

St. Susanna Athletic Boosters Constitution

ARTICLE I : Boosters and Board Members and Coordinators

The membership consists of any registered parishioner of St. Susanna Parish. The members shall nominate future Board Members. The Board will consist of the President, Vice President, Financial Director, Communication Director, Boys' Athletic Director, Girls' Athletic Director, Facilities Director and Spiritual Director. The Parish Staff Liaison will participate as a non-voting member of the Board, be the liaison with the Parish Office, will represent the Boosters program with all members of the parish staff. Coordinators represent each sport and function as described in the St. Susanna Athletic Boosters Policy Handbook.

The Board positions will be discerned annually by the current Board members after receiving nominations from the Boosters' members. The Parish Staff Liaison and the Pastor may participate in the annual discernment process.

ARTICLE II : Responsibilities

It is the Board's responsibility to develop and implement policies and procedures to accomplish the purpose and objectives of the organization. All policies developed and defined by the Board and this Constitution, as established and amended, shall be consistent with the policies of the Archdiocese and approved by the Pastor or Pastor's designee.

Board Members must fulfill the following duties and responsibilities:

1. Support Boosters to achieve its purpose as described in the Athletic Boosters Policy Handbook.
2. Be present for all meetings. Missing three consecutive meetings or a total of four absences in the fiscal year is sufficient reason for replacement.
3. Commit to a three-year term.
4. Become familiar with the St. Susanna Athletic Boosters Constitution and the St. Susanna Athletic Boosters Policy Handbook.
5. Attend the Virtus Child Protection seminar and be fingerprinted.

The Board will be responsible for developing and maintaining a Handbook which will be reviewed, and if necessary, revised at a minimum of every two years. It will contain at least:

- Statement of Philosophy
- Primary Objectives
- General Policies
- Team and Coach Selection Policies
- Conflict Resolution Policy
- Codes of Conduct for Board Members, Coaches, Parents and Student Athletes
- Responsibilities of Board Officers and Coordinators
- Responsibilities of Coaches, Student Athletes and Parents
- Board Meetings
- Discernment Process

ARTICLE III : Board Meetings

The Board shall meet in an open forum at least once per month and has the option of not meeting during the month of July. The President may also call closed working sessions on an as-needed basis. Decisions made in closed working sessions must be presented and voted on at open sessions before becoming effective.

ARTICLE IV : Voting

On matters concerning St. Susanna Boosters organization, voting will be done by Board Members. Each will have one vote. To pass a motion, five of the eight Board Members must be in agreement. Proxy votes are not encouraged but may be utilized if all other options have been exhausted and discussion of the issue has ended. Booster business may be conducted, but votes will not be ordered without having five Board Members present. Where it becomes necessary for the Board to vote on a matter in an expedited manner, voting can occur via email. These e-votes will be conducted by the Communication Director, and will require five of the Board Members to be in agreement. Results of any e-votes will be read into the minutes at the following Board Meeting. The Pastor shall have the authority to veto all policies, procedures and decisions.

ARTICLE V : Board Member and Coordinator Discernment Process

Nominations

It is the duty of the Boosters to seek out candidates on the basis of their competence, dedication, and interest in the Boosters' purpose and ministry. Notice of open positions and a request for nominations shall be communicated broadly and utilizing multiple methods to the parish community for at least thirty days prior to discernment.

Discernment Process for Open Board Positions

The discernment process will follow the guidelines as outlined in the St. Susanna Athletic Boosters Policy Handbook. There shall be eight members of the Boosters Board serving a three-year term. These shall be nominated by members of the parish and discerned by the Boosters Board. Board membership is limited to two full consecutive terms. Serving at least two of the three years of a term is considered a full term. After completion of the second term, a Board Member may serve again after an absence of three years from the Board. New members will be nominated and discerned by the current Board. The Pastor and/or the Staff Liaison will be a part of the discernment process.

