

St. John the Baptist Catholic School Athletic Association

By-Laws

Article I – Name

The name of this organization shall be St. John the Baptist Catholic School Athletic Association, herein referred to as the “Crusader Club”.

Article II – Objective

The objective of the Crusader Club is to organize and promote participation by eligible youth in athletic competitions, programs and events; to support the physical education needs of the students at St. John the Baptist Catholic School; and to encourage school spirit through athletics. Eligibility is dictated by the league providing the athletic competition, program or event and the St. John the Baptist Catholic School Athletic Policy.

Article III – Membership

Section 1

Membership in the Crusader Club is for annual periods beginning July 15th of each year and ending July 14th of each year.

Section 2

Membership is extended to the following:

- a. Parents and guardians of children attending St. John the Baptist Catholic School
- b. Parents and guardians of children participating in activities supported by the Crusader Club.

Section 3

Membership dues shall be established by the Board of Directors and reviewed annually.

Article IV – Meetings

Section 1

The Crusader Club shall hold no less than (3) general membership meetings per year. Meeting dates, location and time will be determined by the Board of Directors, and appropriately advertised by the Crusader Club Secretary. The President shall have the authority to call special meetings as needed.

Section 2

The Board shall hold regular monthly meetings. Special meetings may be called by the President or at the request of a majority of the Board of Directors. A majority of the Board shall constitute a quorum.

Section 3

All meetings of the Crusader Club shall be conducted according to Robert’s Rules of Order, Newly Revised, when not inconsistent with these by-laws.

Section 4

For the conduct of routine business, a majority vote of the members present shall constitute approval for both membership and Board meetings, unless otherwise specified in these by-laws. The President shall be entitled to vote only in the event of a tie.

Article V – Board of Directors

Section 1

The Board of Directors shall consist of the Officers of the Crusader Club and the following non-voting members: Pastor, School Principal, and St. John's School Athletic Director.

Section 2

The administration of the affairs of the Crusader Club shall be vested in the Board of Directors who shall be responsible for carrying out the directives of the membership, the Pastor, the School Principal, and the Athletic Director in accordance with these by-laws and the St. John the Baptist Catholic School Athletic Policy.

Article VI – Officers

Section 1

The Officers of the Crusader Club shall consist of President, Executive Vice-President, Vice-President of Sports, Secretary, and Treasurer.

Section 2

Only Members shall be eligible to hold office.

Section 3

Each officer shall serve for a term of one administrative year. The officers' term of office shall begin on July 15th of each year and end on July 14th of the following year.

Section 4

Should an officer be unable to complete their term of office the vacancy shall be filled as follows:

- a. A vacancy in the office of President shall be filled by the Executive Vice-President.
- b. A vacancy in the office of Executive Vice-President, Vice-President of Sports, Secretary, or Treasurer shall be filled by appointment by the President with the approval of the Board of Directors. Such appointee shall serve for the duration of the current term.
- c. If a vacancy occurs in both the offices of President and Executive Vice-President, the Vice-President of Sports shall call a meeting of the Board of Directors for the purpose of electing from the eligible members of the Board of Directors, a President to serve the duration of the current term.

Article VII – Duties of Officers

Section 1

The President shall preside at the general membership meetings and meetings of the Board of Directors, and shall appoint the chairpersons of committees with the approval of the Board, as well as perform such duties as are incumbent of this office, to include ensuring that all Board members meet the objectives of

their position. The President is also required to work with the School Principal and Athletic Director to ensure that all Athletic needs are met for the School to include the student athletes and the facilities. The President shall work with the School Board and Pastoral Council as required to ensure growth of the programs within St. John's. The President shall also work with the Principal to direct a Committee to identify Chair(s) for the Annual St. John's Benefit Gala and ensure that these Chairs are in place prior to October 1st of the current year. The President will work with the Chairs to ensure that all needs of the Gala, School and Crusader Club are met with respect to the Gala.

Section 2

The Executive Vice-President, in the absence of the President, shall perform all the duties of the President. In the event the office of the President becomes vacant, the Vice-President will assume the office of President. The Executive Vice-President shall hold the responsibility for coordinating fundraising activities (e.g. Fall merchandise sales, On-demand spirit gear, Individual sports spirit gear, etc.) to include developing fundraising plans to meet the goals of the association, and identifying chairpersons for individual fundraising efforts (i.e. Fall merchandise Sales) when necessary in accordance with St. John the Baptist Catholic School fundraising policy. Fundraising activities shall be approved by the Board of Directors and Principal.

