

**THE RONCALLI CAVALRY CLUB**

BY-LAWS

Adopted: \_\_\_\_\_

**Article I -- Name**

The name of this organization shall be The Cavalry (FKA The Roncalli Booster Club);

**Article II -- Mission Statement**

The Cavalry exists to support the mission of the Aberdeen Catholic School System: Instilling Catholic Values and promoting academic excellence by nurturing mind, body and soul.

The Cavalry is a non-profit organization created for the purpose of assisting in and enhancing all co-curricular programs sponsored by Roncalli. The Cavalry shall strive to indirectly enhance the educational environment of all Roncalli students by supporting and supplementing the school's budget when and where necessary. Our goals as an organization include (but are not limited to) the following:

- To promote and publicize Roncalli co-curricular activities;
- To encourage good sportsmanship;
- To develop and enhance a sense of pride and tradition;
- To provide support, financial and otherwise, to all Roncalli co-curricular activities.
- To provide the additional resources to supply the co-curricular activities with the highest quality training and equipment

**Article III -- Structure / Membership**

The structure and organization of The Cavalry is intended to assure coordination and harmony with other departments and organizations within the school. The activities of the Cavalry shall be subject to the approval of the school administration.

PRESIDENT /  
PRINCIPAL  
Representing  
Administration

ACTIVITIES DIRECTOR  
Representing Advisors/  
Students

CAVALRY CLUB OFFICERS  
Representing  
Membership

MEMBERSHIP  
Representing Families  
(Students, Parents, Alumnae)

**A. President / Principal** -- The Roncalli President and/or Principal will be the Administrators through which the activities of the Cavalry will be approved. Minutes of all Cavalry Club meetings shall be made available to the President and/or Principal.

**B. Activities Director** -- The Roncalli Activities Director shall be on the Board as the representative of the advisors and students. The Activities Director shall be the liaison between the Cavalry Club Board and the Administration.

**C. Membership** -- Membership is open to all past and present Roncalli parents, faculty members, staff and alumnae. "Voting members" are those members who have paid current membership fees. The amount of the membership fee will be determined by the Cavalry Club Officers each year. Our goal is to achieve 100% participation by all families of the school by soliciting sponsorship support, volunteer participation in support of fund raising events, and payment of membership fees.

**D. Cavalry Club Officers** -- Officers will be elected from the Cavalry Club voting members bi-annually. The titles and duties of the officers shall be:

#### PRESIDENT

- The President shall preside at all Roncalli Cavalry Club meetings and fund raising events for two year term;
- Shall work with the Activities Director to develop meeting agendas;
- Shall ensure that representatives effectively perform their duties
- Shall coordinate the activities of representatives and shall perform other duties usually pertaining to the office of President.

#### VICE PRESIDENT

- The Vice President shall assist the President and shall preside over any meeting or event in the absence of the President;
- Shall coordinate Publicity with the Activities Director and Administration, if necessary;
- In the event that the President cannot complete the designated term, the Vice President shall complete the remainder of the term in the position of President;
- Shall serve a 2 year term as President in the year following his/her election to Vice President;

#### SECRETARY

- The Secretary shall keep a written record of all Cavalry Club meetings and will post the written record of meetings on the ACSS Web Page within one week following the monthly meeting;
- Shall present Minutes of all Meetings on a monthly basis for review and approval of the Cavalry Club;
- Shall maintain a copy of the By-Laws;

#### TREASURER

- Shall keep record of all funds;
- Shall keep in communication with the school Business Manager in obtaining necessary documentation and/or financial records;
- Shall be responsible for providing a treasurer's report at monthly meetings;
- Shall be responsible for reports and other information that is deemed necessary;

**D. Board Meetings** -- The Roncalli Cavalry Club officers shall meet monthly, generally within the third week of the month, a date and time determined at the previous monthly meeting from July through June of each year. All meetings are open to the public and members are encouraged to attend. In order to conduct business, there must be a minimum of four (4) members present . Of these four, two (2) must be officers, and of the officers, at least one (1) must be either the President or Vice President. Additionally, the Activities Director, President, or Principal must be present, or a representative thereof.

**E Member/Business Meetings:** Member meetings will be held 3 times per year. Each meeting will be held in conjunction with season sport's meetings or as a stand alone "kickoff meeting". Exact date will be determined by the timing of the said meetings above but will follow a "fall, winter, and spring" sports calendar.

**Article IV - Election of Officers** -- The election of officers shall take place annually on May 1<sup>st</sup> and terms begin immediately. Nominations will be accepted via email beginning April 15<sup>th</sup> (or the nearest Wednesday) and will close 7 days after. Voting will occur via a web-link and voting will be open for 7 days after voting link is emailed. Officers shall be limited to a maximum of 2 consecutive two-year terms.

Any officer or representative appointed or engaged may be removed with written notice after a hearing before a committee consisting of at least a majority of the Cavalry Club Officers and a representative from the Aberdeen Catholic School Board and administration. In the event an office steps down or is removed, the Cavalry Club board may fill the open office by appointment to finish out the existing term.

**Article V -- Standing Committees** -- The Cavalry Club shall have the ability to create standing committees as it is necessary and has membership to fill committee responsibilities.

**Article VI – Annual Budget:** An annual budget will be submitted by the Treasurer for board approval during the July board meeting. The budget will be posted on website and emailed to members 7 days prior to the Fall Member/Business Meeting for a formal vote and adoption.

**Article VI -- Allocation Requests:** Coaches/Leaders of co-curricular activities shall submit funding requests to the Activities Director who will then forward to the Cavalry Club. All allocation requests must be made either in writing or by personal appearance at a Cavalry Club monthly meeting, and approved by the Cavalry Club PRIOR to incurring any expenditure. Any person who wishes to be reimbursed for making a purchase or incurring an expense for any co-curricular activity must have prior approval from the Cavalry Club before making the purchase.

Any expenditures of less than \$2500.00, may be approved by the Cavalry Club Board at scheduled monthly meetings or in writing with a summary of approval., prior to a Board Meeting, if those expenditures were the result of an unforeseen emergency expense which requires immediate attention. Such expenditure must be brought before the Cavalry Board at the next available meeting for approval. This does not mean that such expense would be automatically approved, and should the expense not be approved, the unapproved expense will require that the Cavalry Club be reimbursed for the expenditure.

It is the recommendation that all allocations requests, with the exception of unpredicted expenditures, be first placed on the "Wish List" as maintained by the Activities Director.

Any single items requests of \$2500 or more, which have been approved by the Cavalry Board during its monthly meeting, must also be approved by the Aberdeen Catholic School Board prior to the expenditure being incurred.

Any single item requests for expenditures over \$4,000.00 should be brought before the Cavalry Club at two (2) consecutive board meetings and voted on by the full membership during the next member meeting.. The request will be reviewed and discussed at the first meeting and will be voted upon for approval at the second meeting.

**Article VII -- Rules** -- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and special rules of order the organization may adopt.

**Article VIII -- Amendment to the By-Laws** -- These By-Laws may be amended, repealed or altered in whole or in part, by a majority vote of the Roncalli Cavalry Club at any duly called regular meeting, provided the Club membership and the Aberdeen Catholic School Administration have been notified in writing of the proposed action at least seven (7) days prior to the meeting.

**Article IX -- Approval of By-Laws** -- These By-Laws were adopted by the Cavalry Club Board at its \_\_\_\_\_ meeting to be effective upon the approval of the Aberdeen Catholic School Board. Adoption of these by-laws will be recorded in the official minutes of the \_\_\_\_\_, Cavalry Club meeting.