



BYLAWS OF THE ST. IGNATIUS MARTYR CATHOLIC SCHOOL ATHLETIC BOOSTER CLUB

PREAMBLE

We, the parents and teachers of St. Ignatius Martyr Catholic School, realizing the importance of physical fitness in the development and health of our children; and wanting to establish an organization that fosters unity, participation, and friendship within our Catholic school community, to join together to form an athletic booster organization for the purpose of supporting our school athletic program, policies, and athletics.

ARTICLE ONE DEFINITION OF GROUP

Section 1. Name

The name of this organization is the St. Ignatius Martyr Catholic School Athletic Booster Club hereinafter referred to as the Bobcat Booster Club.

Section 2. Purpose

The purpose of the Bobcat Booster Club shall be:

- To organize, coordinate and sustain high quality athletic experiences for young people that build up their faith, character, virtues, self-confidence, communication capabilities and leadership skills in the context of athletics.
- To develop programs, events, or activities to honor and support the accomplishments of school athletes and increase the social interaction of its members
- To purchase sports equipment and uniforms as needed for our Bobcats and in support of the Athletic Director's budget.
- To plan and promote events and other social activities to raise money for the support of said athletic program

Section 3. Restrictions

The Bobcat Booster Club shall exist through the authority of Diocesan Policy #116, which states: “All organizations, programs and clubs, operating within a local school must operate within the policies of the local school. They must first be approved by the Principal and are under the auspices of the Principal. Any fundraising and dispersion of funds are under the authority of the Principal. Examples of such organizations, programs and clubs are Parent organizations, athletic programs, booster clubs, band, photography, and drama.”

The Bobcat Booster Club shall not be involved in the formulation of school or athletic policies. This is the domain of the school administration and the Pastor.

The Bobcat Booster Club is not a governing body and will solely be supportive in nature. The Bobcat Booster Club has the responsibility to ensure that its activities are consistent with the best interest of the Athletics' Department of St. Ignatius Martyr Catholic School and the Diocese of Austin. All Bobcat Booster Club printed material for publication and distribution shall be approved prior to distribution by the Booster Club President, school Athletic Director and the school Principal.

ARTICLE TWO **STRUCTURE**

Section 1. *Membership*

General membership is open to all parents and legal guardians of St. Ignatius Martyr Catholic School students who are active in athletics and other interested community members. Sponsorship donations and volunteer hours are highly encouraged. All parties serving on executive or leadership committees must be Diocesan EIM compliant as well as Team representatives and volunteers.

All members of the Bobcat Booster Club must contribute a minimum of 5 hours per school year for each year they were a member working at fundraising or social activities sponsored by the Booster Club to earn voting privileges within the organization. These contributed hours will also count toward the yearly quota owed the school. Please refer to the St Ignatius Martyr Catholic School Parent/Student Handbook for further clarification on family service hours.

Section 2. *Membership Responsibilities*

Membership responsibilities in the Bobcat Booster Club include the contribution of either volunteer hours or donations to Booster events.

Volunteer hours opportunities include shifts in concession stands during school sponsored events, assistance at school or away sporting events and/or Booster school events such as Homecoming, Awards Banquet, or other fund-raising events.

A maximum of 2-hours may be recorded when providing food donations to Booster school events.

As considered on a case-by-case basis, equal hours served in other fund-raising events sponsored by the Bobcat Boosters may be considered as meeting this requirement.

Please refer to the St Ignatius Martyr Catholic School Parent/Student Handbook for further clarification on family service hours and volunteer policy and conduct.

Section 3. *Executive Board*

The board officers of the Bobcat Boosters Club shall be President, Treasurer, Secretary, VP of Activities, Promotions Coordinator, Volunteer Coordinator, Fundraising Coordinator, school Athletic Director and the school Principal. The officers shall be the Executive Committee.

Section 4. *Meetings*

A. Executive Board Meetings. There shall be monthly meetings from June through May or as deemed necessary by the Boosters President and the school Athletic Director to achieve the objectives of the organization.

B. Bobcat Booster Club for General Membership. The Bobcat Boosters will meet as part of the PTO General Assembly meetings held in *September, November, January, March, and May* or as scheduled by PTO and/or administration. The school Athletic Director may schedule informational meetings once in the fall and once in the spring, prior to the sports season or as deemed necessary based on the school Athletic program.

Section 5. Rules of Order

All regular and special meetings shall be conducted in accordance with Robert's Rules of Order and shall govern in accordance with such Rules in all matters not specifically covered under these bylaws.

ARTICLE THREE EXECUTIVE BOARD

Section 1. Executive Board and Board Officers

The elected board officers of the Bobcat Boosters Club shall be the President, Secretary, Treasurer, VP of Activities, Promotions Coordinator, Volunteer Coordinator, and Fundraising Coordinator.

