



**DIVINE
CHILD**
HIGH SCHOOL

FALCON ATHLETIC CLUB BYLAWS

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Article I – Name, Purpose and Objectives

- Section 1.** **Name.** The name of this organization is the Falcon Athletic Club, commonly known as the Falcon Booster Club, hereafter referred to as the “Club.”
- Section 2.** **Purpose.** The purpose of the Club is to promote and support athletics at Divine Child High School in an atmosphere that is consistent with the school’s mission of developing youth who pursue lives of responsibility, leadership and faith in action.
- Section 3.** **Objectives.** The objectives of the Club are as follows:
- A. Develop an organization with an active and involved membership that is concerned with the total athletic program at Divine Child;
 - B. Provide, through fundraising events, supplementary financial support for Divine Child Athletics;
 - C. Provide the necessary game day support to enhance the athletic experience of all Divine Child student athletes;
 - D. The objectives of the Club are to be attained with the guidance and consent of the Pastor, High School Principal, Athletic Director and Advancement Executive Committee.
- Section 4.** **Non-Profit Status.** The Club is organized exclusively for charitable, educational, religious, or scientific purposes with the meaning under Section 501(c) (3) of the Internal Revenue Code.

Article II – Membership and Fees

- Section 1.** **Membership.** Membership in the Club is open to any person or entity interested in the preservation and betterment of all athletic programs at Divine Child. Applicants shall become a member by payment of dues which shall entitle him or her to all privileges of the Club for the current school year, subject to the level of membership purchased.
- Section 2.** **Membership Fee.** The amount of the annual membership dues shall be determined by the Board of Directors at the Annual Meeting and shall be applicable during the following school year.
- Section 3.** **Expectations.** It is expected that the parents/guardians of each student participating in athletics will maintain a membership in the Falcon Athletic Club, regularly attend monthly General Membership meetings and actively serve on Club committees.

Section 4. **Member’s Right to Privacy.** Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

Article III – Board of Directors

- Section 1.** The Board of Directors (“Board Members”) shall consist of the following:
- A. Officers of the Club (reference Article IV);
 - B. Ex-Officio members of the Divine Child Administration (minimum of 3):
 - i. High School Principal;
 - ii. High School Athletic Director;
 - iii. Alumni Relations Coordinator.
 - C. At-Large members:
 - i. President of the Divine Child Mens Club;
 - ii. Committee Chairs and Co-Chairs.
- Section 2.** A member is an individual and each member shall be entitled to one vote in all matters before the Board including elections of Officers.
- Section 3.** The Board of Directors shall have general charge of the business affairs and policies of the Club and shall have the power to fill, for the unexpired portion of the term, any vacancies occurring among the Officers.
- Section 4.** There shall be no set term for members of the Board of Directors, except for the terms of the Officers set forth in Article IV.

Article IV – Officers

- Section 1.** **Officers.** The Officers shall consist of the President, Vice-President, Secretary and Treasurer. In addition, the Divine Child High School Principal, Athletic Director and Alumni Relations Coordinator will serve as ex-officio members of the Board of Directors.
- Section 2.** **Nominating and Election Process.** The Principal of Divine Child High School will chair the Nominating Committee for the Board of Directors.

- A. **Prior to the March meeting** of each year, the Nominating Committee shall poll each Officer member with respect to their willingness to continue to serve during the following school year. In order to develop a list of qualified candidates (Club members in good standing as defined in Article II, Section 1.) each current Board of Director may prepare and present a list of prospective candidate(s) together with a biographical outline to the Nominating Committee.
- B. **At the March meeting** the Nominating Committee will present the list of names for general discussion. Each current member of the Board of Directors may cast one vote for each prospective Officer. The Nominating Committee shall tally the votes and prepare the appropriate slate of Officers to be voted on at the April meeting. The election of the new officers shall be by a majority vote;
- C. **At the April meeting** the Nominating Committee shall present the slate of Board of Director Officers. The Board of Directors shall elect the Officers at the April meeting. The election of the new members shall be by a majority vote;
- D. **At the May meeting** all new Board of Director Officers are invited to attend. The May meeting shall be conducted by the current officers and not the new officers. At the end of the May meeting, after all other business is concluded, the new Officers and the other new Board of Director members shall be installed and the retiring Officers and Board of Director members shall step down;
- E. No head coach or assistant coach of any sport at Divine Child, or any spouse or immediate family member of any coach or assistant coach is eligible to serve on the Board of Directors.

