

MATER DEI ACADEMY ATHLETIC BOOSTER ASSOCIATION
BYLAWS

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The Mater Dei Athletic Booster Association approved the June 17, 2016 version of the Bylaws.

President

Date

BYLAW 1 - PURPOSE

The Mater Dei Academy Athletic Booster Association (Boosters) exists to provide opportunities for Mater Dei Academy students to participate in athletic activities; to coordinate and run said activities, and manage the finances of said activities in such a manner that the Booster Association is self-supportive. Athletics can be an integral part of the educational process. Athletics can provide experiences that will help the student athlete develop physically, mentally, socially and emotionally. It is our duty to blend Christian values and sportsmanship so our student athletes come away with a heightened sense of themselves, as a person who can strive for great things.

BYLAW 2 - MISSION

The Mater Dei Academy Athletic Booster Association shall attempt to provide as many athletic programs as possible to the children attending Mater Dei Academy. Through these programs the parents and coaches should act as educators and transmitters of Christian values. An emphasis will be placed on teaching and developing the individuals athletically; good sportsmanship, respect for their teammates, coaches, and opponents; to build character; and to leave a positive impact on the children participating in the programs.

BYLAW 3 - ORGANIZATION

A. Booster Membership

The Booster Association membership shall be open to:

- 1) any parent(s)/guardian(s) of a current Mater Dei Academy student
- 2) any registered member of Immaculate Conception parish
- 3) any registered member of Our Lady of Mount Carmel parish

B. Executive Officers

Executive Officers shall consist of:

- President
- Vice President
- Athletic Director
- Treasurer
- Secretary
- Athletic Administrator
- Equipment Manager.

Only parents/guardians of current students attending Mater Dei Academy are eligible for election to Executive Board positions.

An Executive Officer shall have one vote on all matters concerning the Booster Association; regardless of the number of positions a member may hold.

The Executive Officers shall constitute the "Board" of the Mater Dei Academy Athletic Booster Association.

The duties of the Officers are outlined as follows:

1.) President

The duties of the President shall include, but not limited to:

- a) Serve as the executive officer of the Boosters and represent it as necessary.
- b) Prepare the agenda for and preside over all meetings of the Boosters.
- c) Call all regular and special meetings of the Boosters.
- d) Create and appoint members to any standing committees as needed.

2.) Vice President

The duties of the Vice President shall include, but not limited to:

- a) Preside over Boosters meetings in the absence of the President.
- b) Assist the President in appointing members to any standing committees.
- c) Coordinate fund raising activities approved by the Boosters.
- d) Administer access control of the users who are allowed or denied access to various electronic applications used by the Booster Association.

3.) Athletic Administrator

The duties of the Athletic Administrator shall include, but not limited to:

- a) Oversee and enforce the rules and regulations of the athletic program.
- b) Responsible for the payment of the financial obligations of the MDA program to the CYO office.
- c)
- d)
- e) Register teams, athletes and coaches with the CYO office.
- f) Distribute registration materials.
- g) Coordinate player eligibility and be certain that all players are eligible to participate.
- h) Investigate all complaints.

4.) Treasurer

The duties of the Treasurer shall include, but not limited to:

- a) Maintain a checking account in the name of Mater Dei Academy Athletic Booster Association. The Treasurer's name shall be on the signature card for

each account established by the Boosters. The second name on the accounts shall be determined by the Board.

- b) Pay all bills and debts of the Booster Association as directed by the Board.
- c) Deposit all Booster Association income into the checking account in a timely manner.
- d) Insure that all necessary insurance premiums are paid.
- e) Fiscal year shall be May 1 to April 30.
- f) Present a financial status report at each regular Boosters meeting and prepare a year-end annual report no later than June 1. The year-end report shall be submitted to the MDA Principal for a review of the accounting practices and principles.

5.) Secretary

The duties of the Secretary shall include, but not limited to:

- a) Take and maintain an accurate and permanent record of all proceedings of the Booster Association meetings.
- b) Present minutes of the previous month's meeting at each monthly meeting.
- c) Prepare and distribute minutes to all Board members prior to the next regular Booster meeting.
- d) Coordinate the publication and/or distribution of Booster information in the church bulletin, school avenues, and the PTU.
- e) Other duties as directed by the Executive Officers.

6.) Athletic Director

The duties of the Athletic Director shall include, but not limited to:

- a) Attend CYO organizational meetings, or other governing body organizational meetings
- b) Ensure that sign-up sheets are promptly circulated. Collect registration forms, medical forms and fees from student athletes.
- c) Sign off on a compliance statement that all coaches have attended the Virtus and CYO certification programs and have been fingerprinted.
- d) Serve as gym and field coordinator; establish blocks of gym time and field time for practices and games and inform coaches of blocks of time.
- e) Report repetitive violations of codes of conduct involving parents, coaches, or players to the Executive Officers of the Association.
- f) Pass along information concerning league play, cancellations, or changes in scheduled games or practices to all coaches involved in said changes.
- g) Furnish the MDA Principal with a roster of coaches and his/her student athletes prior to the first game of the season.
- h) Nominate Athletic Commissioners for approval by the Executive Board.

