

**CONSTITUTION AND BY-LAWS
OF THE
ST. JOHN'S ATHLETIC BOOSTERS**

NAME

The name of this organization shall be the St. John's Athletic Boosters, hereinafter called "St. John's Athletic Boosters".

AFFILIATION

The St. John's Athletic Boosters shall be affiliated with St. John the Baptist Catholic Parish, located at 5361 Dry Ridge Road, Cincinnati, Ohio 45252. The "Pastor" shall hereinafter refer to the Pastor of St. John the Baptist Catholic Parish.

THE PARISH

The "Parish" shall hereinafter collectively refer to:

St. John the Baptist Catholic Parish, 5361 Dry Ridge Road, Cincinnati, Ohio 45252;
St. John Neumann Catholic Parish, 12191 Mill Road, Cincinnati, Ohio 45240; and
Corpus Christi Catholic Parish, 2014 Springdale Road, Cincinnati, Ohio 45231.

THE SCHOOL

The "School" shall hereinafter refer to St. John the Baptist Catholic School located at 5375 Dry Ridge Road, Cincinnati, Ohio 45252.

MISSION

The St. John's Athletic Boosters, under the direct authority of the Pastor, shall further the mission of the Catholic Church and the Parish by providing high quality athletics experiences for youth that are firmly rooted in the Catholic faith tradition, based on the goals of Catholic youth ministry, aligned with the evangelizing mission of the Catholic Church, and serve as an extension of the Parish's mission and youth ministry efforts. The three overarching "Goals" of the St. John's Athletic Boosters are:

Discipleship: To empower young people to live as disciples of Jesus Christ in our world today.

Participation: To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.

Growth: To foster the total personal and spiritual growth of each young person.

To achieve the aforementioned Goals, the St. John's Athletic Boosters shall provide a Christian environment whereby youth are afforded an opportunity to participate in athletic activities led by qualified, competent and committed coaches and sport coordinators who shall also emphasize proper instruction, good sportsmanship, safe competition, leadership development, and team unity. Furthermore, the actions of the St. John's Athletic Boosters shall be aligned with the following Guiding Principles:

- (a) Discipleship, Faith and Family First;
- (b) Evangelizing Mission;
- (c) Responsible Participation in the Church;
- (d) Faith, Character and Virtue Development;
- (e) Trained and Competent Coaches and Athletic Leaders;
- (f) Safety and Well-being of Children; and
- (g) Good Stewardship and Accountability.

MEMBERSHIP

A "Member" (all Members shall collectively be referred to herein as the "General Membership") of the St. John's Athletic Boosters shall be:

any registered parishioner of the Parish who: (a) is 18 years of age or older, and (b) is considered by the Parish to be in good standing; and/or

any individual who is a legal guardian of a minor child and who has, within the preceding twelve months: (a) registered such minor child to play sports through the St. John's Athletic Boosters, and (b) paid the stated annual family fee.

Any exceptions to the aforementioned classification of a Member must be approved per a majority affirmative vote of the Board Members.

GOVERNING BODY

Authority of and Accountability to the Pastor

Notwithstanding anything to the contrary contained herein, the St. John's Athletic Boosters and its Board shall operate under the direct authority of the Pastor and the Pastor shall have the final authority to veto any decisions made by the Board and/or General Membership. Furthermore, the St. John's Athletic Boosters shall be accountable to the Pastor for all matters, including but not limited to, matters of resources, finances, facilities, legal and insurance.

Board Composition and Terms

The governing body of the St. John's Athletic Boosters shall consist of six (6) Members elected from the General Membership (individually, a "Board Member" and collectively, the "Board"). Each Board Member shall fill one of the following positions and the respective terms shall be as follows:

- President – 2 year term;
- Vice President – 2 year term;
- Secretary – 2 year term;
- Treasurer – 2 year term;
- Trustee – 2 year term; and
- Trustee – 2 year term.