These board members shall be elected by consensus at the May PTO General Assembly meeting or as appointed by the school Principal. Any member of the Bobcat Boosters Club is eligible for any office except for the school Athletic Director. The term of office shall be two years unless recommended by the school Athletic Director and upon approval of the school Principal. A term of office shall commence on June 1 of the year in which elected and shall conclude on May 30 of the second year. No person shall serve more than two consecutive terms in the same office, unless approved by the Principal and Athletic Director.

All board officers shall act in the best interest of the Bobcat Boosters Club. A board officer may be removed by majority vote of all board officers (excluding the board officer in question) or the Athletic Director and the Principal if a board officer does not take an active role within the Bobcat Boosters Club as specified by their particular job description; if a board officer does not attend Bobcat Booster Club events, meetings, or provide reasonable communication with the other board officers; if a board officer is acting in a way derogatory to the organization or school.

All Bobcat Boosters Club board members serve as a volunteer of the school and must be EIM compliant.

Section 2. Executive Board Responsibilities

The Bobcat Boosters Club Executive Board shall have full responsibility for business affairs, budget, and administrative details of the Bobcat Boosters Club under the guidance of the school Athletic Director and the Principal.

The Executive Board is responsible for setting the annual goals and activities calendar for the Bobcat Boosters Club.

The Executive Board shall establish and oversee committees for events sponsored by the Bobcat Boosters Club. The board will approve plans and budget of all committees for such events. For the purpose of transacting official business, all decisions will be made a vote; the majority of members present shall constitute a quorum.

Section 3. *Nominations and Elections*

- A. Nominations may be taken from the floor at starting with in March at the PTO General Assembly meeting or via approved school platform (Parent Square, Google Form, etc.).
- B. Nominations may be taken up to seven school days prior to the last PTO General Assembly meeting of the school year.
- C. Nominees may choose to submit a brief, personal statement to the nominating committee for dissemination via the nomination form or by email directly to the school Principal and school Athletic Director.
- D. The final slate of nominees and any personal statements will be communicated up to seven school days before the last PTO General Assembly meeting or via email to the school Principal for approval.

Elections will be held at the last PTO general assembly meeting of the school year. All members of the PTO will be eligible to vote in the election of the Bobcat Boosters Club board officers. Board officers will be elected by majority vote of members present at the May PTO General Assembly Meeting through written ballot. A single voice vote shall serve to simultaneously elect all officers to positions for which there is only one nominee. In cases where there are two or more nominees, the vote shall be by written ballot.

In the event there is no in-person PTO general assembly meeting, voting can be held via an approved school platform (Parent Square, Google Drive, Survey Monkey, etc.) as recommended by the school Athletic Director and approved by the school Principal.

Section 4. *Transition of New Officers*

Terms of office shall commence on June 1st of the year in which board officers were elected. Transition of newly elected and departing officers should take place prior to commencement date.

Section 5. *Duties of Executive Board Officers*

The Executive board officers have a collective duty to fulfill the object and purpose of the Bobcat Boosters Club and may share duties as needed and agreed upon each academic year. The following are the duties of the Executive board officers:

A. *President*

- Preside at all meetings of the Bobcat Boosters Club and coordinate the work of the officers and committees.
- Carry through prayer, communication, and leadership the St. Ignatius Martyr Catholic School mission
- Develop agendas for monthly Executive Board meetings and Bobcat Boosters Club general meetings in conjunction with the school Athletic Director.
- Coordinate and oversee all activities of this organization.
- Submit any updates to school families via approved school communication platform (i.e. Parent Square) regarding Bobcat Boosters Club events.
- Work with Executive board to establish standing committees as needed to address athletic program and Boosters member needs
- Monitor and approve Bobcat Boosters Club budget.
- Serve as liaison between Bobcat Boosters Club and school administration.
- Guide Executive board in setting goals and objectives for each school year.
- Provide written and verbal communication to the parent body.
- Ensure bylaws are followed and lead revision.
- Ensures elections and appointments of other volunteers follow guidelines.
- Work with school Principal and Athletic Director to set events for the school calendar.