- i) Sign entry forms, eligibility rosters, attestation forms, special request forms, eligibility request forms, membership forms, protests & grievances and any other matters requiring a signature.
- j) Receive all correspondence from the CYO Office and is responsible for distribution of the information to coaches and others involved in the member program.
- k) Responsible for the overall conduct of the athletic program in compliance with CYO rules and regulations.

7.) Equipment Manager

The duties of the Equipment Manager shall include, but not limited to:

- a) Responsible for maintaining and purchasing equipment and uniforms for all CYO sports.
- b) Supervise the distribution and collection of uniforms and equipment.
- c) Create inventory of equipment and uniforms.
- d) Report equipment and uniform needs to the Board for purchase approval.
- e) Purchase equipment and uniforms as approved by the Booster Association.
- f) Other duties as directed by the Executive Officers.

8.) Concessions Manager

The duties of the Concessions Manager shall include, but not limited to:

- a) Responsible for concession stands(s)
- b) Coordinate the staffing of workers and the maintenance of supplies for the concession stand(s)

C. Athletic Commissioners

Athletic Commissioners should be nominated by the Athletic Director and approved by the Executive Board. The duties of a respective sports commissioner shall include, but not limited to:

- 1.) Attend CYO organizational meetings, or other governing body organizational meetings and communicate topical updates on the respective sport
- 2.) Be aware and conscious of all upcoming dates on CYO calendar and communicate all correspondence to coaches
- 3.) Assist AD in coach and team selections for the respective sport, confirm coaches' credentials, fingerprinting and Virtus are updated and registered with school
- 4.) Coordinate training and development curriculum for student-athletes for respective sport within CYO rules and regulations

- 5.) Assist Athletic Director in driving registrations, collecting medical forms and any outstanding fees from student athletes for their respective sport.
- 6.) Assist Athletic Director and coaches in gym and field coordination; establish blocks of gym time and field time for practices and games and inform coaches of blocks of time for their respective sport.
- 7.) Act as a liaison and for violations of codes of conduct involving parents, coaches, or players to the Athletic Director and if necessary the Executive Officers of the Association for their respective sport.
- 8.) Assist Athletic Director and Association in coordination of any fund raising or tournaments for their respective sport.
- 9.) Work with equipment manager to update and maintain all equipment

D. Standing Committees

Committee members are appointed by the President or Vice President pursuant to Boosters Bylaws 3-B-1-d and 3-B-2-b.

- 1.) Bylaws Committee
 - a) Responsible for creating and maintaining current bylaws to govern the MDA Booster Association.
 - b) The Committee must meet as least once per calendar year to review the bylaws and suggest changes. Meeting results are to be reported to the Booster Association at the next scheduled meeting.
- 2.) Fundraising Committee
 - a) Responsible for coordinating all activities to raise monies to aid in the operation of the MDA Booster Association
- 3.) Sports Banquet Committee
 - a) Responsible for the organization of one or more sports banquets held during an academic year.
- 4.) Discipline Committee
 - a) The Discipline Committee will be comprised of Executive Members of the Board. The Committee shall exclude any member directly related to a participant in the dispute, directly involved with the team subject to the dispute or who has a conflict of interest with the dispute.
 - b) Pursuant to the guidelines stated in the Handbook, the function of the Discipline Committee shall be to enforce the code of conduct, and rule on conflicts brought for investigation under the direction of the Athletic Director and President.

BYLAW 4- OPERATIONS

A. Meetings

Regular meetings of the MDA Booster Association shall be conducted on the second Thursday of each month at 7:30 p.m. The membership of the Association is encouraged to attend. All decisions for regular operations and policies shall be made by majority vote of the Executive Officers and Athletic Commissioners. Finance decisions shall be made by majority vote of the Executive Officers only, as identified in Bylaw 3B. The President's vote will be the tie-breaker, if necessary.

Booster members shall vote on the election of Executive Officers, changes to the Bylaws and changes to the Handbook. All Booster members' decisions shall be made by majority vote

- a) A Booster member must attend two of the last three Board meetings (including the current meeting) to be eligible to vote on Booster matters.
- b) Executive Officers are eligible to vote at every meeting.

B. Special Meetings

On rare occasions, where it becomes necessary for the Board to vote on a matter in an expedited manner, a special meeting can be called by the President, or voting can be done via email. If email votes are to be conducted, they shall be conducted by the Secretary and will require a majority of the eligible Booster members for approval.

All eligible members of the Boosters shall be notified on an email vote. Results of any email vote will be read into the minutes at the following Booster meeting. Email votes shall not be permitted that significantly change the bylaws, unless the amendment procedure of presenting the proposed amendment has been made at a regular meeting and a special meeting is deemed necessary.

The President, in consultation with the Board, if he/she deems necessary, shall be responsible for all matters involving the operation of the Boosters and its programs, unless provided otherwise herein.

