

## **MUSTANG ALL SPORTS CLUB**

### **GUIDELINES**

The name of the association shall be Mustang All Sports Club.

### **PURPOSE**

The purpose of the club will be to assist in perpetuating the goals of Immaculate High School's interscholastic athletics and help maintain its image as an outstanding institution. To improve the quality of all Immaculate High School Sports with financial and other support as recommended by the administration.

### **MEMBERSHIP**

Membership is open to all parents, faculty, alumni and friends of IHS and can attend all meeting. Each sports team is required to have a parent representative at least during the season and are encouraged to continue attending monthly meetings. This parent representative will facilitate communications between parents, coaches and the All Sports Club by acting as a liason.

### **EXECUTIVE COMMITTEE**

The executive committee shall be the managing authority of the Association and shall direct its affairs.

The Executive Committee shall consist of the President, Vice President, Recording Secretary, Treasurer and up to three (3) at-large members elected by the membership. The Principal, Vice-Principal, Athletic Director and Development Director shall be ex-officio members of the Executive Committee.

The terms of the Executive Committee shall be as follows:

- a) The President, Vice- President, Recording Secretary, Treasurer and three (3) at-large members shall serve a two-year term

Its duties shall be to adopt policy for the management of the Association, fill vacancies in any office or on its own board, by majority vote of the members.

The Executive Committee must approve monies expended by Mustang All Sports Club by a majority vote.

### **OFFICERS**

The officers of the Association shall be the President, Vice President, Recording Secretary and Treasurer.

The duties of the officers shall be as follows:

- a) The President shall preside at all meetings and , subject to the Executive Committee, manage the officers of the Association. He/She shall appoint all committees and be ex-officio, a member thereof, except the nominating committee.
- b) The Vice President shall discharge all the duties of the President in his temporary absence or inability to serve.
- c) The Treasurer shall collect all fees, pay all obligations authorized by the Executive Committee, keep an accurate record of his/her doings and make such reports at such times as required by the Executive Committee.
- d) The Recording Secretary shall keep a record of the meetings of the Association and of the Executive Committee.

The term of office of each officer shall run from the annual meeting at which they are elected to the next annual meeting. The new President shall take charge of the meeting immediately upon his/her election to office.

Any officer or committee member who is unable to serve, for any reason, or whose conduct is deemed by the majority vote of the Executive Committee to be detrimental to the welfare of the Association shall be removed.

### **ELECTIONS**

All officers and Executive Committee members shall be elected by a majority vote of the members present at the annual meeting.

The Executive Committee shall designate a Nominating Committee consisting of three members of which one shall be an Executive Committee member excluding the President, at a meeting of the Executive Committee next preceeding the annual meeting. The Nominating Committee shall submit a full slate of officers and Executive committee members to the full membership at the annual meeting.

Any member, however, may take a nomination for any officer from the floor at the annual meeting.

### **MEETINGS**

There shall be one annual meeting of the membership to be held at the discretion of the Executive Committee.

The Executive Committee shall hold periodic meetings at the call of the President with a minimum of six meetings per year.

The President may call special meetings of the Executive Committee. General meetings of the membership shall be called by the President or the Executive committee at least three (3) times per fiscal year. (July-June)

A quorum shall consist of those present for a membership meeting. Four (4) members of the Executive Committee, excluding ex-officio members, shall constitute a quorum for their meetings.

Members of the Executive Committee may vote by written proxy if unable to attend Executive Committee meetings.

#### **COMMITTEES**

The standing committees of the Club shall be the Executive Committee and the following: Membership Committee, Fundraising Committee, and All Sports Program Committee. The President may add additional committees at any time. Committees may also be added by majority vote at any meeting. Each committee shall appoint a Committee Chairperson. The Chairperson will be responsible for reporting to the Executive Committee as required.