

Constitution and Bylaws of the Notre Dame Preparatory School and Marist Academy Booster Club

Amended: February 10, 2020

We, who are vitally interested in the youth of Notre Dame Preparatory School and Marist Academy, join together in an organization dedicated to supporting, assisting, and promoting the various school athletic activities.

Article I Organization

Section 1. The name of this organization shall be the “Notre Dame Preparatory School and Marist Academy Booster Club,” hereafter referred to as “Booster Club.”

Section 2. The Booster Club shall operate with the approval of Notre Dame Preparatory School and Marist Academy as a part of and solely in support and in furtherance of the School’s tax exempt religious, educational and charitable mission.

Section 3. The operations of the Booster Club shall be based on the fiscal year from July 1 to June 30.

Article II Purpose

Section 1. The Booster Club exists to

a. support, assist, and promote the athletic department and associated programs at Notre Dame Preparatory School and Marist Academy.

b. raise appropriate funds to be contributed to the athletic department budget. Minimum funds required to be raised (annual Booster Club budget obligation) will be agreed upon with the Notre Dame Preparatory School and Marist Academy administration on an annual basis. Primary fundraising activities will be the annual golf outing, spirit wear and concession sales. In addition, the Booster Club shall be responsible for coordinating parent volunteer requirements and tracking any necessary billings. Any other fundraising activities must be voted upon and discussed between Notre Dame Preparatory School and Marist Academy Booster Club and NDPMA Head of School.

Section 2. The Booster Club shall seek neither to direct the administrative activities nor to control the policies of Notre Dame Preparatory School and Marist Academy.

Article III Governance and Officers

Section 1. The administrative authority of the Booster Club shall rest with the Executive Board.

Section 2. The Executive Board shall consist of a President, a Vice-President who is a High School parent, a Vice-President who is a Middle/Lower School parent, a Secretary, a Treasurer, and up to two At-Large members. Non-voting members of the Executive Committee shall be the Athletic Director and the NDPMA Head of School.

Section 3. The Booster Club shall include an Executive Board and several committees. These committees can include, but are not be limited to, the following:

- a. Sportswear Committee
- b. Concessions Committee
- c. Fall / Winter Spring Concession Buyer (s)
- d. Golf Outing Committee
- e. Marketing/Communications

Committees may be created and eliminated as necessary by the Executive Board to ensure all necessary work is done.

Section 4. The Executive Board shall create ad-hoc committees with specific functions and duration as deemed necessary.

Section 5. Working in tandem with the NDPMA Head of School or designate, the Executive Board shall serve as the finance committee for the Booster Club. This committee shall determine all financial policies.

Article IV Membership

Section 1. All members of the Notre Dame Preparatory School and Marist Academy community (parents or guardians of a child or ward who is registered to attend Notre Dame Preparatory School or Marist Academy, alumni, faculty and staff) interested in promoting and supporting Notre Dame Preparatory School and Marist Academy athletics and athletic programs are members in the Booster club and can vote for officers at the general election in May.

Article V Nominations and Elections of Officers

Section 1. All officers shall be a parent or guardian whose child is registered to attend Notre Dame Preparatory School or Marist Academy during the school year in which the parent or guardian shall serve.

Section 2. A nominating committee shall be chosen by the Executive Board in March. This committee shall prepare a slate of nominees for the officer positions. This slate will be presented to the general membership at the May general meeting. Nominations shall also be taken from the floor at this meeting. To place a name in nomination, prior approval of the nomination by the proposed candidate is required. Voting by the general membership will occur at the May general meeting after nominations are closed and a final slate determined.

Section 3. The nominating committee shall be comprised of the past President (if available), one Executive Board Member, one current standing committee chair, one member representing Notre Dame Preparatory School and one member representing Marist Academy. Should a member of the nominating committee choose to run for an office, he/she will be replaced on the nominating committee by an individual of a comparable position.

Section 4. Election or Appointment of Officers.

- a. Voting for the officers shall occur at the May general meeting after nominations are closed and a final slate determined. A quorum for this vote will consist of a majority of the people present at this general meeting. The election will be based on a simple majority of those individuals present and voting.
- b. In the event that a newly elected president does not have a complete slate of nominees for officers, he/she will nominate officers representing diverse sporting interests at the next general meeting.
- c. In the event that the May general meeting is not presented a slate of officers, has no nominee for president, or does not elect a president, a new Booster Club President will be appointed by the NDPMA Head of School. The newly appointed Booster Club President will, then, complete a slate of new officers for the next general meeting from representatives among diverse sporting interests.

Section 5. Officers are elected or appointed for a one year term, and shall be installed at the next scheduled Booster Club meeting.

Section 6. The retiring officers shall deliver all books, accounts, records, and properties to the successor officers by July 1.

Section 7. In the event that the president is unable to complete his/her term office, the appointment of a new President shall be made from the two current Vice-Presidents by the Executive Board and the NDPMA Head of School .

Section 8. If a vacancy in any office other than President occurs, notice of the vacancy will be published in a school publication and/or on the web page. Within a two-week period after publication of the vacancy, nominations for the vacancy may be submitted to the Executive Board. A vacancy in any office other than President shall be filled by a majority vote of the remaining officers for the balance of the term.

Article VI General Meetings

Section 1. From September through June, Booster Club shall hold at least two general meetings per fiscal year. At a minimum, the meetings will be held in September and May each year with other meetings being held at the discretion of the Executive Board. The times and places for these general meetings shall be determined by the Executive Board and shall be coordinated with the school calendar. The members shall be notified through the school newsletter and an agenda shall be published one week prior to the meeting.