Unless otherwise approved per a majority affirmative vote of the Board Members, each Board Member may serve only two (2) consecutive terms in the same position.

Succession plans will roll in this manner:

1. Year one – President, Treasurer and a Trustee position will be replaced
2. Year two – Vice President, Secretary and the other Trustee will be replaced

Board Member Qualifications

Each Board Member must be a member of the Parish, considered by the Parish to be in good standing, and approved by the Pastor. Prior to becoming a Board Member, and all times while on the Board, each Board Member must be in compliance with the Decree on Child Protection.

Duties of the Board

The Board shall collectively be responsible for developing, implementing and executing policies and procedures that:

- (1) will accomplish the Goals of the St. John’s Athletic Boosters;
- (2) are consistent with its Mission and Guiding Principles;
- (3) are in compliance with the policies of the Archdiocese of Cincinnati, as specified in the Charter on Catholic Youth Activities first promulgated on March 1, 2014 (the “Charter”, as revised, amended and/or restated from time to time); and
- (4) ensure that the fiscal, risk management and legal affairs of the St. John’s Athletic Boosters are being conducted transparently and appropriately.

The Board shall also be responsible for:

- (1) selecting qualified coaches and sport coordinators who are in compliance with the Decree on Child Protection and committed to fulfilling St. John’s Athletic Boosters’ Mission, Goals and Guiding Principles;
- (2) ensuring that all players, coaches, sport coordinators and parents are made aware of the St. John’s Athletic Boosters’ Code of Conduct (which shall be consistent with the Archdiocese of Cincinnati Catholic Youth Athletics Code of Conduct as outlined in the Charter);
- (3) properly addressing any violations of such Code of Conduct; and
- (4) resolving any grievances that are escalated to the Board.

Individually, the respective duties of the Board Members are as follows:

- (1) President – The President shall:
 - (a) have primary operational oversight for all aspects of St. John’s Athletic Boosters;
 - (b) preside at all Board and General Membership meetings;
 - (c) be an ex officio member of all committees and subcommittees with the right of attendance and discussion; and
 - (d) only cast a vote in the case of a tie (which shall encompass all matters raised for a vote, whether amongst the Board or General Membership).
- (2) Vice President - The Vice President shall assist the President in the operational oversight of St. John’s Athletic Boosters and fulfil all duties assigned by the President. In the absence or incapacity of the President, the Vice President shall exercise all powers of the President.
- (3) Secretary - The Secretary shall be responsible for establishing and maintaining St. John’s Athletic Boosters’ records, correspondence and meeting minutes.
- (4) Treasurer - The Treasurer shall:
 - (a) be responsible for ensuring that the St. John’s Athletic Boosters is a fiscally responsible steward of its monies and other resources, with revenues and expenses accounted for appropriately and transparently;
 - (b) maintain accurate financial records, report such records to the Pastor, Parish Liaisons, Board, General Membership, Archdiocese and government as necessary;
 - (c) be responsible for overseeing the collection of all revenues and the timely disbursement of all payments; and
 - (d) ensure that St. John’s Athletic Boosters remains in compliance with all Parish and Archdiocese policies
- (5) Trustees - Each Trustee shall be responsible for fulfilling all duties assigned by the President.

Parish Liaisons and Spiritual Liaisons

The Pastor may, in his sole discretion, appoint one or more delegates to represent him and the Parish (each a “Parish Liaison”), as well as one or more individuals who shall serve as a “Spiritual Liaison” (as described in the Charter). The Board and General Membership shall work cooperatively with all Parish Liaisons and Spiritual Liaisons to ensure that the aforementioned Mission, Goals, and Guiding Principles are fulfilled.