B. Secretary

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Take meeting minutes at the Executive board meetings and Bobcat Boosters Club meetings
- Coordinate with the school webmaster to have any necessary information posted on the website
- Maintains copy of the current Bobcat Boosters Club by-laws
- Working under guidance of Boosters President

C. Volunteer Coordinator

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Coordinate parent volunteers for all Bobcat Booster Events
- Maintain spreadsheet of volunteers and their email addresses via school platform (Renweb, Parent Square, etc.)
- Assist Promotions Coordinator and Fundraising Coordinator by soliciting volunteers for their events
- Communicate to school-families all Bobcat Boosters Club events needing volunteers
- Maintain volunteer sign-up sheets and monitor for completeness
- Organize and monitor donated concession items for Bobcat Boosters Club, including but not limited to the purchase of items, and inventory of storage
- Working under guidance of Boosters President

D. Treasurer

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Custody of all funds via the school bookkeeper; keep accurate account of receipts, expenditures, and paid bills; give financial reports at meetings; and help prepare the financial budget
- Track copies of Bobcat Boosters Club check requests/disbursements
- Reconcile the Bobcat Boosters Club account monthly
- Prepare deposits for the Bobcat Boosters Club sponsored events and fundraising
- Work with school and parish bookkeepers
- Provide event committees with budget
- Take custody of money box (petty cash) at front office for each event and return after event
- Working under guidance of Boosters President

E. VP of Activities

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Organize and find a chairperson (or serves as chairperson) for each Bobcat Boosters Club sponsored event
- Work with the chairperson to coordinate the plans for each event
- Prepares all marketing materials for Bobcat Booster Club sponsored events
- Events include but not limited to: Homecoming Week, Homecoming Dance, various themed dances, Athletics & Academic Awards Banquet
- Coordinate school tournaments, etc.
- Working under guidance of Boosters President

F. Fundraising Coordinator

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Coordinator for school fundraisers on behalf of Bobcat Boosters Club:
- Suggest new ways to raise money for Bobcat Boosters Club, athletic department, or school
- Maintain communication with all school organizations including but not limited to PTO, Fun Run, and Parish Bingo groups to coordinate fundraising schedules.
- Present information pertaining to any of these fundraising events during PTO General Assembly meetings or to school administration as applicable
- Communicate to school families via approved school platforms and/or school marketing all Bobcat Boosters Club fundraising events
- Assist in developing parent surveys or other ways to get parent feedback in regard to fundraising options
- Working under guidance of Boosters President

G. Promotions Coordinator

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Handle external communications regarding sporting activities and events governed by the Bobcat Boosters Club
- Coordinate the promotion and advertising content of Bobcat Boosters Club activities through various mediums, including approved school communication platform (Parent Square), social media, school website, printed material, Spirit Wear, and others
- Coordinate the purchase and sale of Bobcat Boosters Club merchandise
- Working under guidance of Boosters President

H. Athletic Director

- Attend Executive board meetings monthly
- Attend PTO General Assembly meetings as representatives of Booster as applicable
- Is not an elected position but rather, serves as the official liaison person between the school administration and the Bobcat Boosters Club
- Not a voting member of the Executive Board
- Ex officio of Executive Board

Section 6. *Vacancies, Resignations and Removal*

In the event that an officer leaves or resigns during his/her term or office, the vacated position will be filled by a special election. An interim officer may be appointed by the school Athletic Director in coordination with the School Principal.

The school Principal has the authority to remove any of the Boosters Executive Board for reasons that may be detrimental to the mission of St Ignatius Martyr Catholic School and Boosters Bobcat Club in coordination with the school Athletic Director.

Section 7. Timing for Positions

Bobcat Boosters Club encourages a staggered term for each position. President, Secretary, VP of Activities and Promotions Coordinator to be voted in odd years, while Volunteer Coordinator, Treasurer and Fundraising Chair would be voted on in even years. This ensures that the Bobcats Booster Club will not have all new board members at the start of each school year.

An Executive board officer may resign from their duties by submitting a written or verbal resignation to the President and the Athletic Director. In the event the Boosters President is resigning, they will need to submit a written or verbal resignation to the school Principal and the school Athletic Director.

ARTICLE FOUR FISCAL AFFAIRS

Section 1. Fiscal Year and Banking

The fiscal year of the Bobcat Boosters Club will coincide with that of the school, July 1 to June 30.

All funds shall be held at the financial institution used by St. Ignatius Martyr Catholic School and maintained by the school bookkeeper. A reconciliation is performed by the Treasurer to ensure Bobcat Boosters Club revenue and expenditures are recorded accurately and completely in the financial records.

No Bobcat Boosters Club monies can be moved or transferred from one account to another without the written approval of the Principal or school Athletic Director.

Section 2. Appropriation of Funds

Bobcat Boosters Club funds shall be used for programs, events, and items that directly benefit the athletic program, and the students/staff of the school. The Bobcat Boosters Club shall, acting with the consent of the school administration, formulate and implement appropriate fundraising projects for the Athletic Department. The money raised by the Bobcat Booster Club may only be used for Athletic Department purposes, as determined by the Bobcat Booster Club and School Administration.

An updated financial report shall be managed by the Treasurer.

Any equipment purchased with Bobcat Booster Club funds will be the property of the athletic department of St. Ignatius Martyr Catholic School.

