**BLESSED SACRAMENT ATHLETIC BOOSTERS, INC.**

**BYLAWS**

Article 1

**Name**: Consistent with the Articles of Incorporation, the name of the association shall be the **Blessed Sacrament Athletic Boosters, Inc**. Hereafter, it shall be referred to as the Boosters.

Article II

**Mission Statement**: The mission of the Boosters is to provide the Blessed Sacrament Parish Community with athletic programs that will allow all children of all abilities the avenue to participate in programs that build character, sportsmanship, esteem, discipline, friendships and promote Christian values. To that end, the Boosters shall develop and supervise a comprehensive program of recreational/competitive sports. The best interest of the children of Blessed Sacrament, and their Christian development, shall always be the guiding principal in any matters concerning the Boosters and its activities.

Article III

**Membership**: Membership in the Boosters shall be open to any adult who is an active participant in the Blessed Sacrament School or Parish Community.

1. The governing body of the Boosters shall be by a Board of Directors (hereafter referred to as the Board). The Board shall be comprised of the four Officers, eleven Members at Large, Board Advisors, and one or more Directors for each sports program offered. The President-Elect shall be elected biannually at the October general membership meeting as set by the board. The Office of President shall be filled by the President-Elect who was elected at the previous biannual election. When the President-Elect takes office, the past President shall become an advisor to the President and Board for the period of 1 year. Elections for the Vice President, Secretary, Treasurer and available Member at Large positions take place at the annual October meeting. Officer positions will serve a 2 year term. At-Large Members will serve a 3 year term. In the event of a vacancy in any of the aforesaid elected Officers, the Board shall appoint a replacement until the next regular election, by a quorum vote. Terms may be renewed. Board Advisors will serve a one year term that can be renewed.
2. Directors of sports programs and Board Advisors are deemed non-voting members of the Boosters. The four Officers and eleven Members at Large maintain voting status.
3. The Board shall set such policies and practices as necessary to carry out the mission of the Boosters.
4. The President shall, no later than September 15th of every year, appoint a nominating committee composed of at least three members of the Boosters, two of whom shall not be a member of the Board, to nominate individuals for election to each of the positions on the Board at the annual October meeting. Only members present may vote for Board.
5. The newly elected Board shall take office on November 1st following their election.
6. The Board shall meet at least monthly at dates and times designated by the Board at its regular meetings. Special meetings may be called at the request of the President or Vice President, in the absence of the President, to consider and vote on issues that are set forth in the notice of the special meeting. A special meeting may be called by four or more members of the Board at their instance to consider and vote on such issues as set forth in the notice of said special meeting.
7. The President or Vice President, in the absence of the President, and seven other Board Members shall constitute a quorum to conduct business at all regular Board meetings. All votes of the Board shall be by simple majority of the Board members present at said meeting.
8. The Board shall appoint Directors for each sports program. There are no term limits on these positions. There shall be Directors for the following activities: Knothole Director, Instructional Baseball Director, Softball Director, Volleyball Director, four Soccer Directors (U6, U8, U10, and U12-U16), two Basketball Directors (boys & girls), and a Golf Director.

Article IV

**Duties of Officers and Board Members:**

1. President. The President shall preside at Board meeting and all meetings of the Boosters. The President or his/her designee may attend any meetings of the Directors, committees or any competitive event as he/she sees fit. He/she shall appoint such standing and Ad Hoc committees as necessary to carry out the Mission of the Boosters, including competitive events and fundraisers. All such committees shall report to the President who shall in turn report to the Board.
2. Vice President. The Vice President shall perform all the duties of the President in his/her absence.
3. Past President. The Past-President shall serve in an advisory role for one year after his/her term. This is a non-voting position.
4. Secretary. The Secretary shall keep minutes of all meetings, conduct all correspondence and maintain in good order all records and documents of the organization.
5. Treasurer. The Treasurer shall be the custodian of all the Boosters Funds. He/she shall keep an accurate record of all receipts and disbursements and shall give a Blessed Sacrament Boosters, Inc. complete account of the financial affairs of the organization at all Board Meetings. The Treasurer shall assist his/her successor in a transfer of all records and accounts. He/she shall strictly adhere to the policies set forth below in article VI.
6. Members at Large. The Members at Large shall serve on such committees as the President or Board as a whole may direct. Members have a basic legal and policy responsibility. Even though you are an unpaid volunteer, you must:
7. [Be active](http://www.illinoisattorneygeneral.gov/charities/volunteers.html#active#active)

