

# Incarnate Word Academy Boosters

## Constitution

### Article I. Name

This organization shall be known and designated as the Incarnate Word Academy Boosters.

### Article II. Purpose of the Organization

- Sec. 1. To assist the Principal of Incarnate Word Academy in any manner possible and to aid the Incarnate Word Academy faculty, staff and student body.
- Sec. 2. To give support to Incarnate Word Academy without exercising any influence or authority over the Principal, faculty or staff in their work or in their use of the Incarnate Word Academy property.
- Sec. 3. To support the Incarnate Word Academy Mission Statement which is:  
Incarnate Word Academy is a community of students, teachers, parents and alumni united through God's grace by a passion for learning and a love of humankind. Inspired by the visionary teachings of Jeanne Chézard de Matel and her Sisters of the Incarnate Word, we nurture the spirit, intellect, creativity, values and social consciousness of children for the glory of God and the benefit of society. Our unique learning environment provides a positive structure that encourages children to achieve. We are committed to excellence in all things as an expression of our lifelong devotion to Jesus Christ, the Incarnate Word.
- Sec. 4. To encourage the formation of a greater awareness among the parents at Incarnate Word Academy that they are the primary educators of their children.
- Sec. 5. To offer all members of the IWA Boosters knowledge of activities and developments at Incarnate Word Academy.

### Article III. Qualifications of Members

- Sec. 1. The Incarnate Word Academy Boosters shall consist of regular and honorary members.
- Sec. 2. Regular Members
- A. Regular membership in the Incarnate Word Academy Boosters is open to parents and guardians of IWA students, IWA Alumnae and Alumni, and friends of Incarnate Word Academy.
- B. Any eligible person desiring regular membership must follow the procedures for application as set up in the Bylaws.
- Sec. 3. Honorary Members
- A. Honorary Members shall consist of those friends and benefactors of Incarnate Word Academy, living or deceased, whose services the IWA Boosters may choose to recognize.
- B. Honorary Members shall be chosen in accordance with the Bylaws

### Article IV. Government and Management

The powers of government and management of the IWA Boosters shall be exercised by their Executive Board within the policy framework of the Principal of Incarnate Word Academy.

## Article V. Officers

The officers of the IWA Boosters shall be the President, Vice-President, Secretary and Treasurer.

## Article VI. Meetings

The Incarnate Word Academy Boosters shall meet at times to be determined by the IWA Boosters Executive Board for "Regular Meetings" as outlined in the Bylaws. In addition, "Special Meetings" may be called in accordance with the Bylaws.

## Article VII. Dues

Dues shall be assessed on an annual basis, if deemed necessary, as outlined in the IWA Boosters Bylaws.

## Article VIII. Committees

All committees - Special Self-Sustaining Committees, Standing Committees, or Special Committees shall function in accordance with the Bylaws.

## Article IX. Amendments

This Constitution, or any part thereof, may be amended by a two-thirds vote of the members in good standing present at any meeting, provided that a copy of the proposed amendment has been filed with the Secretary of the IWA Boosters and available for the inspection of all members. Notice of a proposal to amend the Constitution shall be posted in the school newsletter at least two weeks prior to the date of the meeting at which the proposal is to be considered along with the date, time and place of the meeting.

# **Bylaws**

## Article I. Membership

### Sec. 1. Regular Membership

- A. Regular Members shall possess the qualifications of membership as set forth in the Constitution and shall be in good standing once their dues are paid.
- B. Dues shall be assessed on an annual basis, if deemed necessary, as determined by the Executive Board.
- C. Any parent or guardian of a child enrolled in Incarnate Word Academy shall be considered a Regular Member for that year upon payment of their dues, if required, as part of the school fees. No additional application for their membership is necessary.
- D. IWA Alumnae and Alumni or friends of Incarnate Word Academy may apply for membership on the form supplied by the IWA Boosters Secretary and submit any necessary dues, if required, with that application. Subsequent dues shall be as requested by the IWA Boosters Treasurer.

### Sec. 2. Honorary Membership

- A. Honorary Members shall possess the qualifications of membership as set forth in the Constitution.
- B. Honorary Membership carries the right to attend the meetings and to speak, but not to make motions or vote.
- C. Nominations for Honorary Membership shall be made by the officers following the approval of the Principal.

## Article II. Meetings

### Sec. 1. Regular Meetings

- A. The IWA Boosters shall meet at a time designated by the Executive Board for regular meetings.
- B. Any change from the scheduled meeting night to a different night must be approved by a favorable vote of the Executive Board.

### Sec. 2. Special Meetings

- A. A special meeting may be called by the President or Executive Board.
- B. A special meeting shall be called by the President upon receipt of a written request for the same bearing the signature of not less than twenty-five members in good standing.
- C. The membership shall be notified of any special meeting by the school newsletter.

## Article III. Quorum

A majority of the Executive Board present shall constitute a quorum for conducting business.

