

CONSTITUTION AND BYLAWS

LANSDALE CATHOLIC HIGH SCHOOL ATHLETIC BOOSTERS

Effective October 14, 2010

Revised May 12, 2011

**REVISED VERSION EFFECTIVE JUNE 24, 2015
(ACCEPTED THROUGH UNANIMOUS VOTE)**

LANSDALE CATHOLIC HIGH SCHOOL

LANSDALE, PA

Article I. Purpose

Section 1.01 The purpose of the Lansdale Catholic Athletic Boosters (LCAB), a parent run organization, shall be to support and promote the athletic programs of Lansdale Catholic High School. All actions will be consistent with the Lansdale Catholic High School philosophy of athletics and must align with the school's Mission and Vision statements.

Lansdale Catholic High School Mission Statement Lansdale Catholic High School is a Learning Community Teaching Values for Life through a formative Catholic education.

Lansdale Catholic High School Vision Statement Rooted in the worship of the Triune God, inspired by the Gospel of Christ, and empowered by his spirit, the mission of Lansdale Catholic High School embraces academic preparedness, character formation, and a sense of community service. All learners will be highly engaged in a Catholic environment built on positive relationships, based on the teachings of Christ. Motivated by a relevant and rigorous curriculum, students will be challenged to develop their God given abilities and talents to become graduates that are:

- Contributors to the Community in the Model of Christ
- Life-Long Learners
- Innovative Real World Problem Solvers
- Self-Disciplined Leaders with a Social Conscience

Section 1.02 The LCAB organization allows parents to participate and support student athletic activities. It provides financial support to the various athletic programs and seeks to promote enthusiasm and spirit among the students, parents, alumni and the community. The elected representative for each sport will vote and conduct business in a manner that is consistent with the wishes of the parents that they are representing.

Article II. Goal

Section 2.01 LCAB shall respect and foster the established school policies and practices as set forth and administered by the school administration. The LCAB shall raise money through fundraising and/or donations from corporations and individuals and also through grants. LCAB shall provide disbursement of funds to Lansdale Catholic teams based on needs not met by the General Athletic Budget of Lansdale Catholic High School.

Section 2.02 LCAB shall abide by and promote the Constitution of the Philadelphia Catholic League (PCL) and the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA.)

Article III. Membership

Section 3.01 General membership in LCAB shall be open to all parents or guardians of students attending Lansdale Catholic High School, alumni of Lansdale Catholic High School, and all other persons who subscribe to the purpose of LCAB. To prevent undue influence over the proceedings, the coaches and their assistants are prevented from becoming general members. In the event that a coach is a parent of a student-athlete, this restriction will remain in place.

Section 3.02 The LCAB Calendar runs August thru June each year. There shall be no meeting scheduled for the month of July. Regular meetings shall be held quarterly, starting in August, with the date to be determined and announced within a 2 week window by the president. The meetings will be held at a location to be determined by the LCAB President. The regular meeting times shall be 7:00 P.M. to 8:30 P.M. Additional supplemental meetings may be called by the LCAB Advisory Board or Administrative Board for special consideration of specific topics, including but not limited to, fundraising.

LCAB Hierarchy

Section 3.03 The LCAB Hierarchy shall consist of an Administrative Board and an Advisory Board.

Section 3.04 The Advisory Board shall have the authority to direct all the affairs of LCAB. The Administrative Board shall hold final approval and veto power over the decisions of the Advisory Board.