You should attend meetings of the board and board committees on which you serve. You should have general knowledge and understanding of how the organization is functioning, and you should have particular knowledge and understanding about the purpose of the organization and the specific responsibilities assigned to you.

It is expected that you will attend the majority of the meetings and be an active member of the board, which includes serving on a board committee. The Board also expects that all board members will serve at least two years.

1. [Receive no material profit](http://www.illinoisattorneygeneral.gov/charities/volunteers.html#Receive#Receive)

Board members can only receive reimbursement for reasonable expenses and costs incurred in carrying out their board responsibilities

1. [Avoid conflicts of interest](http://www.illinoisattorneygeneral.gov/charities/volunteers.html#Avoid#Avoid)

**Self-dealing**
Avoid transactions with the Boosters in which you have a personal or business interest beyond your interest as a board member. In the rare instance where it is not in the best interests of the Boosters to deal with you, you should make a full disclosure to the board of all the circumstances involved in the transaction, be sure that the transaction is fair to the organization, refrain from voting on the transaction as a board member, and not be counted in determining the existence of a board quorum. This restriction applies also to your relatives, business associates and friends.

**Organizational opportunities**
In all matters pertaining to the Boosters, you must put its interests ahead of your own. If an opportunity related to the Boosters’ presents itself you must make it available to the Boosters before you take it for yourself or another entity.

1. [Exercise judgment in overseeing the organization’s affairs](http://www.illinoisattorneygeneral.gov/charities/volunteers.html#Exercise#Exercise)

As a board member, you have a duty to care for the Boosters’ affairs in good faith and with at least the degree of diligence, care and skill which ordinarily prudent people would exercise under similar circumstances in like positions. Your good faith is not enough.

The board must act with knowledge and after adequate deliberation. The board must carefully set organizational policy and regularly oversee the operations of the organization. To exercise its duty or care, the board must appoint and regularly review the Directors of the organization and establish and monitor, without getting involved in day-to-day activities, basic organizational policies and procedures as follows:

* Become familiar with all financial matters of the charity.
* Provide for regular meetings of the board and its committees with adequate reports on – and discussion of – organizational activities.
* Maintain adequate minutes of board and committee meetings as well as pertinent organizational records.
* Provide for careful selection and orientation of new board members.
* Be sure that conflicts of interest are avoided.
* Require board review, adoption and monitoring of the annual budget.
* Ensure financial resources to conduct organizational activities.
Clarify and assure adherence to the purposes of the organization and monitor effectiveness in achieving results. A copy of the charter, by-laws and tax exemption letter, if any, will help with this.
* Assure competent directors and committee members
* Assure that staff compensation and professional consulting fees are reasonable.
* Provide sound investment and management of organizational funds and assets not expended directly for charitable purposes, to yield a reasonable return without undue risk.
* Protect the Boosters’ property, including reasonable provision for safekeeping, replacement and divestment procedures that will benefit the Boosters.
1. [Comply with applicable governmental regulations](http://www.illinoisattorneygeneral.gov/charities/volunteers.html#Comply#Comply)

A number of local, state and federal laws and regulations apply to not-for-profit organizations. The board is responsible for ensuring that the organization complies with these requirements.

