements, and other relative documentation shall be kept on file on school premises.

ARTICLE XI – Fundraising Activities

Fundraising activities shall:

- A. Advance the spiritual, educational, and physical benefit of the student, coordinated through the Executive System Administrator and the Junior/Senior High School Principal.
- B. Conform to the IHC policies, priorities and system-wide fundraising strategy that govern the IHC athletic program.
- C. Be approved in writing by the Executive System Administrator and the Junior/Senior High School Principal at least 10 days prior to the event. No fundraising activities can begin until this approval is obtained.
- D. Be fully coordinated with other IHC fundraising activities in support of the system-wide fundraising strategy.
- E. Be initiated to achieve a specific project or priority.
- F. It is the intent of the IHC Athletic Booster Club to raise sufficient funds to free coaches of this responsibility and provide them more time for coaching. Normally, coaches should not propose or engage in fund-raising activities for their own sport. The school principal may allow an exception for extraordinary reasons.

ARTICLE XII – Amendments to the By-Laws

Proposed amendments to the By-Laws shall be made first to the Board of Directors. Proposals will then be brought to the General Membership at any regular meeting. Amendments shall be approved by a two-thirds vote of the general members present provided that notice of the proposed amendment has been given to the membership at least fourteen (14) days prior to the meeting. An amendment or revision of these By-Laws shall become effective upon approval by the membership.

ARTICLE XIII – Dissolution

In the event of dissolution of the IHC Athletic Booster Club, then the existing assets shall be given to the Immaculate Heart Central Education Council to be used for interscholastic athletic purposes.

Approved (6 11 2013)

Revision Approved (1 15 2013)