1.1.1 *The Role of the Spiritual Liaison.* As noted above, athletics organizations should have a designated Spiritual Liaison (the “Spiritual Liaison”) as follows:

- (a) Selection:

- (i) Catholic: The Spiritual Liaison should be an active Catholic in good standing with the Church. The Spiritual Liaison may be ordained, religious or lay, a paid staff member, or a volunteer.
 - (ii) Appointed by Pastor or principal: In a parish, the Spiritual Liaison should be appointed by the Pastor and report directly to him or his designee. In a non-parish school, the Spiritual Liaison should be appointed by the principal or his or her designee.
- (b) Duties:
- (i) Communication: Responsible for communicating the spirit, mission, goals and principles of this Charter to all in the athletics organization.
 - (ii) Meetings and monitoring: Ensure that the annual coaches' ministry meeting(s) is (are) scheduled. Attend the annual coaches' ministry meeting(s) and monitor attendance at such meetings by the coaches.
 - (iii) Promote ministry spirit: Assist coaches in implementing a spirit of ministry, as reviewed annually at the Coaches' ministry meeting, in practices and games throughout the season.
 - (iv) Evaluations: Participate in end-of-year evaluations of coaches and discussions regarding their return for future years.
 - (v) Resources: Provide resources, including prayers and other resources, to assist coaches in their youth athletics ministry.
 - (vi) Listening: Be a listening ear outside of the athletics organization for coaches, parents or athletes.
 - (vii) Develop guidelines: In consultation with the Pastor, or principal of a non-parish school, and athletics organization leadership, establish any guidelines to be fulfilled by coaches or teams to integrate Catholic/Christian faith and spirituality more fully into the athletics programming.
 - (viii) Grievance Committee: The Spiritual Liaison should be a member of the athletics organization Grievance Committee.

Board Voting

All matters, whether specifically addressed in this Constitution and By-laws or raised via a motion from a Board Member, shall be approved by the Board if it receives a majority affirmative vote from the Board Members. At the President's sole discretion, votes submitted to the President and/or Secretary via email Or other electronic medium shall be acceptable

Fiscal Year

The St. John's Athletic Boosters' "Fiscal Year" shall commence on July 1st of each calendar year and end on June 30th of the following calendar year.

Board Member Elections

The process for electing new Board Members shall consist of the following:

- (1) Prior to or on March 15th of each Fiscal Year, the Board shall:
 - (a) determine which Board positions will be vacated upon the conclusion of the then current Fiscal Year; and
 - (b) communicate such openings to the General Membership via email and solicit nominations.
- (2) On or after April 15th of each Fiscal Year, the Board shall:
 - (a) identify a nominee for each position to be vacated; and
 - (b) approve such slate of nominees per a majority affirmative vote of the Board Members.
- (3) Prior to or on May 15th of each Fiscal Year, the Board shall present such Board-approved slate of nominees to the Pastor for final approval.
- (4) Such newly elected Board Members shall take office on July 1st.

If a Board Member vacates his/her position prior to the expiration of his/her underlying term, the remaining Board Members may nominate a successor via a majority affirmative vote. Such successor's Board-approved nomination shall then be presented to the Pastor for final approval. Unless otherwise approved per a majority affirmative vote of the remaining Board Members, the successor Board Member shall complete the term of the vacating Board Member.

MEETINGS

General Membership Meetings

The Board shall meet in an open forum, where attendance by the General Membership is welcome and encouraged, on a monthly basis (each a "General Membership Meeting"). Any such meeting shall be considered official if a quorum, representing a simple majority of the Board Members, is present. Any such General Membership Meeting may be cancelled or rescheduled per a majority affirmative vote of the Board Members. Each Parish Liaison and Spiritual Liaison shall be invited to attend all General Membership Meetings.

Board Meetings

At any time, the President or at least two (2) other Board Members may call a closed session meeting of the Board, which may be held in-person or via teleconference (each a "Board Meeting"). Any such meeting shall be considered official if a quorum, representing a simple majority of the Board Members, is present. Each Parish Liaison and Spiritual Liaison shall be invited to attend all Board Meetings.

REVISIONS

Any and all revisions to this Constitution and By-laws must be approved per a majority affirmative vote of the Board Members