Organizational regulations - Kentucky not-for-profit corporations must file annual reports with the Kentucky Secretary of State’s office.
Administration and solicitation - Administration and solicitation of funds must be done in accordance with Kentucky Law. Gaming licenses need to be maintained in order to properly solicit and administer funds relating to gaming activities.
 Taxation - The Boosters are a not-for-profit organization and have been approved for a tax exempt status. A not for profit tax return is filed with the Internal Revenue Service each year.
Accountability - Board members can be held personally liable by third parties injured by actions of the organization. Liability insurance for directors and officers is often available to cover some of these situations.

Article V

**Duties of Sports Directors:**

The Directors shall be responsible for the recruitment of Coaches, Assistant Coaches and other volunteers necessary to sustain a competitive sports program, consistent with the Mission of the Boosters, in each of the programs as set forth above or in any additional programs as determined by the Board and shall provide for the following:

1. He/she shall, consistent with his budget allocation, determined by the Board, secure and maintain from year to year all necessary equipment and uniforms needed for his/her program. He/she shall set policies with his/her coaches to ensure adequate issuance and retrieval of such equipment and supplies.
2. He/she shall secure necessary facilities and league opportunities for the players as appropriate for their age and abilities.
3. He/she shall strictly adhere to Board Policies respecting financial responsibilities set forth below in Article VI.
4. He/she shall report regularly to the Board the status of his/her program, including budget.
5. He/she shall monitor the conduct of the Coaches, Players and fans and report any inappropriate behavior to the Board.

Article VI

**Financial Responsibility:**

1. Treasurer. The Treasurer shall be responsible to establish such policies and practices as necessary to insure appropriate handling of all Booster funds for participation fees, fundraisers, tournaments, etc. including receipts and disbursements.
2. The Treasurer or his/her designee shall provide for the safe and secure receipt and accounting of all cash funds at all events sponsored by the Boosters. The Treasurer shall provide the Director, Coaches, and other volunteers appropriate forms, with written directions, necessary to accept and report all funds due and owing the Boosters.
3. He shall insure that all checks are made payable Boosters and promptly deposited to the Boosters Account.

Sports Directors:

1. The Director shall provide a detailed accounting of all funds expended by him/her including receipts to the Treasurer. Any unexpended funds shall be returned to the Treasurer.
2. The Board shall give final approval to all budget/expenditure requests.

Responsible Purchasing: All Directors shall buy merchandise of good quality at the best price reasonably available. Wherever possible all purchases are to be made from the Boosters’ preferred Vendors.

Article VII

**General Rules:**

Children enrolled in Blessed Sacrament School shall have priority in selection to competitive teams. Parish children who do not attend Blessed Sacrament School shall be permitted to participate in competitive teams unless prohibited by league rules. Non Parish members may participate with teams unless prohibited by league rules.

All coaches of teams are under the direct supervision of the Director of that respective program. All coaches must be Virtus trained. Any disputes between the Coaches and the Director shall be brought to the attention of the Board.

All team rosters shall be determined by the Director of that particular sport, in accordance with League Rules. Once established, the rosters shall not be altered except by permission of the Director, with the approval of the Board. Any person aggrieved by the decision of the Director or Board shall appeal to the full Board, which shall consider same at a special meeting called for that purpose. All decisions of the Board shall be final.

If during a competitive event or practice any Coach, Manager, Player, Parent or Fan, who by their words (foul or abusive), deeds or actions brings disrepute upon the sports program or detrimentally effects the event or practice of Blessed Sacrament Teams may be reprimanded by the Director or Board. Their action may include expulsion from the event or practice. The Director must report the infraction to the Booster President. Any further action taken shall be in accordance with Articles above.

Article VIII

**Amendment of Bylaws**:

These Bylaws may be amended by a vote of eight of the Members of the Board. These Bylaws may only be amend at a regular or special meeting of the Board and only after written notice of the proposed changes has been given to the President for thirty (30) days before the vote thereon. All proposed changes must be made by at least one member of the Board.

 **Article III Sections 1 & 2 amended with approval of the existing**

**members of the Board of Directors of the Blessed Sacrament Boosters Inc.**

**Done this 15th day of January 2015.**