

ALL SAINTS ATHLETIC BOOSTERS CONSTITUTION

ARTICLE I: Boosters and Board Members and Coordinators

The membership consists of any active, registered parishioner of All Saints Parish. The members shall nominate future Board Members. The Board will consist of the President, Vice President, Spiritual/Parish Liaison, Financial Director, Communication Director, Athletic Director for each sport, Facilities Director, Spiritual Director, Fundraising Director, Spiritwear Director, Concessions Director, and Web Administrator. The Parish Spiritual Liaison will participate as a member of the Board, be the liaison with the Parish Office, and will represent the Boosters program with all members of parish staff. Each Athletic Director must nominate a non-voting Assistant Director for Board approval. This person may submit a vote on behalf of the Athletic Director if absent during vote.

ARTICLE II: Responsibilities

It is the Board's responsibility to develop and implement policies & procedures to accomplish the purpose and objectives of the organization. All policies developed and defined by the Board and this constitution, as established and amended, shall be consistent with the policies of the Archdiocese and approved by the Pastor or Pastor's designee.

Board Members must fulfill the following duties and responsibilities:

1. Support Boosters to achieve its purpose as described in the Boosters' Handbook.
2. Be present for all meetings. Missing three consecutive meetings or a total of four absences in the fiscal year is sufficient reason for replacement.
3. Commit to a two-year term.
4. Become familiar with the All Saints Athletic Boosters' Constitution and the Boosters' Handbook.
5. Attend the Child Protection seminar and complete the required background check.

The Board will be responsible for developing and maintaining a Handbook which will be reviewed, and if necessary revised at a minimum every two years. It will contain at least:

- Statement of Philosophy
- Primary Objectives
- General Policies
- Team and Coach Selection Policies
- Conflict Resolution Policy
- Codes of Conduct for Board Members, Coaches, Parents, and Student Athletes
- Responsibilities of Board Officers and Coordinators
- Responsibilities of Coaches, Student Athletes and Parents
- Board Meetings
- Election Process

ARTICLE III: Board Meetings

The Board shall meet in an open forum at least once per month and has the option of not meeting during the month of July. The President may also call closed working sessions on an as-needed basis. Decisions made in closed working sessions must be presented and voted on at open sessions before becoming effective.

ARTICLE IV: Voting

On matters concerning All Saints Boosters' organization, voting will be done by the Board Members. Each Board Member will have one vote. To pass a motion, a majority Board Members must be in agreement. Proxy votes are not encouraged but may be utilized if all other options have been exhausted and discussion of the issue has ended. Where it becomes necessary for the Board to vote on a matter in an expedited manner, voting can occur via email. Results of any e-votes will be read into the minutes at the following board meeting. The Pastor shall have the authority to veto all policies, procedures, and decisions.

ARTICLE V: Board Member Election Process Process

Nominations

It is the duty of the Boosters to seek out candidates on the basis of their competence, dedication, and interest in the Boosters' purpose and ministry. Notice of open positions and a request for nominations shall be communicated broadly utilizing multiple methods to the parish community for at least 30-days prior to the elections.

Election Process for Open Board Positions

The election process will follow the guidelines as outlined in the Boosters' Handbook. Members of the Boosters' Board will serve a two-year term. These shall be nominated by members of the parish and elected by the Boosters' Board. Board membership is limited to two full consecutive terms. After completion of the second term, a Board Member may serve again after an absence of three years from the Board. Booster Board may vote to waive term limitation. New members will be nominated in April and elected during the May meeting by the current Board. The Pastor and/or the Spiritual Liaison will be a part of the election process.

Annual Review Process of Roles

The President and Vice President will lead an annual review process for each of the Board Members to determine if roles should be changed or if an individual is not effectively performing their duties. Even though each Board Member is elected for a two-year term, they must be annually reviewed by their fellow Board Members to continue. The Parish Spiritual Liaison may participate in the annual review of roles process.

ARTICLE VI: Resignations & Vacancies

Any Board Member may relinquish their position by written resignation. The President will notify the Pastor if he/she needs to resign and all other board members must notify the President in writing to resign. Following acceptance of the person's resignation by the appropriate person, a special election process will be held to replace the vacant position. The Board may decide not to secure a replacement for the unexpired term and instead fill the vacancy on an interim basis with a Board Member. If the vacancy is the President's position, the Pastor or Pastor's designee should work with the current Board to appoint an interim President from the Board until the next election. The interim President will return to his/her position once a new President is elected if they are still within their term.

ARTICLE VII: Discipline

All Board Members, Coordinators, Coaches, Student Athletes, and Parents must follow the guidelines as listed in the Boosters' Handbook. Failure to follow guidelines in the Handbook may result in a warning, suspension, or dismissal of that person by the board. The Pastor has final authority to remove any Board Member, Coordinator, Coach, Parent or Student.

ARTICLE VIII: Fund Raising

All fund raising activities must have approval of the Booster Board and the Pastor of All Saints Parish. The fundraising must not interfere with the general financial support of the parish.

ARTICLE IX: Financial Management

The Athletic Directors will create budgets for each sport for the upcoming fiscal year at least two months prior to the start of the new fiscal year. The Financial Director will ensure that a new fiscal year master budget is submitted to the Board and the Parish Business Manager to be approved at least one month prior to the start of the new fiscal year. The Board may authorize additional expenditures outside of the operating budgets during the fiscal year after notifying the Spiritual Liaison as detailed in the Booster Handbook. The Finance Commission must make an audit of the Boosters' books at the end of each fiscal year.

ARTICLE X: Amendments

The Board shall introduce any proposed amendments to the Boosters' Constitution or Boosters' Handbook. They will be read and discussed at the next regular monthly meeting. Amendments will then be votes on by the Board. Once an amendment is approved, the Communication Director will revise the appropriate document.