Section 3. Terms of Office and Term Limits. A term is one fiscal year, July 1 through June 30, or until the Officer's successor is elected.

- A. **President and Vice President.** The term of office for the President and Vice President is two (2) years.
- B. **Secretary.** The term of office for Secretary is two (2) years, with election occurring in even numbered years, except for the first year of the Club.
- C. **Treasurer.** The term of office for Treasurer Is two (2) years, with election occurring in odd numbered years.

- D. An Officer may not serve in the same elective capacity for more than two (2) consecutive terms, with the exception of the Treasurer, which is for no more than three (3) consecutive terms.
- E. Officers may be removed from office by a majority vote of the Board of Directors. A 30 day written notice, prior to the vote, is required.

Section 4. Vacancy. The President, with the approval of the Board of Directors, shall appoint any Officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Board of Directors at their first meeting after the vacancy occurs.

Section 5. Duties of the Officers.

A. **President.** The President shall:

- i. Preside at all meetings of the Club and the Board of Directors;
- ii. Appoint standing committee chairpersons with the concurrence of the Board of Directors;
- iii. Appoint and/or dissolve all other committees as required;
- iv. Direct the Goals and Budget performance of the Club;
- v. Serve as ex-officio member of all committees.

B. **Vice President.** The Vice President shall:

- i. In the absence or disability of the President, or upon his request, perform the duties of that office;
- ii. Be the Chair of at least one Special Event Committee and Vice Chair of at least one of the Standing Committees (Reference Article V).

C. **Secretary.** The Secretary shall:

- i. Keep a record of all the proceedings of the General Membership Meetings of the Club, including records of meeting attendance and minutes of all official Board of Director meetings;
- ii. Provide copies, via e-mail, of the minutes of all official Board of Director meetings to all Board of Directors at least one week prior to the next scheduled Board of Directors meeting;
- iii. Notify all Board of Director members by email of the time, place, and date of all regular meetings of the Board of Directors at least one week prior thereto;

- iv. Maintain the latest version of the Club bylaws within Article IX, Section 1.

D. **Treasurer** – The Treasurer shall:

- i. Manage and maintain the accounts and reports of the general club fund and encumbered (directed) team funds in collaboration with the Divine Child Parish Business Office;
- ii. Shall be responsible for the safeguarding of all funds received and for their proper delivery to the Parish Business Office;
- iii. Prepare and present at each General Membership meeting a report on the Clubs financial status, including account balances in the general fund and individual team accounts;
- iv. Coordinate all disbursements and insure that all transactions are within the guidelines established by the Parish Business Office;
- v. Serve as Chair of the Finance Committee.

Article V – Committees

Section 1. The Board of Directors shall make appointments for each school year to all necessary and required committees as determined by the Board pursuant to Article V. Not every committee listed in Section three (3) will be active in every school year. The Board of Directors may also appoint from time to time such ad hoc committees as it deems necessary.

Section 2. **Standing Committees.** Standing Committees are those that are required to function throughout the year. Chairpersons shall be appointed by the President, subject to approval of the Board of Directors.

A. **Nominating Committee.** The Nominating Committee is responsible for the process to maintain or re-establish a sound and reasonable number of potential Board of Directors consistent within the terms set forth in Article III above. The Principal of Divine Child High School will serve as Chair of the Nominating Committee.

B. **Marketing/Communications Committee.** The Marketing/Communications Committee is responsible to develop and maintain the marketing and communications strategy required to recruit and support an active and involved Club.

C. **Grant Fund Committee.** The Grant Fund Committee is responsible for reviewing and approving all Grant Fund requests presented by the Principal

and Athletic Director of Divine Child High School and reporting to the Board of Directors for appropriate action.