Section 3.05 The Administrative Board shall be comprised of the following Lansdale Catholic High School Administrators:

- (a) President
- (b) Principal
- (c) Assistant Principal for Student Affairs
- (d) Athletic Director
- (e) Assistant Athletic Director

Section 3.06 The Advisory Board shall consist of one elected representative from each of the following teams:

(a) Fall Sports

- (i) Football
- (ii) Boys' Soccer
- (iii) Girls' Soccer
- (iv) Boys' & Girls' Cross County
- (v) Girls' Tennis
- (vi) Boys' and Girls' Golf
- (vii) Girls' Volleyball
- (viii) Girls' Field Hockey

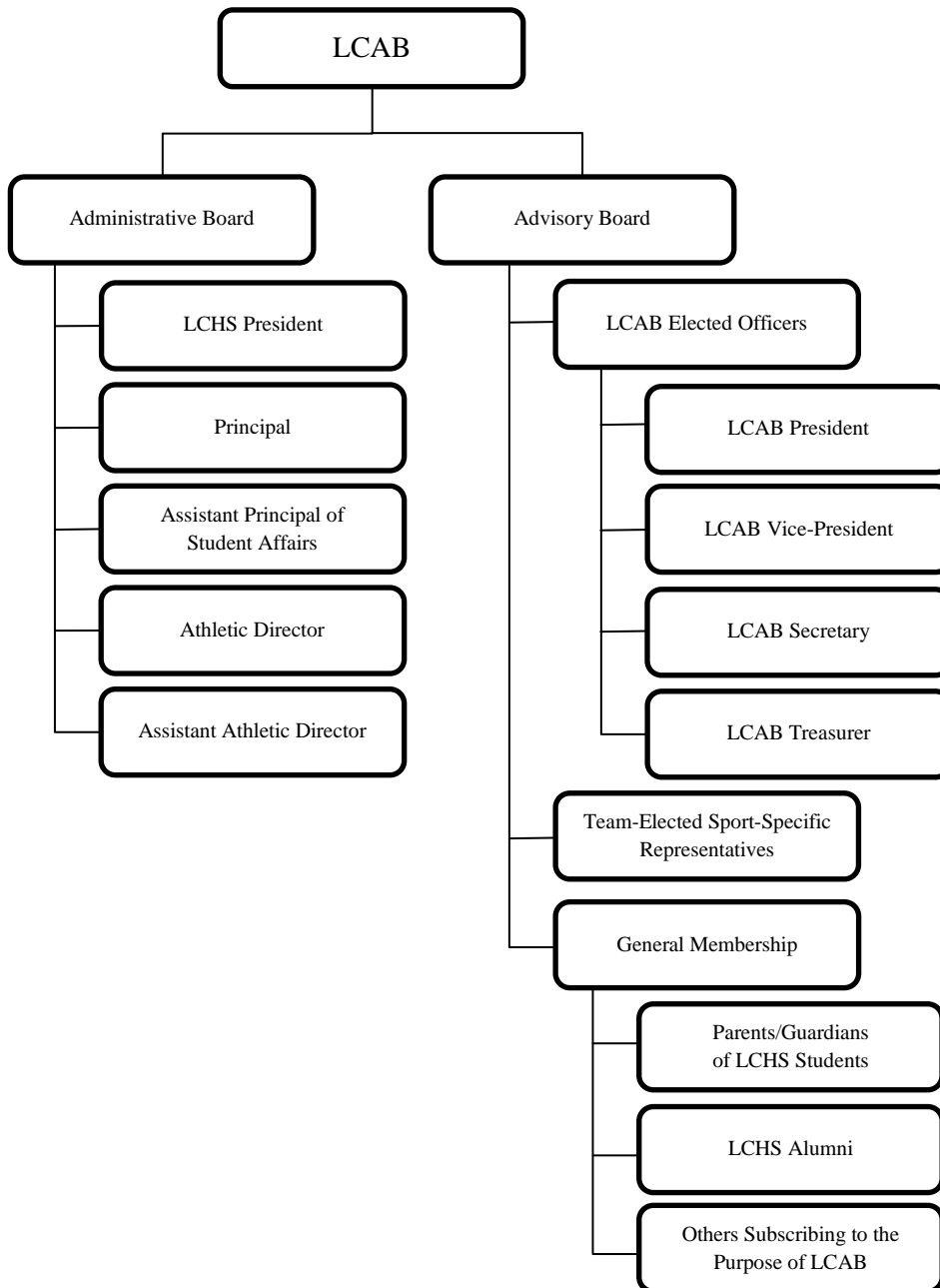
(b) Winter Sports

- (i) Boys' Basketball
- (ii) Girls' Basketball
- (iii) Cheerleading
- (iv) Boys' & Girls' Swimming
- (v) Boys' & Girls' Indoor Track

(c) Spring Sports

- (i) Boys' Baseball
- (ii) Girls' Softball
- (iii) Boys' Lacrosse
- (iv) Girls' Lacrosse
- (v) Boys' Tennis
- (vi) Boys' & Girls' Track
- (vii) Boys' Volleyball

Section 3.07 The following chart depicts the Advisory Board and Administrative Board hierarchy.