Every attempt should be made so that no more than three Board Members complete their terms at the same time, preferably only two will vacate at the same time as detailed in the following chart:

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|--------------------------|----------------------|
| Communication Director | 2012 + every 3 years |
| Facilities Director | 2012 + every 3 years |
| Vice President | 2012 + every 3 years |
| Finance Director | 2013 + every 3 years |
| Girls' Athletic Director | 2013 + every 3 years |
| President | 2013 + every 3 years |
| Boys' Athletic Director | 2014 + every 3 years |
| Spiritual Director | 2014 + every 3 years |

Discernment Process for Open Coordinator Positions

The discernment process will follow the guidelines as outlined in the St. Susanna Athletic Boosters Policy Handbook. Coordinators are appointed to a three-year term by approval of the Board Members. Open positions will be posted on the Booster website and communicated broadly utilizing multiple methods to the parish community for a least thirty days prior to discernment. Members interested in being considered for appointment should contact a Board member for nomination. Coordinator appointments will be made via a discernment process conducted at the regular Board Meeting following the posting of the position. Nominations will be accepted up to, and including, the discernment meeting.

If at the end of any term a replacement is not found, the Board will have the right to vote to extend the current position by a single year in order to find a replacement. If the opening is a result of a resignation, and the position needs to be filled immediately, a Coordinator may be temporarily appointed until a permanent Coordinator is appointed following the procedure outlined above.

Coordinators will be limited to the appointment to two consecutive three-year terms in any position. Following the appointment to the second term, the Coordinator may not become a candidate until a waiting period of three years from the last appointment has expired.

Annual Review Process of Roles

The President and Vice President will lead an annual review process for each of the Board Members to determine if roles should be changed or if an individual is not effectively performing their duties. Even though each Board Member is discerned for a three-year term, they must be annually reviewed by their fellow Board Members to continue. The review process will be private and will include prayer and discernment of each Board Member. The Parish Staff Liaison may participate in the annual review of roles process.

ARTICLE VI : Resignations and Vacancies

Any Board Member or Coordinator may relinquish their position by written resignation. The Pastor will be notified by the President if he/she needs to resign and all other Board Members must notify the President in writing to resign. Following acceptance of the person's resignation by the appropriate person, a special discernment process will be held to replace the vacant position. The Board may decide

not to secure a replacement for the unexpired term and instead fill the vacancy on an interim basis with a Board Member or Coordinator. If the vacancy is the President's position, the Pastor or Pastor's designee should work with the current Board to appoint an interim President from the Board until the next discernment. The interim President will return to his/her position once a new President is discerned by the Board if they are still within their term.

ARTICLE VII : Discipline

All Board Members, Coordinators, Coaches, Student Athletes and Parents must follow the guidelines as listed in the St. Susanna Athletic Boosters Policy Handbook. Failure to follow guidelines in the Handbook may result in a warning, suspension, or dismissal of that person by the Board. The Pastor has final authority to remove any Board Member, Coordinator, Coach, Parent or Student.

ARTICLE VIII : Fund Raising

All fund raising activities must have approval of the Booster Board and the Pastor of St. Susanna Parish. The fundraising must not interfere with the general financial support of the parish.

ARTICLE IX : Financial Management

The Athletic Directors and Coordinators will create budgets for each sport for the upcoming fiscal year (as defined in the St. Susanna Athletic Boosters Policy Handbook) at least two months prior to the start of the new fiscal year. The Financial Director will ensure that the new fiscal year master budget is submitted to the Board and the Parish Business Manager to be approved at least one month prior to the start of the new fiscal year. The Board may authorize additional expenditures outside of the operating budgets during the fiscal year after notifying the Staff Liaison as detailed in the St. Susanna Athletic Boosters Policy Handbook. An audit of the Boosters books must be made at the end of each fiscal year by the Finance Commission.

ARTICLE X : Amendments

Amendments to the Boosters Constitution shall be introduced by the Board. They will be read and discussed at the next two consecutive regular monthly meetings. Amendments will be approved by the Pastor before the Board votes on the amendment. Following initial approval of the Pastor, the amendment(s) will be voted on by the Board. After the amendment has been approved by the Board, the Constitution and amendment(s) will be presented to the Pastor for his final written approval.