

**PAUL VI CATHOLIC HIGH SCHOOL
ATHLETIC BOOSTER CLUB
CONSTITUTION AND BY-LAWS**

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Paul VI Catholic High School Athletic Booster Club (PVI ABC).

ARTICLE II. PURPOSE AND OBJECTIVES

The purpose of the PVI ABC is to provide a structure in which athletes, parents, faculty, staff, coaches, Athletic Director, Principal and other members of the Paul VI Catholic High School (PVI HS) can work together to support the mission and philosophy of PVI HS The PVI ABC shall work in cooperation with the school administration and the athletic director in the areas of long-range planning, policy development and public relations as it relates to the PVI student-athlete and the PVI HS athletic program. The PVI ABC shall be a vehicle through which members are organized to support fundraising, extracurricular programs, special activities and any other events that foster the growth and development of the PVI student-athlete and provide support to the PVI athletic department and school community.

ARTICLE III. AUTHORITY

The PVI ABC operates within and in accordance with the policies and procedures of PVI HS under the direction of the school Principal and under the directives of the Diocese of Arlington. The PVI ABC shall act as a forum and assistance center where matters relating to the athletic program and activities may be discussed, solved and acted upon as necessary and appropriate.

ARTICLE IV. MEMBERSHIP

All parents (or guardians) of students of PVI HS may become voting members of the PVI ABC by payment of annual dues. The Principal, Athletic Director and the coaches representative shall automatically be considered voting members of the PVI

ABC. Students, faculty, staff, coaches, alumni and alumni parents may become non-voting members by payment of annual dues. A dues structure shall be established annually by the Executive Board. Only voting members are entitled to vote at general membership meetings and the election meeting.

ARTICLE V. OFFICERS

The officers of the PVI ABC shall be President, Vice President for Volunteers, Vice President for Ways and Means, Vice President for Communication, Secretary, and Treasurer. Officers shall be elected annually by the voting members. The term of office shall be for one year. No person shall be eligible to hold the same office for more than two consecutive terms. No person shall be an officer for more than four consecutive terms. All officers must be voting members in good standing.

ARTICLE. VI. EXECUTIVE BOARD

Section 1. The administrative body of the PVI ABC shall be known as the Executive Board. The Executive Board shall consist of the following voting members: Athletic Director (or his representative) of PVI HS, a PVI HS coach (chosen by the coaches or appointed by the Athletic Director) and the six elected officers of the PVI ABC. The Executive Board acts for the membership between general membership meetings.

Section 2. All matters of policy and administration shall be vested in the Executive Board.

Section 3. A quorum of the Executive Board shall consist of three voting members.

Section 4. Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Section 5. The Executive Board is authorized to expend a total of not more than \$500.00 per fiscal year without prior approval of the general membership. General membership approval shall be required for unbudgeted, non-reimbursable expenditures totaling in excess of \$500.00 per fiscal year.

Section 6. The Executive Board shall have the right to fill any vacancies among the officers of the organization, subject to the subsequent approval of the membership.

Section 7. The Executive Board shall have the right to add or delete special standing committees, and appoint chairpersons of said committees by majority vote without prior notice.

ARTICLE VII. ELECTIONS

Section 1. The officers of the PVI ABC shall be elected from and by voting members of the PVI ABC in good standing.

Section 2. Nominations of officers shall be solicited by a nominating committee. The nominating committee shall be composed of at least three volunteers from the voting membership appointed by the Executive Board at least three months prior to the election meeting. The nominating committee shall report the names of the candidates for each office at the nominations meeting, which meeting shall be held at least one month prior to the election meeting. Additional nominations may be made from the floor at the nominations meeting. The consent of all nominees must be obtained.

Section 3. Each voting member in good standing shall be entitled to one vote. Voting shall be by secret written ballot. Members shall vote in person at the election meeting.

Section 4. The nominating committee shall establish procedures for conducting the election and shall give notice of the final slate of candidates for office to the general membership one week prior to the election. This notice shall be disseminated through normal school channels.

