

# **Constitution of the St. Michael Indian School Booster Club**

## **Article I**

- A. The name of this organization will be the St. Michael Indian School Booster Club (SMIS Booster Club)

## **Article II**

### **Statement**

The SMIS Booster Club is an organization of interested parents who voluntarily assist in the furtherance of the athletic program and approved activities at St. Michael Indian School. Working in light of the Mission Statement of St. Michael Indian School, the Booster Club is under the direction of the Athletic Director of St. Michael Indian School or his chair people.

## **Article III**

### **Purpose**

The purpose of the SMIS Booster Club is to foster the ongoing active partnership of the students, parents, staff, and community. The SMIS Booster Club will achieve this by:

- coordinating and putting on family-oriented activities, as well as special projects & fundraising,
- engaging school community members in opportunities to volunteer and support athletic-based activities, enrichment, spirit, cultural events, and school environment,
- establishing committees on a standing or temporary basis as necessary,
- providing parents and staff the means to express views of and concerns about SMIS.

SMIS provides a high quality, challenging education, which is rooted in Catholic values, is sensitive to Native American heritage, and enables students to contribute in a culturally diverse world.

- To provide funds for equipment, officials, uniforms, etc.

## **Article IV**

### **Membership Eligibility**

The membership of the Booster Club shall be drawn entirely from the following:

- The Administration of SMIS
- The faculty and staff of SMIS
- The parents and/ or legal guardians of students currently enrolled in SMIS
- Coaches for SMIS are not eligible for membership

## **Article V**

### **Financial Issues**

SMIS Athletic Director shall have the responsibility for all budgetary and financial decisions affecting the athletic programs, including SMIS Booster Club funds and fundraising. The SMIS Boosters will not have a SMIS Boosters bank account. All income and expenses will be part of the St. Michael Indian School Athletic Operating budget. SMIS financial policies and procedures are to be followed in all SMIS Boosters financial transactions.

## **Article VI**

### **CO-Chairs**

- A. The officers of this organization shall be called the SMIS Booster Club co-chairs, and will consist of at least up to two parent representatives and two teachers.
- B. The co-chairs shall be selected by a majority vote of the SMIS Booster Club at the first SMIS Booster Club meeting of the school year. If there is a tie, the two nominees will be able to make a brief address (five minutes or less) to the members present, and then there will be another vote.
- C. All elected co-chairs shall serve one-year terms (beginning in August and ending in July), but are eligible for re-election for a consecutive term. After serving two consecutive terms, a co-chair must wait one term before being eligible for re-election.
- D. If a co-chair misses three consecutive regular SMIS Booster Club meetings without providing reason for their absence, they will be removed from their position.
- E. If a co-chair resigns or is unable to complete their term, they must present a written resignation to the other three co-chairs. Then, the vacancy of the position will be announced, and will be filled at the next regular meeting.

## **ARTICLE VII**

### **DUTIES OF CO-CHAIRS**

- A. The co-chairs will perform the following duties for their term:
  - a. Organizing SMIS Booster Club meetings
  - b. Presiding over SMIS Booster Club meetings
  - c. Attending SMIS Booster Club committee meetings
  - d. Communicating with parents, teachers, administration, and community
  - e. Keeping and maintaining records of SMIS Booster Club meetings, bylaws, and membership
  - f. Supporting the events put on by SMIS Booster Club
  - g. disburse funds as directed by the Athletic Director, and provide financial reports as requested by Athletic Director.
- B. After election, the co-chairs will designate which of these duties they will individually perform. Per their own agreement, co-chairs have the option to keep the same duties throughout their term, or to rotate duties throughout their term.
- C. Co-chairs must communicate about upcoming regular SMIS Booster Club meetings between one and six (1-6) days in advance.

## **ARTICLE VIII**

### **MEETINGS**

- A. The Booster Club shall meet as necessary once a month during the school year. To determine the specific time of month for meetings, the incumbent co-chairs will send out a survey in July to all eligible Booster Club members soliciting opinions on what day will

work best for the most people. After this method has been used to determine the date of the first meeting, all subsequent meetings will occur at the same point in the subsequent months of the school year.

- B. Fifteen (15) members of the Booster Club, including at least two elected co-chairs, present and voting at an advertised meeting shall constitute quorum for the purpose of conducting business.
- C. A written record of all acts of the Booster Club, maintained by the co-chairs, shall be preserved in an online storage unit (e.g. OneDrive), which shall be maintained by the co-chairs. Password information will be changed with each term, and more often if necessary.

## **ARTICLE IX**

### **CONDUCT OF MEETINGS**

- A. The ordinary order of meetings shall be:
  - 1. Opening prayer & call to order
  - 2. Reading and approval of minutes
  - 3. Administrative report
  - 4. Unfinished business
  - 5. Committee reports
  - 6. New business
  - 7. Public comment
  - 8. Announcements
  - 9. Adjournment and closing prayer
- B. Other items may be added to the agenda if they are submitted to the co-chairs at least seven days before the meeting.

## **ARTICLE X**

### **COMMITTEES**

- A. Committees will be created as necessary by the Booster Club to assist in meeting the purpose of the Booster Club as specified in Article II.
- B. Each committee will have four lead representatives who collaborate in leading monthly meetings of their committee (which will not be held on the same day as regular Booster Club meetings), presenting monthly reports at regular Booster Club meetings, maintaining records of their committee, and sending their records to the co-chairs to be kept with the regular Booster Club records.
- C. Each standing committee will be responsible for organizing and putting on one special event per school year.
- D. Standing committees are listed in the appendix.
- E. If a committee has business or announcements that they would like to see added to the agenda for an upcoming regular Booster Club meeting, they must submit these items to the co-chairs at least seven (7) days prior to that regular Booster Club meeting.

## **ARTICLE XI**

### **AMENDMENTS**

- A. This constitution may be amended by a vote of two-thirds of the total membership, and must be approved by the “ex-officio” member of the Booster Club.
- B. Amendments must be presented to the Booster Club at least one meeting prior to voting.

## **Appendix**

- 1. Athletic Booster
  - a. Sample concerns:
    - i. Setup & cleanup
    - ii. Score table
    - iii. Concessions
    - iv. Admission
    - v. Athletic fundraising events
    - vi. Communicate with athletic director, coaches, and parents