

ST. FRANCIS of ASSISI SCHOOL BOOSTER CLUB

BY-LAWS & CONSTITUTION

CONSTITUTION

Article I – Name

The name of this organization shall be St. Francis of Assisi School Booster Club.

Article II – Mission Statement

The mission of the St. Francis of Assisi School Booster Club shall be to support the athletic programs of the St. Francis of Assisi School which includes St. Frances Cabrini Middle School, St. Francis deSales and St. Francis Xavier Elementary campuses. The athletic programs of this school are, but not limited to, volleyball, cross country, basketball, golf, tennis and cheerleading. This purpose is to be accomplished by raising funds through various functions of the Booster Club for the needs of the St. Francis of Assisi School Athletic Program.

Article III – Membership

Membership in this association is open to all parents and guardians of children attending St. Francis of Assisi School and to others interested in the objectives of the Booster Club. Membership is included with athletic fees for all parents and guardians of students involved in athletics or cheerleading.

BY-LAWS

SECTION 1

Booster Club meetings are held the first Monday of the month at 6:00 pm in the Cabrini cafeteria. (No meeting in July. September meeting is the 2nd Monday)

SECTION 2

Officers will be selected during the September meeting. Officers include: Chair, Vice-Chair and Secretary. Officers will fill their position for 1 year beginning in September until September of the following year. The Vice-Chair succeeds to the presidency after his/her one-year term as Vice-Chair. The office of Secretary may be elected to serve more than one term.

The Athletic Director of St. Francis of Assisi School is an ad-hoc member of the Booster Club.

The Principal of Cabrini Middle campus is also an ad-hoc member of the Booster Club.

SECTION 3

Any member in good standing shall be eligible to hold an office. No coaches will serve as officers of the Booster Club during the same year that they are coaching.

SECTION 4

Duties of Officers:

The Chair shall call and preside at all meetings.

The Vice-Chair shall preside at all meetings in the absence of the Chair and shall assist the Chair in general duties as needed.

The Secretary shall keep minutes of all meetings of the Booster Club and answer all communications as directed by the Chair.

The Athletic Director will serve as the liaison between the St. Francis of Assisi School Board and the Booster Club.

SECTION 5

COMMITTEES:

The Club shall have the following committees, which will be activated and organized by the Booster Club:

Concessions

School Spirit Wear

Equipment/Uniforms

Cabrini Classic Basketball Tournament

Cabrini Volleyball Tournament

Volunteer Coordination

Volunteer Appreciation/Recognition

Scholarship

Each committee will have at least 1 chairperson unless otherwise noted. Concessions will have 2 couples as co-chairs. Cabrini Classic will have 2 co-chairpersons along with subcommittees. Volunteer Coordination will have 2 co-chairpersons.

SECTION 5

COMMITTEE DESCRIPTIONS:

Concessions – This committee manages the concessions and ticket sales for basketball games (both boys and girls), volleyball tournament and basketball tournament held at the Cabrini campus and any league games held at Roncalli High School.

School Spirit Wear – This committee (in collaboration with the Marketing and Development Department) coordinates the selection, ordering and distribution of fall, winter and spring sportswear at the Cabrini campus. This sports wear sale is offered to Cabrini, deSales and Xavier students. Order form for all Cabrini sportswear should be sent out with each sports parent meetings.

Equipment/Uniforms – This person maintains the inventory of all uniforms (Cross Country, Basketball (boy & girl), Volleyball and Cheerleading. Also all balls (BB/VB) divided into bags for distribution to coaches for season. Reports deficiencies back to the Booster Club. Distributes uniform rules (care of uniform and responsibility) to coaches to be distributed to athletes.

Cabrini Classic Basketball Tournament – This committee is responsible for the coordination of the 5th & 6th Grade and 7th & 8th Grade girl's basketball tournament. Sub-committees of this tournament include: Program and Advertising (2 people in collaboration with the Marketing and Development Department), Clothing (1 person), Trophy/Awards (1 person), Teams (co-chairs responsibility), Referees (1 person), Scorebook/clock (1 person), Paperwork (1 person) (score sheets, brackets, signage, announcer sheets), Bleacher Set-up & takedown.

Cabrini Volleyball Tournament – This committee is responsible for the coordination of the 6th, 7th & 8th Grade tournament, which includes Teams, Program, Clothing, Awards, and Referees.

Volunteer Coordination – This committee is responsible for the coordination of concession and cleanup along with ticket sale workers for all basketball (boys & girls) games and tournaments and volleyball tournament held at the Cabrini campus and league games held at Roncalli High School.

Volunteer Appreciation/Recognition – This committee is responsible for recognizing the efforts of parents and guardians who volunteer time to support St. Francis of Assisi School Athletics, which would include concessions, clean up and ticket sales.

Scholarship – This is a 3-4 person committee of non-eighth grade parents/guardians. This is a scholarship for an 8th grade boy or girl who participated in athletics at St. Francis of Assisi School. It is an essay written by the eighth grader and blindly judged by this committee in the spring of 8th grade year.

Fundraising – All fundraising activities will be coordinated with the Development office.