

NDA Athletic Booster Club

I. Role of the Club

The Notre Dame Academy Booster Club exists as an organization of parents and community persons dedicated to:

- A. Supporting, encouraging, and advancing the athletic program of NDA, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- B. The club shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the Academy.
- C. The club shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the Academy.
- D. The club shall fundraise within the context of the Notre Dame Development Plan. It shall not seek to interfere with or replace said plan.
- E. The club shall do nothing that violates the rules of the Massachusetts Interscholastic Athletic Association or in any way jeopardizes the membership of Notre Dame in said association.

II. Financial

The Booster Club each year contributes to the athletic department for the needs of each sport that otherwise may not be available from the athletic department operating budget.

III. Relationship with Coaches

Coaches are encouraged to take advantage of every opportunity to work with the Booster Club in their many fund-raising projects during the course of the school year. The more coaches become involved in Booster projects, the more it will strengthen good will between the club and the extracurricular activities. Coaches shall make any requests officially through the department budget procedure.

IV. Relationship with the Athletic Director

The athletic director will attend all booster meetings and act as official liaison between the school and the Booster Club. In May of each year, the Athletic Director will present the Booster Club with the budget request for the following year as requested by the coaches.

Constitution of Notre Dame Academy High School Boosters Club

Article I: Name

The name of this organization shall be the Notre Dame Academy Boosters Club.

Article II: Purpose and Function

It is the purpose of the NDA Boosters Club to encourage and support the NDA Interscholastic Athletic Philosophy and all sport activities.

Article III: Membership

Membership shall be open to any person who subscribes to the purpose and function of the NDA Boosters Club.

Article IV: Board of Directors

A five- (5) member Board of Directors who shall comply with the Constitution and by-laws of the NDA Boosters Club shall manage the affairs of the club. The Director of Athletics shall represent the administration of NDA and shall serve as a member of the Board of Directors with the four elected officers.

Article V: Officers

The officers of the club shall be adult members and shall consist of the President, Vice-President, Secretary, and Treasurer.

Article VI: Meetings

Section I: Regularly scheduled meetings shall be held monthly or bi-monthly.

Section II: Meetings may be conducted upon call of the President and any two- (2) members of the Board of Directors.

Article VII: Amendments

These Articles of the Constitution may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given to all members present at the previous meeting.

By-laws of the Notre Dame Academy Boosters Club

Article I: Membership

Section I: Qualifications

- A. Persons who subscribe to the purpose and function of the NDA Boosters Club.
- B. Annual dues for membership shall be set by the Board of Directors and approved by the membership at the annual (May) meeting.

Section II: Representation

- A. Each adult member is entitled to one vote when personally in attendance at meetings of the club.

Article II: Board of Directors

Section I: Number and Term of Office

- A. The business and operation of the club shall be managed and controlled by a board of four directors and the Athletic Director. The four directors shall be elected by a plurality vote of the members at the annual (May) meeting.

Section II: Vacancies

- A. In case of any vacancy on the Board of Directors, a successor to hold office for the remaining open term shall be elected by the members at the following meeting.

Section III: Meetings

- A. Board of Director's meetings may be held thirty minutes prior to the regular monthly meetings.

Article III: Officers

Section I: Officers

- A. The officers shall be elected by the general membership at the annual (May) meeting.

Section II: Duties

- A. The President:
 - 1. Shall preside at all meetings of the club and of the Board of Directors.
 - 2. Shall personally represent the club or appoint a delegate where representation is deemed advisable.
 - 3. Shall appoint committees and committee chairmen.
 - 4. Shall effect compliance with the rules, regulations, and policies of the Academy and the MIAA.
 - 5. Shall sign all contracts in the name of the club with an additional member of the Board of Directors.
- B. The Vice President:
 - 1. Shall have such powers and perform such duties as may be delegated to him/her by the President.

2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.
 3. Shall keep the membership lists
- C. The Secretary:
1. Shall keep and submit the minutes of all the meetings
 2. Shall keep such other records as directed by the Board of Directors.
 3. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.
 4. Shall submit a copy of minutes to school administration.
 5. Shall read minutes at the next meeting.
- D. The Treasurer:
1. Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
 2. Shall perform all the duties usually incident to the office of Treasurer, subject to the control of the Board of Directors.
 3. Shall submit monthly statements to the NDA finance office and administration.

Article IV: Finance

The funds are to be deposited in the NDA Boosters bank account and may be withdrawn on the signature of the Treasurer or President of the Board of Directors.

- A. The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the Treasurer or President upon the approval of the Board of Directors shall disburse them by properly drawn warrant upon the deposits of the association.
- B. The President and Treasurer of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.
- C. Disbursements in excess of \$100.00 are to be approved by a committee consisting of the athletic director and two other members of the Board of Directors.
- D. No member shall have any legal or equitable ownership in any of its funds or property.
- E. All funds collected by the officers or members of the Board of Directors shall be deposited in the NDA Booster bank account as approved by the Board.
- F. A check request shall be submitted to the Treasurer to pay by check all debts of the association in accordance with the terms of the invoice or on approval by the Board of Directors.

- G. All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors by the Athletic Director. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board.
- H. Total expenditures cannot exceed approved total budgeted amount without the approval of the Board of Directors. Unused funds cannot be applied to other items without the approval of the Board of Directors.

Article V: Fiscal Year

The fiscal year of the Booster Club shall begin July first and end June Thirtieth.

Article VI: Basic Policies of Operation

The following are basic policies of the club:

- A. The club shall be non-political and non-sectarian.
- B. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- C. In the event of the dissolution of the club, its assets shall be distributed to the Notre Dame Academy athletic department.

Article VII: Amendments

These by-laws may be amended at a meeting of the membership by a two-thirds affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) was announced at the previous meeting.

Article VIII: Parliamentary Authority

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and by-laws.