Section 5. Election results shall be tabulated by the nominating committee at the election meeting and results announced before the close of business. Plurality of votes cast shall be sufficient to elect candidates to office.

Section 6. If at the close of nominations in Section 2 of this article (Article VII. Elections) it is determined that there is one or less nominee for each Executive Board position, Section 3 through 5 of this article may, at the discretion of the current Executive Board and the Nominating Committee, be replaced by a Majority vote taken at the election meeting.

ARTICLE VIII. EXECUTIVE BOARD AND GENERAL MEMBERSHIP MEETINGS

Section 1. The election meeting shall take place at the last business meeting of the organizational year. The organizational year shall run from July 1 to June 30.

Section 2. The PVI ABC shall hold an executive board and general membership meeting every month during the school year, with the first meeting of the year held no later than the last day of September.

Section 3. There may also be meetings during the year at such times as the President and or the Executive Board shall decide.

Section 4. At any regularly called meeting of the general membership, those present shall constitute a quorum.

ARTICLE IX. AMENDMENTS

This constitution may be amended or suspended by a two-thirds vote at a general membership meeting provided written notice has been given to the general membership at least 21 days prior to the meeting and a quorum is present. Notice published through normal school channels shall constitute sufficient notice for purposes of this article. A quorum for the purpose of this article shall be those voting members present.

LAWS

BY-

ARTICLE I. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Executive Board and the general membership, compile an agenda for all meetings, act on behalf of the PVI ABC in urgent matters arising between Executive Board meetings, fill vacancies on the Board with the approval of the Executive Board members between elections, appoint committees with the approval of the Executive Board, be an ex-officio member of all committees, receive notices of committee meetings, as well as review of all communications before disbursement by the committees, and represent the PVI ABC to all school organizations as well as represent PVI HS as requested by the Principal or Athletic Director.

Section 2. The Vice President's shall be three in number. The Vice Presidents shall be named Vice President for Parent Volunteers, Vice President for Ways & Means and Vice

President for Communications. The Vice President for Parent Volunteers shall act as President in the absence or incapacity of the President and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. In the event that the Vice President for Parent Volunteers must assume the duties of the President, the Board shall fill the vacancy of the Vice President for Parent Volunteers subject to subsequent approval of the membership. Vice Presidents shall chair any ad hoc committees at the discretion of the President and be ex-officio members of any of the committees formed under their direction.

- A. The Vice President for Parent Volunteers shall be responsible for overall membership activities, coordinate staffing of PVI ABC programs and activities as well as those requiring the time and talents of members and others in the school community, suggest and provide means to recognize those who volunteer their time and talents to the PVI ABC, propose the formation of committees as deemed necessary to fulfill the duties of the office and perform other duties as the President or the Executive Board shall designate.
- B. The Vice President for Communications shall work with the Athletic Director's office in obtaining pertinent information regarding PVI teams and sports events, produce a sports program brochure for fall, winter, and spring sports, coordinate periodic newsletters that serve as vehicles for communications between the school community and the PVI ABC regarding activities or programs sponsored by the PVI ABC, submit items for publication in church bulletins, the Arlington Catholic Herald, and local newspapers concerning sports activities and accomplishments, propose the formation of committees as deemed necessary to fulfill the duties of the office and perform other duties as the President or the Executive Board shall designate.
- C. The Vice President of Ways & Means shall solicit ideas and volunteers for fundraising projects, coordinate concession activities and spirit booth items, develop a fundraising master plan consistent with the fundraising goals of the Board, present the master plan to the Board for approval, oversee and coordinate all fundraising events and insure that accurate records are maintained

on expenditures and on the hours worked by those members and others, maintain accurate records and reports on all fundraisers, coordinate with the school office to ensure proper scheduling and reservation of appropriate facilities, investigate new fundraising ideas, propose the formation of committees as deemed necessary to fulfill the duties of the office and perform other duties as the President or the Executive Board shall designate.

