

**MARIAN CENTRAL CATHOLIC HIGH SCHOOL
ATHLETIC BOOSTERS BY-LAWS**

ARTICLE I. NAME

Section 1. The name of the organization shall be Marian Central Catholic High School Athletic Boosters.

ARTICLE II. PURPOSE

Section 1. The purposes of the Organization shall be to:

- a. Afford the Parents, Faculty, and School Administration opportunities for mutual cooperation.**
- b. Stimulate the interest of the Parents and Staff in the athletic program at Marian Central.**
- c. Provide support for the fund raising activities of the school as deemed appropriate by the Development Committee and the Superintendent**
- d. Advance the welfare of the School**
- e. Encourage Catholic Education**

ARTICLE III: MEMBERSHIP

Membership shall be made up of interested staff and parents of Marian Central Catholic High School. Such interested parties shall establish membership through attendance at meetings and functions of the organization. The Superintendent, Athletic Director and Development Director shall be ex-officio members.

ARTICLE IV: GOVERNANCE STRUCTURE

In accord with Diocesan policy, "All school/parish support group organizations (auxiliary groups such as PTA, PTO, Booster, etc.) using the Diocesan tax exemption must be operated, supervised or controlled by the school/parish listed in the Official Catholic Directory. Each group, in accordance with section 501 (c)(3) of the IRS tax code, must demonstrate that the Diocese has administrative control of its respective organization"

ARTICLE V: OFFICERS

Section 1. The Officers of the Marian Central Athletic Boosters shall be a President, Vice-President, Secretary and Treasurer.

Section 2. Candidates for officer positions are to have been active members of the organization prior to their candidacy. Officers shall be elected and installed in May for a term of one year. Outgoing officers shall remain in office until their successors are elected and duly installed.

Section 3. The Executive Committee of this organization shall consist of the officers, the Superintendent, the Athletic Director and the Development Director.

Section 4. Duties of the Officers:

- a. The *President* shall preside at all meetings of the Athletic Boosters. S/he shall appoint such committees as s/he shall deem appropriate to carry out the purposes and business of the organization, name the chairpersons, and shall be an ex-officio member thereof. S/he shall attend and participate at meetings of the School Development Committee. S/he shall uphold and enforce the by-laws of the Athletic Boosters, decide all questions of order and shall consider all suggestions and recommendations.
- b. The *Vice-President* shall perform all duties of the President when the President is absent or unable to act.
- c. The *Secretary* shall record and keep the minutes of all meetings. Minutes shall be prepared and mailed to the school's Superintendent, Athletic Director and Development Director within two (2) weeks following the meeting. Approval of the minutes will take place at the next regular meeting.
- d. The *Treasurer* shall be the organization's liaison with the school bookkeeper. The Treasurer shall review and present at each meeting the report generated by the school bookkeeper of all revenues and expenses in the organization's activity fund and the DIAL account.

ARTICLE VI MEETINGS

Section 1. Meetings shall be scheduled monthly in the months of September through May of each school year.

Section 2. Meetings shall take place at Marian Central Catholic High School in locations designated by school officials.

ARTICLE VII. DUES

Section 1. Annual dues for the organization, if any, shall be set at the last meeting of the fiscal year for the next fiscal year.

ARTICLE VIII. FISCAL ACCOUNTS AND EXPENDITURES

Section 1. Fiscal Accounts – The organization shall have an operational account in the activity fund of the school. All revenues shall be deposited in this account and all

expenditures shall be paid from the account. In addition, the organization shall have a savings account in the Diocesan Investment and Loan (DIAL) fund.

Section 2. Requests for expenditures from an organizational account will be made by the appropriate officer pursuant to the approval of a majority of the membership in attendance at a regular or special meeting; except that emergency expenditures may be made upon the authorization of the Executive Committee and the Superintendent. Any such expenditures shall be reported to the membership at the next regular meeting.

Section 3. Requests for expenditures of Athletic Boosters funds shall be in accord with this procedure: a) a purchase requisition shall be filled out by the treasurer or president and submitted to the superintendent; b) upon approval of the requisition by the superintendent, the school bookkeeper shall place the order and draw the check.

Section 4. At the end of each month, the school bookkeeper shall provide a report of all activity in the organization's regular activity and DIAL accounts.

ARTICLE IX. AMENDMENTS

Section 1. These By-laws may be amended only by approval of the school's Council of Administration. Recommendations for amendments to these By-laws may be made in writing by the presiding officer at any regular meeting of the organization. Should it be determined to vote on such a proposed amendment, the vote is to take place at the next regular meeting. Athletic Booster approval of such an amendment shall require affirmation of two-thirds (2/3) of those present and voting. The organization approved amendment shall then be carried forward to the Superintendent and the Council of Administration for final determination.

Approved and Adopted 8/30/2000