## Article IV. Order of Business

### Sec. 1. The regular meetings shall be conducted as follows:

- A. Opening with prayer
- B. Reading of the Minutes of previous meeting by the Secretary
- C. Treasurer's report
- D. Reading of communications
- E. Report of Executive Board
- F. Report of committees
- G. Unfinished business
- H. New business
- I. Adjournment with prayer

## Article V. Officers

Sec. 1. The officers (President, Vice-President, Secretary, and Treasurer) shall be elected at the May meeting of each year, shall be installed at the June Eucharistic Celebration and shall serve for the term of two years commencing on July 1.

Sec. 2. No officer shall hold the same office for more than two consecutive years.

Sec. 3. Offices made vacant by death, resignation or inability to serve shall be filled by a majority vote of the Executive Board. (with the exception of president, see sec. 4B)

### Sec. 4. Duties of Officers

- A. President: The President shall be the chief executive officer of the Incarnate Word Academy Boosters and shall preside at all their regular and special meetings as well as all meetings of their Executive Board. The President shall appoint the chairperson of all Standing and Special Committees (but not the Special Self- Sustaining Committees) and shall be an ex-officio member of every committee with the exception of the Nominating Committee. The President shall call special meetings in accordance with these Bylaws and shall perform any other duties that are customarily reserved to the office of President.
- B. Vice-President: The Vice-President shall have the duties of the President in the latter's absence, incapacity or inability to serve. The Vice-President shall have and exercise all the powers and authority accordingly. The Vice-President shall assist the

President in such manner as the latter may direct. The Vice-President shall assume the office of President upon the vacancy of that office by reason of death, resignation or inability to serve. In addition to serving out any unexpired presidential term, the Vice-President may serve as IWA Boosters President up to two more consecutive years if elected.

- C. Secretary: The Secretary shall keep a true record of all the minutes of all regular and special meetings of the IWA Boosters and also of the Executive Board. The Secretary shall have charge of related books and papers including the official copy of the Constitution and By-Laws and all the amendments thereto. The Secretary shall maintain an accurate list of the names and addresses of all regular or honorary members. The Secretary shall make certain of the proper notification of meetings and shall carry on such correspondence as the President may direct.
- D. Treasurer: The Treasurer shall assure collection of fees, dues and assessments imposed upon the members. These collections along with all the proceeds from the meetings, socials or other functions are to be deposited in an account to be determined by the Executive Board. The Treasurer shall make expenditures only as authorized by the President or Executive Board. Any check must be co-signed by the Treasurer, the President and/or the IWA Principal. The Treasurer shall keep a record of all monies received and disbursed by the IWA Boosters and shall make reports of the financial condition of the IWA Boosters at each regular meeting.

Sec. 5. All officers shall turn over to their successors all funds, records, correspondence and other Incarnate Word Academy Booster properties in their possession by July 1.

Sec. 6. All officers shall be voting members of the IWA Boosters Executive Board.

Sec. 7. Nomination and Election of Officers

- A. The election date shall be the regular meeting prior to the May regular meeting.
- B. At least two months prior to the election meeting, the President shall appoint a Nominating Committee.
- C. The Nominating Committee shall present at least one name for the offices of President, Vice-President, Secretary, and Treasurer at the election meeting.
- D. All interested persons wishing to run for an office shall make their intentions known to the Nominating Committee at least two weeks prior to the election meeting.
- E. The Nominating Committee shall submit all nominations to the Incarnate Word Academy Principal at least one week prior to the election meeting for the Principal's consideration and approval.
- F. Separate ballots shall be cast for each office unless otherwise moved by the membership. The member receiving the highest number of votes for each office shall be declared the winner.
- G. Write-in candidates, absentee ballots or nominations from the floor shall not be accepted at the election meeting.
- H. Only members in good standing shall be eligible to vote or hold office.
- I. No member shall cast more than one vote.
- J. Newly elected officers shall assume office on July 1 following the election.

#### Article VI. Executive Board

Sec. 1. The Executive Board shall be composed of the elected IWA Boosters officers for the current term. These officers, along with the immediate Past-President of the IWA Boosters,

shall be the voting members of the Executive Board. The current Athletic Association President, Music Boosters President, Alumni Association President and Incarnate Word Academy Principal shall be the non-voting members of the Executive Board.