In the event of the dissolution of this organization, all assets of the Bobcat Boosters Club shall be turned over to the administration of St. Ignatius Martyr Catholic School.

Section 3. Approval of Boosters Funds

Expenditures of all Boosters funds will follow an approval process that starts with the Boosters President, followed by the school Athletic Director and final approval by the school Principal. If the Boosters President is requesting approval, they will first secure approval by the school Athletic Director with final approval by the school Principal.

ARTICLE FIVE
AMENDMENTS AND BYLAWS REVISIONS

Section 1. *Amendments*

The organization's bylaws shall be reviewed for possible amendments and updates as needed or as directed by membership or administration. Any amendments to the Boosters bylaws must be presented to the Executive Board for consideration. Final amendments and updates are recommended to the school Athletic Director with final approval by the school Principal.

Section 2. *Bylaws*

A copy of the organization's Bylaws must be available at all regularly scheduled general assembly meetings in addition to posting on the school website.

Section 3. *Revision*

A committee may be appointed to prepare and submit a revision of the bylaws. The proposed revision must be presented to the Executive board, and approved by the Bobcat Boosters Club President, the school Athletic Director and Principal. All revisions must be tracked and documented within the Appendices and include the corresponding date of amendment.

ARTICLE SIX
Dissolution

The Bobcat Boosters Club may be dissolved only at the decision of the Principal.

AMENDMENT – AUGUST 2000
St. Ignatius School Constitution: St. Ignatius Bobcat Boosters Club

Amended in August 2000

The Bobcat Boosters Club constitution was drafted in September 1997 and amended August 29, 2000.

AMENDMENT – JULY 2019
St. Ignatius Martyr Catholic School
Boosters Club bylaws
Amended in July 2019

The bylaws were amended to correct the following: school and organization name discrepancies, references to “Executive Board”, references to “officer”, and formatting inconsistency.

The following board officer title was changed:

- Promotions was renamed Promotions Coordinator

The following board officer was added to the list of Executive Board officers

- VP of Activities

Article One (Name) was renamed to “Definition of Group” and expanded to include organization restrictions and reference to Diocesan Policy 116.

Article Two (Object and Purpose) was renamed to “Structure” and expanded to include Membership, Membership Responsibilities, Executive Board, Meetings, and Rules of Order.

Article Three (Membership and Dues) was renamed to “Executive Board” and expanded to include detailed duties of Executive Board officers.

Article Four (Parent Responsibilities) was condensed to Article Two (Structure).

Article Five (Officers) was condensed to Article Three (Executive Board).

Article Six (Election of Officers) was condensed to Article Three (Executive Board).

Fiscal Affairs was added to the bylaws and renamed as Article Four (formerly Parent Responsibilities).

This article includes sections outlining fiscal policy, and appropriation and disbursement of funds.
Article Seven (Meetings) was condensed to Article Two (Structure).

Dissolution was added to the bylaws and renamed as Article Six (Elections of Officers). This article includes the organization’s dissolution statement, as required by the Diocese of Austin.

Article Eight (Amendments and By Laws) was renamed to be Article Five and expanded

AMENDMENT – JUNE 2021
St. Ignatius Martyr Catholic School
Boosters Club bylaws
Amended in June 2021

The bylaws were amended to include the school Athletic Director as applicable.

The following board officer title was changed:

- Fundraising Chair was renamed to Fundraising Coordinator

Article Two, Section 1 Membership was expanded to include the definition of general membership of the club as “students who are active in athletics” and the addition of the reference to the volunteer policy as outlined in the school Parent/Student Handbook.

Article Two, Section 2 Membership Responsibilities was revised to clarify membership responsibilities and the addition of the reference to the volunteer policy as outlined in the school Parent/Student Handbook.

Article Two, Section 4 Meetings was revised to clarify the Booster Club meetings are held in conjunction with the PTO General Assembly meetings.

Article Three updated the election and terms of the board members with a recommendation by the school Athletic Director and approval of the school Principal.

Article Three, Section 3 Nominations & Elections updated the timing of the nominations, the most current process, and approvals by the school Principal in the event of no PTO General Assembly meetings.

Article Three, Section 5 Duties of the Executive Board Officers were updated to include attendance of the monthly meetings, PTO General Assembly meetings and working under the guidance of the Boosters President.

Article Three, Section 5B, Secretary eliminated maintaining a list of members due to RenWeb/Parent Square access.

Article Three, Section 5H, Athletic Director position clarified as ex officio of Boosters.

Article Three, Section 6 was renamed to Vacancies, Resignations and Removal and expanded.

Article Four, Section 3 was added for Boosters Expenditures approval.

Article Five, Section 1 was updated to reflect current amendments procedure to other school organizations.