Section 3. The Secretary shall keep a minute book showing a true and accurate record of all meetings of the PVI ABC and the Executive Board. The Secretary shall record, post, and report, the minutes of all PVI ABC meetings and place one copy in the minute book. In addition, one copy should be given to the Principal and each member of the Executive Board as soon as possible after each meeting. The Secretary shall prepare and distribute notices and communications of the Executive Board, post the agenda for all meetings, prepare and disseminate official correspondence of the PVI ABC and the Executive Board, maintain a file of all such correspondence, and perform such other duties as the President or the Executive Board shall designate.

Section 4. The Treasurer, in accordance with the guidelines set forth by the Diocese of Arlington, shall prepare and present a written financial report including an annual budget and an audit report to the general membership at the September, update the Executive Board and the general membership on the PVI ABC's financial status at Executive Board and general membership meetings, keep a full and accurate account of all receipts and disbursements of the PVI ABC, receive all dues and monies, make disbursements that come due in the ordinary course of PVI ABC business subject to the guidance and direction of the Executive Board, and perform other duties as the President or the Executive Board shall designate.

ARTICLE II. DUTIES OF OTHER BOARD MEMBERS

Section 1. The Athletic Director will represent the administration at Executive Board and general membership meetings by bringing matters of concern before the Executive Board, and then reporting back to the administration the details and results of these meetings. The Athletic Director will coordinate with and support the efforts of the PVI ABC. The Athletic Director will facilitate communication between the department, coaches and the PVI ABC.

Section 2. The Coach representative will represent the coaches at all Executive Board and general membership meetings by bringing matters of concern before the Executive Board, and then reporting back to the coaches the details and results of these meetings.

ARTICLE III. EXECUTIVE BOARD

Section 1. The Executive Board shall carry out the objectives and policies of the PVI ABC and propose new objectives and policies when necessary.

Section 2. In accord with the provisions of the Constitution and By-Laws, the Executive Board shall manage the affairs of this organization.

Section 3. The Executive Board shall approve the plans, programs and actions of the committees. All matters of the committees requiring a vote of the Executive Board shall be submitted in writing to the President one week prior to the Executive Board and general membership meeting.

Section 4. Any issues from the general membership requiring the Executive Board's vote must be submitted in writing to the President one week prior to the Executive Board and general membership meeting.

Section 5. Executive Board meetings are open to all members of the PVI ABC unless an Executive Session is called. The Principal or the PVI ABC President may call an Executive Session and at the Executive session only voting members of the Executive Board shall attend.

ARTICLE IV. COMMITTEES

Section 1. Committees shall be appointed by the President with the approval of the Executive Board and these committees shall report to their respective Vice Presidents.

Section 2. Each committee chairperson shall be responsible for organizing their committee, appointing such deputies and establishing such subcommittees as they may deem necessary or desirable. The Secretary shall be informed of the membership of each committee by the chairperson. Each committee shall follow the guidelines set forth by the President as it relates to the activities and communications of committees.

Section 3. Each committee chairperson shall present a proposed budget to the Executive Board. All committee chairs must work with the Treasurer to insure proper collection of and disbursement of any monies, as deemed appropriate by the Executive Board.

ARTICLE V. PROCEDURE

All meetings of the PVI ABC and the Executive Board shall be conducted according to "Robert's Rules of Order, Revised", when not consistent with this Constitution and By-Laws.

ARTICLE VI. AMENDMENTS

These By-Laws may be amended or suspended by a majority of a quorum of voting members present at any PVI ABC Executive Board and general membership meeting, provided written notice has been provided to the general membership at least 21 days prior to the meeting. Notice published through normal school channels shall be sufficient notice for purposes of this article. A quorum shall be those voting members present in person.

Ratified:

Principal : _____ **Date:**

Athletic Director : _____ **Date:**

President of the PVI ABC: _____ **Date:**