Article IV. Elected Positions

Section 4.01 The officers of LCAB shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

Section 4.02 The LCAB officers shall be nominated and elected by the general membership of LCAB. Officer positions are posted on LC Moodle and communicated to parents via e-mail announcement. In the event of multiple nominations for one position, the general membership of LCAB votes by secret ballot. The LCAB Advisory Board may request candidates to submit a brief statement outlining the reason (s) for their interest in the position and what they feel they will bring to the LCAB through their service. Ballots are tallied by two members of the Advisory Board who are not running for any officer positions. Election of an officer occurs by simple majority vote. Once elected, the LCAB officers become members of the Advisory Board.

Section 4.03 Each sport shall have a representative on the Advisory Board. Nominations for all positions on the Advisory Board shall take place during the pre-season Parent/Coaches meeting. Nominations, including self-nominations, are required to be submitted to both the head coach and the current LCAB representative. Additional nominations are accepted from the floor during the pre-season Parent/Coaches meeting. In the event that there are multiple nominations for a position, envelopes are distributed to parents present with ballots reflecting the names of nominees. A write-in option is included for nominations that come from the floor. Completed ballots are submitted to the Athletic Director with the name of the prospective player written on the outside of the envelope. One ballot is permitted per player family. Ballots are held by the Athletic Director and submitted for tally, after the team has been chosen, to an independent party designated and agreed upon by the coach and the Athletic Director. This independent party can include a member or officer of the LCAB Advisory Board not running for the position. If a vote has been submitted by a parent or guardian of a prospective player who has been cut from the team, the vote is considered a no-vote and is not counted. Selection of a representative is based on a simple majority vote. In the event an open seat becomes available during the year, one interim representative nominee is presented for an approval vote by the team head coach and athletic director at the next regularly scheduled LCAB meeting. The final representative determination is made at the next pre-season Parent/Coaches meeting as outlined above.

Section 4.04 The LCAB team representatives shall be elected to a term of 24 months.

Section 4.05 No one may hold more than one team representative position on the Advisory Board at any one time. However, being a team representative does not preclude you from also being an officer and member of the LCAB.

Section 4.06 Any elected advisory board member or officer may resign from the Advisory Board at any time. In addition, the Board may request a member be removed for due cause. This includes, but is not limited to, failing to attend required meetings for three consecutive months, failing to respond to communications from the Officers or Board members for the same three month period or circumventing the approved LCAB process and principles. In each case, every individual has the right to be adequately notified of the charges or proceedings, the opportunity to be heard at these proceedings, and that the person or panel making the final decision over the proceedings will be impartial in regards to the matter before them. After adequate due process, the board will vote for the individual's removal. Final removal requires a $\frac{3}{4}$ majority vote of the Advisory Board during a scheduled meeting with at least ten Advisory Members present.

Article V. Functioning of Organizations

Section 5.01 All proposals for team functions, sport-specific team “major” fundraising activities (as described in Section 6.09), and General LCAB Fund expenditures shall be approved by a vote of the Advisory Board. The Administrative Board will always hold the ability to override the Advisory Board’s decision through a veto. If a veto by the Administrative Board occurs between the time of the last meeting and before the next scheduled meeting, the Secretary needs to notify both LCAB Boards by way of an email. In addition, the meeting minutes must be amended to reflect the veto and the new version posted on Moodle.