Section 3

The Vice-President of Sports shall assist the Athletic Director with the coordination of competitions, programs and events and make recommendations to the Board and Athletic Director on appropriate leagues in which our teams should compete. The Vice-President of Sports shall also work with the Athletic Director in finding appropriate coaches for our athletic teams. These decisions must be approved by the School Principal. The Vice-President of Sports shall work with the Athletic Director, or a person appointed by the Athletic Director, on scheduling of the school gym, field, concession stands and any other sports related events or venues.

Section 4

The Secretary shall keep the minutes of all General Membership and Executive Board meetings, shall disseminate all communications at the meetings, and shall keep a list of all members and committee chairpersons. The Secretary shall conduct the correspondence of the Crusader Club and coordinate with the School Secretary to publish in the school's weekly newsletter the date, time, and location of membership meetings and/or any Crusader Club announcements. The Secretary shall maintain a current and accurate copy of the St. John the Baptist Catholic School Athletic Association By-Laws. Additionally, the secretary shall file copies of financial reports, significant e-mail exchanges, volunteer sign-up sheets (compiled by the VP of Sports) and applicable miscellaneous information such as uniform inventory sheets. The secretary will reserve all meeting spaces for Crusader Club functions. The secretary shall help ensure the website is kept up to date (i.e. focal point for sending updates to the webmaster) with current Crusader Club and Athletic information for the particular sports season.

Section 5

The Treasurer shall receive all moneys of the Crusader Club and shall keep an accurate account of the same. The treasurer shall pay all budgeted debts, and any other debts not to exceed \$200.00 above the budgeted amount. Debts exceeding the budgeted amount by more than \$200.00 shall be approved by the membership at the next regular meeting or via documented discussion with at least 2/3rd of the Board casting a vote. The Treasurer or authorized signatory shall sign all Crusader Club checks. The President of the Crusader Club and the School Principal shall be signatories on the Crusader Club checking

account. Any debts exceeding \$1,000.00 shall have two signatures from the approved signatories. The Treasurer, in conjunction with the Board, shall prepare a budget for the new school year, and present this budget at the first business meeting for approval by two-thirds of the members present and voting. The Treasurer shall keep a monthly account of income and expenditures, and present an accurate report to the School Principal and the membership at the regular scheduled meetings. An accurate year-end financial report reflecting financial activity from July 1st through June 30th of the previous year must be presented by the Treasurer to the School Principal before July 14th. All financial business of the outgoing Crusader Club Board shall be reconciled by June 30th. The finances of the Crusader Club must be handed over to the newly elected Treasurer on July 15th. The Treasurer shall produce a financial report to the School which is due by the 15th of each month which should also be distributed to the Board for review.

Article VIII – Budget

Section 1

The responsibility for the budget of the Crusader Club shall lie with the Board of Directors and shall be executed by the Treasurer. A yearly budget shall be developed and approved by the general membership by two-thirds of the members present and voting.

Section 2

The budget shall itemize current assets, projected income, and planned expenditures for the coming year. Planned expenditures shall be reasonable and consistent with the objectives of the Crusader Club.

Article IX – Nominations and Elections

Section 1

There shall be a nominating committee composed of three members, one of whom shall be selected by the Board and two of whom shall be elected by the Crusader Club membership at the general membership meeting immediately preceding the April meeting.

Section 2

The committee shall report their nominations for officers to the School Principal for approval. Only members may be nominated. Other nominations may be made, provided consent of the member has been given and submitted in writing prior to the meeting and approved by the School Principal.

Section 3

The nominating committee shall give its nomination report at the April meeting, presenting the name of one or more candidates for each office. Officers shall be elected at the May meeting by a majority of qualified members present. The nominating committee shall act as the committee on elections, conducting the election and counting the ballots. Absentee ballots shall be made available to those members unable to attend the May election meeting.

Section 4

In the event of a tie vote for any office, the School Principal, who is normally considered a non-voting member, will cast the deciding vote to break the tie.

Section 5

Newly elected officers shall attend the May meeting of the Board of Directors, and take office on July 15th.

Article X – Committees

Section 1

Committees may be established by the President whenever deemed necessary for the welfare or development of the Crusader Club and the students the Crusader Club supports. A committee can be abolished by the President with a majority vote of the Board of Directors.

Section 2

Committee chairmen are to be appointed by the President and approved by the Board.

Section 3

All committees shall carry out the instructions of the Board of Directors and conduct the affairs of the Crusader Club in accordance with the by-laws and the St. John the Baptist Catholic School Athletic Policy.

Article XI – Amendments

These by-laws may be amended at any regular meeting by a majority vote of the members present and voting, provided notice has been given in writing at the previous regular meeting. Written notice of the proposed changes must be given at least one month prior to the meeting at which the by-laws are to be amended. At a minimum, the bylaws shall be reviewed by the board for accurateness every two years.