Section 2. General meetings will be open to all members as described in Article IV. Agenda items for the general meeting must be submitted to the board Secretary at least ten calendar days prior to the meeting. The Secretary will give this information to the President who will set the agenda. During the meeting an open forum may be held during which non-agenda items may be brought before the board for discussion.

Section 3. Special meetings for the general membership may be called by the Executive Board. It is the responsibility of the Executive Board to notify, in a timely manner, the general membership about special meetings.

Section 4. The annual meeting of the Booster Club shall be the general meeting held in May.

Section 5. General meetings must have a quorum of Booster Club Executive Board in attendance to be a valid meeting.

Article VII Executive Board Meetings

Section 1. The Booster Club Executive Board shall meet, if possible, monthly at a mutually agreed upon date and time. The Executive Board may modify this schedule if necessary.

Section 2. Special meetings of the Executive Board shall be called by the President or when requested by any member of the Executive Board.

Section 3. A quorum for the Executive Board meeting shall consist of three Executive Board members present. Voting shall be based on a simple majority vote (exception see Article X.)

Section 4. The Executive Board meeting may be combined with the General Meeting if the president chooses to do so.

Article VIII Duties of the Officers

Section 1. President. The President shall be the chief executive of the Booster Club. He/she shall preside at all meetings of the Booster Club and shall be a voting member of all committees. He/She shall enforce the Constitution and Bylaws and coordinate the work of the Booster Club committees. He/She shall have charge of the solicitation, preparation, and dissemination of all agenda items for regular and special Booster Club meetings. The President or his/her designee may choose to defer the vote on a motion or proposal made at a general meeting or Executive Board meeting at his/her discretion to ensure the motion or proposal has been properly reviewed/discussed with all appropriate parties (Notre Dame Preparatory School and Marist Academy administration, Athletic Department, or others as determined by the Executive Board.)

Section 2. Vice Presidents. The Vice Presidents shall assist the President with his/her duties or perform duties delegated by the President. The Vice Presidents shall act as the official liaison between their respective divisions and the Booster Club. In the absence or disability of the President, the Vice President representing the NDP Booster Club shall perform all the duties of the NDP Booster Club President. If the NDP Booster Club Vice President is unable to perform this duty, the NDMA Booster Club Vice President shall act.

Section 3. Secretary. The Secretary shall conduct all official correspondence required by the Booster Club. At the direction of the President, he/she shall notify all Booster Club members and interested parties of all meetings. He/she shall keep minutes and prepare accurate records of all proceedings at all Executive Board and general meetings. He/she shall maintain a file of minutes and records. The Secretary shall maintain an historical records file.

Section 4. Treasurer. The Treasurer shall be responsible for the proper deposit and disbursement of all funds raised by the club according to generally accepted accounting procedures and the financial policies set by the Notre Dame Preparatory School and Marist Academy administration. It is his/her duty to keep general charge of the financial records and accounts of the Booster Club; keep and maintain adequate and correct accounts showing the receipts and disbursements of the Booster Club; and an account of its cash and other assets. Reports covering the income and expenditure of these funds shall be presented

to the Executive Board by the Treasurer at regular scheduled meetings and at special meetings if so requested by the Executive Board. The Treasurer shall work directly with the President to address the deposit and disbursement of funds and give financial information to the President as needed or requested. The Treasurer will maintain the bank accounts in accordance with these by-laws.

Section 5. At Large. The Executive Board shall also consist of up to two At-Large Members. The At-Large Members will support the other Board Members to gain a thorough understanding of the functions of the Club. These positions will serve as back-up in case a Board Member is unable to fulfill their term and will also provide qualified candidates to stand for election in future years.

Article IX Use of Funds

Section 1. The disbursement of funds to cover normal operating expenses will require at a minimum the approval of two Executive Board members. At all times the Treasurer must approve disbursements prior to actual payment. Manual or paper checks/payments shall require the signature of two Executive Board members.

Section 2. The Executive Board will approve a proposed budget at the beginning of each fiscal year. The approved budget will be basis for determining how the Booster Club will meet the minimum funds required to be raised as outlined in Article II Section 1b (annual Booster Club budget obligation.).

Disbursement of funds to meet the annual Booster Club budget obligation must be voted on and approved by a simple majority at either a general meeting or an Executive Board meeting.

Section 3. All excess funds raised, to be raised or carried over from prior years (net funds in excess of Booster Club budget obligation and operating expenses) can be used for other matters supporting the Athletic Department. The disbursement of excess funds raised above the minimum funds required (annual Booster Club obligation and operating expenses) must be voted on and approved by the Executive Board. To the extent the Booster Club has not met its annual obligation to the school for any fiscal year, any expenditures other the normal operating expenses must be first approved by the Head of School before disbursement of the expenditure.

Article X Amendments

Section 1. Proposed amendments to the bylaws can originate from any member of the Booster Club.

Section 2. Subject to the requirements of Section 4. of this Article, any proposed amendments to the Constitution and bylaws can be approved by a simple majority vote of the general membership provided that the proposed amendments have been distributed at the preceding meeting.

Section 3. Changes to the Constitution and Bylaws may not be made more than once per year.

Section 4. Any approved amendments to the Constitution and Bylaws made pursuant to Section 2 must be provided to and are effective only by approval by the Head of School and the School's Board of Trustees. No proposed and/or agreed upon changes will take effect by the Head of School and the School's Board of Trustees.

Article XI
Dissolution

Section 1. In the event that the Notre Dame Preparatory School and Marist Academy Booster Club should dissolve, the assets thereof shall remain assets of Notre Dame Preparatory School and Marist Academy.