D. Finance Committee. The Finance Committee is responsible to oversee the Budget process of the Club and to report out to the Board of Directors on all finance matters throughout the fiscal year of the Club. The Treasurer of the Board of Directors will serve as the Chair of the Finance Committee.

E. Social/Spiritual Committee. The role of the Social/Spiritual Committee is to coordinate events as directed by the Board of Directors to enhance the mission of the Club.

Section 3. Special Event Committees. Special Event Committees are those required to serve a specific fundraising purpose. Chairpersons shall be appointed by the President, subject to approval by the Board of Directors.

A. Membership Committee. The Membership Committee shall have charge of the membership drive and be primarily responsible for securing members for the Club.

B. "Big Event" Committee. The Big Event Committee is responsible to plan and lead this fundraising event and provide status updates to the Board of Directors as required.

C. Golf Outing Committee. The Golf Outing Committee is responsible to plan and lead this fundraising event and provide status updates to the Board of Directors as required.

D. Any other Fundraising activity necessary to support the goals of the Club and approved by the Board of Directors.

Article VI – Meetings

Section 1. Annual Business Meeting. The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Board of Directors. It shall be the function of the Secretary to publish the exact date, time and location at least ten (10) days preceding the Annual Meeting.

Section 2. General Membership Meetings. General Membership Meetings shall be held in the months of September through May during the school year, unless otherwise specified by the Board and reasonable notice is provided to the General Membership. Meetings are open to all paid members in good standing.

Section 3. Board of Director Meetings. Board of Director Meetings shall be held monthly unless otherwise specified by the Board. A summary of the decisions reached and

Board members present at each meeting should be distributed to all Board Members and Team Representatives within a reasonable timeframe following the meeting and at least ten (10) days prior to the next General Membership meeting.

Section 4. General Meeting Voting. All members who have a paid membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation from each sport team. In these cases, only Team Representatives for each sport may vote. Votes will pass with a simple majority vote.

Section 5. Quorums. A majority of the Board of Directors holding office shall constitute a quorum for the purposes of conducting meetings of the Board. However, any matter requiring Board approval shall require three (3) affirmative votes regardless of the number of Board members in attendance at any such meeting.

Section 6. Roberts Rules of Order. Roberts Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Board of Directors and Standing and Special Event committees.

Article VII – Team Representatives

Section 1. Athletic Team Representatives are an essential element of the Falcon Athletic Club. The Team Representative, and an alternate, shall be selected by the Head Coach of each Varsity sport. The Team Representatives are selected from among the families of the team members.

The primary responsibility of the Team Representative is to work closely with the head coach to collectively plan and organize the various activities of their particular sport and to coordinate the efforts of their parent group with that of the Club as a whole.

Participation in the Falcon Athletic Club’s fundraising activities is required of all teams to ensure adequate funding of those teams’ current and future needs.

Team Representatives are expected to:

- A. Plan, organize and schedule the various activities of their particular sport, including but not limited to, concessions, gate admissions, special team events and end of the season banquets;
- B. Work with the Varsity Head Coach to establish the annual budgetary needs of the sport represented;
- C. Attend all General Membership Meetings;
- D. Disseminate information from the General Membership Meeting to the teams Varsity Head Coach and parent group;

- E. Ensure that they can provide the Club with volunteer parents and athletes, if necessary, to carry out the projects of the Club;
- F. Chair, co-chair or actively serve as needed on at least one Special Event committee, (Section V) of the Falcon Athletic Club;
- G. Assist in obtaining Club memberships from team parents, friends and supporters directly involved in the sport represented;

Section 2. Voting. For voting purposes, on matters where it is appropriate to ensure equal representation for each team sport, the following rules apply:

- A. Only the team representative, alternate or head coach may vote;
- B. No proxy votes will be accepted.

Section 3. Representation. Team representatives may not be a team representative for more than one sport at a time. Exceptions to this policy are to be approved by the Athletic Director, with notification to the Board of Directors. Board members may serve as volunteer consultants, but not serve as a permanent team representative.