Section 5.02 Advisory Board Members will be the liaison between the team parents of their sport-specific team and the LCAB organization. While all general members are encouraged to take an active role within the organization, the elected LCAB Advisory Board Member will provide the voice of the team for all LCAB issues. In all areas that fall under the jurisdiction of the LCAB, the representative will solicit input from the general membership and the Head Coach. In the end, the representative, with approval of the Administrative Board, will decide which actions are in the best interest of the team and direct all purchasing decisions. The Advisory Board Member will follow prudent purchasing practices when placing orders. In the event that a one-time purchase exceeds one thousand dollars (\$1,000), three competitive bids must be obtained. In addition, if a supplier currently is contracted for similar services by the Administrative Board, they must be one of the three bids. The parameters of the competitive bidding process can be amended at any time by the consensus and direction of the Administrative Board.

If the Lansdale Catholic High School General Athletic Budget allocation for a specific sport provides less money than is required to purchase a requested team item, the sport-specific LCAB account may be used to supplement the available funds. In order for this to occur, the Head Coach, the LCAB representative and the Athletic Director must all agree in writing that the LCAB funds are available for use.

Section 5.03 LCAB meetings shall be chaired by the President of the Advisory Board and shall follow Robert’s Rules of Order.

Section 5.04 Agenda items for LCAB Meetings can be submitted to the President by any general member up to ten day calendar days prior to the date of the meeting. The final agenda will be posted up on the LCAB Moodle site one week prior to the meeting taking place. In the event of inclement weather, a meeting may be rescheduled at the discretion of the President.

Section 5.05 The minutes of the prior meeting will be posted on the LCAB Moodle before the next scheduled meeting.

Section 5.06 Prior to the start of the current month’s meeting, the meeting minutes from the prior meeting must be approved by those Advisory Board members in attendance. If an entry is disputed, final resolution must be reached before any business is considered.

Section 5.07 Advisory Board members must be present to vote. If a sport-specific representative cannot attend a meeting, an alternate may attend the meeting and vote on any items. Any alternate representatives will need to announce their presence at the start of the meeting. Proxy votes without attendance will not be accepted. A motion will be passed when it receives a simple majority vote of the members of the Advisory Board who attend the monthly meeting when the motion is put forth.

Only an elected Advisory Board representative can make a request for services and/or funds from LCAB. If an individual sport does not have an LCAB representative, any general member can petition the Athletic Director to present their request to the Advisory Board for approval.

Section 5.08 LCAB General Fund Fundraisers. There can be up to four (4) LCAB General Fund fundraisers supported by the entire Lansdale Catholic population. The Administrative Board must approve all fundraisers prior to the event being advertised to the community. The proceeds of these events will be pooled into a general fund. These school-wide fundraisers will be divided as follows: twenty percent of the funds will go to the school's general athletic fund and eighty percent to the LCAB General Fund to be used at the discretion of the Advisory Board.

- It is anticipated that each of these LCAB General Fund fundraising events will generate a substantial amount of cash. These funds will go into a pooled account that will be used to fund those items requested by a team's LCAB representative.

Section 5.09 Team Fundraisers

- Each team will also have the ability to raise funds for their individual teams without obtaining prior approval as long as they fall within the following categories:
 - Alumni game (Within PIAA guidelines)
 - Sport-Specific Tournaments
 - Apparel sales
 - Concessions
- If an individual team chooses to hold an additional fundraiser for a more expensive "want," it will need to be presented to the LCAB board and voted on for approval. Individual team fundraisers outside of the four (4) aforementioned fundraisers are limited to two (2) per year, unless special consideration is granted to a team to have additional major fundraisers via LCAB board vote.
- Attempts will be made to not have team fundraisers and LCAB General Fund Fundraisers on the same date. The LCAB Board Secretary shall maintain a calendar of events for each year.
- A team cannot require any person to contribute to a sport-specific team fundraiser. A team can ask, request or suggest a donation from individuals in order to request support for their team's fundraiser.