BYLAW 5- ORDER OF BUSINESS

The order of business at all regular Board meetings shall be:

1. Call the meeting to order
2. Prayer
3. Roll Call
4. Reading of the minutes and approval of said minutes
5. Reading of the Treasurer's report
6. Reports of the Executive Officers and Standing Committees
7. Remarks from the membership

8. Old business
9. New Business
10. Adjournment

The order of business at special meetings shall not follow the regular Board meeting format as set forth above in Article V, Section A. A special meeting shall address the topics or items for which the meeting was specifically called.

BYLAW 6 - ELECTION OF BOARD MEMBERS

Executive Officers of the Board and Athletic Commissioners shall be elected to a two-year term (May 1 through April 30). Nominations for Executive Officers shall be submitted to the Secretary by the regular March meeting. The Executive Officers shall be voted in by majority vote by the valid members of the Booster Association at the April meeting.

BYLAW 7 RESIGNATIONS/REMOVAL FROM OFFICE

Any Board member may relinquish their position by written resignation. If the resignation involves an Executive Officer, the vacant position can be held on an interim basis by any Board member until a special election is held to fill the position.

An executive board member or position of responsibility may be recommended for removal from office by the board for just cause whenever in its judgment, the best interests of the boosters would be served.

Only executive board members may vote for removal of another board member or position of responsibility and five executive board members must vote 5/8 for the removal of a booster board member or position of responsibility. Final decision on removal is made by either pastor of the merged schools.

BYLAW 8 - MDA ATHLETIC BOOSTER ASSOCIATION HANDBOOK

The Boosters are to approve and publish a "Mater Dei Academy Athletic Booster Association Handbook". The "Handbook" will establish policies, requirements and rules for the creation, management and participation of the athletic teams and student athletes.

BYLAW 9 - PARENTS OF STUDENT ATHLETE

Parents are important to the Booster Association and shall be supportive of the student athletes, coaches, and Booster Board. The parents shall abide by all rules of their sport, CYO rules, and Booster policies. Parents are encouraged to attend Booster meetings and be active in and supportive of the Booster's fundraising.

Parents shall conduct themselves with respect and good sportsmanship at all sporting events and practices. Parents shall agree to abide by the Parent's Code of Conduct (See Booster Handbook).

BYLAW 10 - COACHES

1. Coaches serve as a role model for our youth and are encouraged to participate in various aspects of parish life.
2. Coaches are encouraged to continuously improve their coaching skills through written materials and coaches' clinics.
3. Coaches shall be selected by the MDA Boosters Board.
4. Coaches shall attend the Virtus workshop, CYO Coaches' Certification and be fingerprinted as required by the parish and CYO in order to be eligible to coach a sport in any capacity.
5. Coaches shall assist in the distribution and collection of all uniforms, equipment, medical release forms, and other forms as required by CYO or the Booster Association.
6. Coaches are not required to provide transportation to or from practices or games.
7. Coaches shall conduct themselves with respect and good sportsmanship at all sporting events and practices.
8. Coaches shall be evaluated at the end of each season.

BYLAW 11 – STUDENT ATHLETE

1. The student athlete shall be a:
 - a) Student attending Mater Dei Academy.
 - b) Member of Immaculate Conception Parish, Willoughby.
 - c) Member of Our Lady of Mount Carmel Parish, Wickliffe.
 - d) Member of outside parishes as permitted by CYO rules.
2. The student athlete shall be supportive of his/her teammates and coaches.
3. The student athlete shall abide by all rules of their sport, all CYO rules and be prepared to participate in all practices and games.

4. The student athlete shall conduct themselves with respect and good sportsmanship at all sporting events and practices. The student athlete shall agree to abide by the Student Athlete Code of Conduct (Booster Handbook) in order to participate in a sport.
5. No student athlete shall participate in a game/practice while serving a suspension. A student athlete is ineligible to participate until he/she returns to a full day of school from which they were suspended. For clarity purposes, if the student athlete earns a suspension that ends on a Friday, the student athlete is not eligible to participate until the student attends a full day of school following the suspension. A parent of the student athlete is responsible to notify the coach in charge of the sport of the suspension being served. The principal will also notify the coach in charge of the sport.

BYLAW 12 - QUOROM

A quorum representing at least fifty-one percent (51%) of the Executive Officers is necessary for approval of any issues concerning the Booster Association. No Booster business shall be conducted without having a quorum present

BYLAW 13 - AMENDMENTS

Amendments to the bylaws shall be introduced to the Boosters at a regular monthly meeting. The proposed amendment shall be read by the Secretary and discussed by the Board and Boosters. The proposed amendment will be voted on by the eligible Booster members present and passed by a majority vote.

BYLAW 14 - TRUE AND CURRENT BYLAWS AND HANDBOOK

The True and Current Bylaws and Handbook are to be maintained by the MDA Principal and MDA Booster Association Secretary. A copy of the Bylaws and Handbook are to be posted on the MDA Website.

BYLAW 15 – CONFLICT OF INTEREST

Whenever an Executive Officer or booster representative has a financial or personal interest in any matter coming before the board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be

approved only when a majority of disinterested directors determine that it is in the best interest of the Booster Association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.