Article VIII – Grant Fund Process

Section 1. The Grant Fund Process is the planning and activity mechanism for the Club and is managed by the Grant Fund Committee who reports to the Board of Directors. The purpose of the Grant Fund Process is to supplement the existing Divine Child Athletic Budget and cover items that enhance and support the experience of Divine Child Athletics.

The process is initiated annually on three (3) timelines depending on sport season, as follows:

- A. **Team Budgets.** The timing for team budgets and Grant Requests for each athletic team are established as follows:
 - i. **September 1 - Winter Sports** – G/B Basketball, Hockey, Figure Skating, Competitive Cheer, Pom Pon, Wrestling, G/B Bowling
 - ii. **December 1 – Spring Sports** – Baseball, Softball, Lacrosse, Girls’ Soccer, Boys’ Golf, Girls’ Tennis, G/B Track & Field
 - iii. **March 1 – Fall Sports** – Football, Volleyball, Boys’ Soccer, G/B X-Country, Girls’ Golf, Boys’ Tennis, Side-Line Cheer

- B. Grant Fund requests are submitted by the individual Team's Head Coach to the Athletic Director and Principal for their approval prior to submission to the Clubs' Grant Fund Committee;
- C. Grant Fund requests are reviewed, approved and presented for Board of Director approval by the Grant Fund Committee within 30 days after submission;
- D. Once approved, Grant Fund requests are recorded, made available to all Board of Directors and will be used to develop and approve a yearly fundraising budget;
- E. Grant Fund requests are only approved and matched to the level of available Club funds;
- F. Grant Fund requests for purchases outside of their team's annual budget timeframe requires prior approval from the Athletic Director and Principal prior to submission to the Clubs Grant Fund Committee.

Section 2. Fundraising Projects. It is the responsibility of the Club to develop a fundraising plan to support approved Grant Fund requests outlined in Article VIII, section one (1). The specific fundraising projects are achieved via Special Event Committees according to Article V, Section three (3).

- A. All Club fundraising events are to be approved by the Board of Directors and coordinated through the Divine Child Advancement Office to ensure compliance with existing fundraising policies;
- B. Funds accumulated through any fundraising efforts in accordance with Article VIII shall be deposited in the Clubs General Account;
- C. Encumbered (Directed) Funds. Funds donated and allocated to specific teams through either business or private donation request, will be deposited in the Clubs General Fund and tracked or allocated to the specific team account;
- D. Encumbered donations must meet the Divine Child High School Gift Policies established by the Business Office and be consistent with the established Divine Child Athletic Office standards;
- E. There is no correlation between the fund raising efforts of individual club members and their individual benefits received (No Cooperative Fundraising).
- F. Donations must be accepted from donors without suggestion or intention that the contribution will be directly used for or earmarked by the donor for a particular individual.

Section 3. **Finance and Accounting**

- A. Club funds should never be co-mingled with personal funds.
- B. Personal checking accounts cannot be used for any Club purpose.
- C. Expenditures from the Clubs General Fund, approved according to Article VIII, Section D above, require the approval of the Athletic Director and Treasurer prior to disbursement.
- D. Expenditures from the individual Team Accounts require the approval of the teams' Team Representative or Head Coach, Athletic Director and Treasurer prior to disbursement.
- E. General expenditures for Club purposes of up to \$1,000 are allowed and require Board of Director approval only.

Article IX - Amendment of These Bylaws

Section 1. Revision. These bylaws may be amended or altered by a two-thirds (2/3) vote of the Board of Directors holding office. Any proposed amendments or alterations shall be submitted to the Secretary of the Board who will organize and present for full Board of Director approval. Board approved amendments to the bylaws are to be included as an agenda item at the next General Membership meeting.

Section 2. **Review.** These bylaws shall be reviewed annually by the Board of Directors in June of each year and included as an official agenda item at the September General Membership meeting.

Article X - Dissolution of the Club

The Falcon Athletic Club shall use its funds only to accomplish the objectives and purposes specified in these bylaws. Funds unused at the end of each fiscal year will be rolled over in full and available to the Club and Team Accounts in the following year. On dissolution of the Club, any funds remaining shall be distributed to Divine Child High School Annual Fund.