- The LCAB Representative (Advisory Board Member) will be the only person from their team that can deposit money raised for their team's LCAB account. Additionally, this same Advisory Board Member will be the only person from their team that can request a withdrawal of funds from their team's sport-specific LCAB account. Each time a deposit or withdrawal is needed the team LCAB Representative will be required to utilize the proper forms for a "Deposit Receipt" and "Purchase Order Form". Both forms are provided by the Treasurer of the LCAB to each team LCAB Representative. Forms are provided to the LCAB Treasurer from the Lansdale Catholic Accounting Administrator. Additionally, coaches and/or other parents or guardians cannot directly request a withdrawal from their team's team LCAB account. The only exception to this is that the coach may be granted the ability to deposit money into the account or withdraw money from the account if the team LCAB representative is not available (i.e. out of town for business or vacation, sick, etc.), at the approval of the Athletic Director, President of LCAB or President of Lansdale Catholic High School. If funds are deposited or withdrawn from the teams team LCAB account per the direction of the Athletic Director, Coach and/or other parents or guardians, the LCAB Treasurer and the team's LCAB representative must be notified.
- A copy of all sport-specific LCAB fund deposit receipts and purchase order forms that are submitted to the Lansdale Catholic Accounting Administrator, must also be provided to the LCAB Treasurer.

Article VI. Duties of the Advisory Board Officers

Section 6.01 The duties of the Presidents are as follows:

- (a) The President shall call all meetings of the membership and the Board and set the agenda for those meetings.
- (b) The President shall also have the primary responsibility for ensuring the execution of the duties by the balance of the Advisory Board.
- (c) The President, in consultation with the Athletic Director, shall nominate one student athlete per season for the LCAB award (plaque) to be given at each seasonal sport's assembly. The nominations for the award shall be presented and approved at the general meeting prior to the seasonal assembly. The award criteria consists of leadership, Catholicism, athleticism, and bravery displayed during a season

Section 6.02 The Vice-President shall aid the President and assume the duties of the President if the President is absent. The Vice-President shall begin the meetings with a prayer.

Section 6.03 The Secretary shall take and distribute minutes of the meeting, maintain records of the membership rolls, meeting attendance records and prepare and distribute any correspondence from LCAB. When preparing the meeting minutes, each representative's attendance record for the current academic year will be published on Moodle. These attendance records will be the official record used to adjudicate Section 6.03 voting privileges.

Section 6.04 The Treasurer shall maintain all financial records for LCAB, prepare a monthly financial statement to be distributed at the monthly meetings and act as the liaison between the Lansdale Catholic High School Accountant and LCAB.

Article VII. Seasonal LCAB Award

Section 7.01 The LCAB Award is one of the seasonal awards presented to a male and female student-athlete at the end of each of the sports seasons (Fall, Winter, Spring). The award is to be provided to a senior student-athlete at their team end of the season banquet or at a general Lansdale Catholic HS assembly or awards program. The presenter shall be either the Lansdale Catholic Athletic Director or the President of the LCAB. A plaque is provided to each award winner to commemorate the honor.

Section 7.02 The winner of the award will be based on the following criteria:

- The initials L-C-A-B not only stand for Lansdale Catholic Athletic Boosters, they stand for Leadership—Christianity—Athleticism—and Bravery. Recipients of the LCAB Award embody the essence of these traits and are representative of what all Lansdale Catholic High School student-athletes should strive to become. A plaque to honor one senior male student-athlete and one senior female student-athlete, per athletic season, shall be provided to the winner of this award.
- Nominations are accepted from the head coaches of each team immediately following their sport-specific season of play. The Lansdale Catholic Athletic Director, in consultation with the LCAB President, shall choose the recipients of the award based on the nominations received.

Article VIII. Revisions/Amendments

Section 8.01 These by-laws may be revised, updated, amended as necessary. Any revisions, updates or amendments require a 2/3 vote of the combined Administrative and Advisory Boards.

Article IX. Dissolution

Section 9.01 Should LCAB be dissolved, all funds remaining in the treasury shall be turned over to the Lansdale Catholic High School Athletic Department to be used to further its programs.