- Sec. 2. The Executive Board shall meet as directed by the IWA Boosters President.
- Sec. 3. Three voting members of the Executive Board shall constitute a quorum for conducting business at any meeting thereof.
- Sec. 4. The Executive Board, through the IWA Boosters President, shall have the authority to act in the following areas:
  - A. To initiate general IWA Boosters activities.
  - B. To regulate the finances of the IWA Boosters
  - C. To arrange for the programs presented on any occasion by the IWA Boosters.
  - D. To conduct the approval of members of the IWA Boosters as outlined in Article I of these Bylaws.
  - E. To conduct the election of officers of the IWA Boosters as outlined in Article V of these Bylaws.
  - F. To attend to all the business of the IWA Boosters not otherwise provided for or excluded by the Constitution or these Bylaws.
- Sec. 5. Any decision of the Executive Board can be overruled by a majority vote of the members present at any regular or special meeting and/or the Principal of Incarnate Word Academy.
- Sec. 6. The Executive Board, upon commencing their term of office on July 1, shall ask the IWA CFO, or his/her designee, to prepare a financial report of the IWA Boosters financial affairs ending on June 30<sup>th</sup> of that year. This report shall be submitted to the IWA Principal's Office by August 15<sup>th</sup> and also presented at the regular September IWA Boosters meeting.

## Article VII. Committees

- Sec. 1. Special Self-Sustaining Committees
  - A. Athletic Committee: A special self-sustaining committee, hereinafter referred to as the "Incarnate Word Academy Athletic Association" that is part of the "Incarnate Word Academy Boosters" but is independent as to the election of its own officers, to their term of office, and to the ability of the Athletic Association to have its own Constitution and Bylaws.
  - B. Music Committee: A special self-sustaining committee, hereinafter referred to as the "Incarnate Word Academy Music Boosters" that is part of the "Incarnate Word Academy Boosters" but is independent as to the election of its own officers, to their term of office, and to the ability of the Music Boosters to have its own Constitution and Bylaws.
  - C. IWA Alumni Committee: A special self-sustaining committee, hereinafter referred to as the "Incarnate Word Academy Alumni Association" that is part of the "Incarnate Word Academy Boosters" but is independent as to the election of its own officers, to their term of office, and to the ability of the Alumni to have its own Constitution and Bylaws.

Sec. 2. Standing Committees

A. The following permanent committees are hereby established as Standing Committees and the Chairperson and membership thereof shall serve at the pleasure of the President.

1. Hospitality Committee
2. Program Committee
3. Activities Committee
4. Funding Committee
5. Spiritual Committee

B. The term of the Committee Chairperson and members shall commence at the time of appointment by the President and terminate with their final report at the last meeting of the school year unless their terms are extended through reappointment.

C. The committee members shall be selected by the committee Chairperson.

D. The primary function of the Standing Committees shall be as follows:

1. Hospitality Committee: This committee shall create the atmosphere of friendliness and comfort at the various meetings and functions of the IWA Boosters.

Activities may include:

- a) New Parents Welcome on opening day of Kindergarten
- b) Faculty Dinner during conferences
- c) Faculty luncheon during Catholic Schools Week
- d) Refreshments for graduation

2. Program Committee: This committee shall furnish the President and Executive Board with a complete program for the regular meetings and shall assist in carrying out those programs that are accepted for these meetings by the Executive Board.

Activities may include:

- a) Contact any desired speakers and determine required stipend
- b) Assist with any audio-visual equipment or material reproduction needed by the speaker
- c) Confirm, greet, and introduce the speaker

3. Activities Committee: This committee shall foster the spirit of community at Incarnate Word Academy through various events.

Activities may include:

- a) Halloween Costume Party for IWA families
- b) Breakfast with Santa
- c) Santa Shop
- d) Father-Daughter Dance
- e) Mother-Son Bowling
- f) Chuck E. Cheese outing

4. Funding Committee: This committee shall assist in the financial area of the activities of the IWA Boosters.

Activities may include:

- a) Scholarships for graduating eighth graders
- b) Coordinate donations for all IWA Boosters activities
- c) May assist with any IWA Booster fund raising events

5. Spiritual Committee: This committee shall closely assist the IWA Principal to develop, organize and implement programs at IWA so as to attain the goals of spirituality as outlined in the IWA Strategic Plan. This committee represents the IWA Boosters to the Catholic Parent Teacher League of the Cleveland Diocese and helps the IWA Boosters follow the C.P.T.L. objectives which are: To promote the welfare of children and youth in the home, school, church and community; to raise the standards of home life; to bring into closer relation the home and the school so that the parents and teachers may cooperate intelligently in the training of the child; and to develop between educators and the general public such united efforts as will secure every child in the highest advantage in physical, mental, social and spiritual education.

Activities may include:

- a) Work with the appointed liaisons from the Faculty and the Student Council with spiritual programs.
- b) Eucharistic Celebrations
- c) Have a Committee representative attend luncheons of the C.P.T.L. of the Cleveland Diocese.

Sec. 3. Special Committees: To promote the best interests of the Incarnate Word Academy Boosters, the President shall appoint such other Special Committees as needed.

#### Article VIII Amendments

These Bylaws, or any part thereof, may be altered, revised or otherwise amended by a two-thirds vote of the members in good standing present at any regular or special meeting; provided however that a copy of the proposed alteration, revision or amendment has been filed with the Incarnate Word Academy Boosters Secretary and available for the inspection of all members. Notice of a proposal to alter, revise or amend the Bylaws shall be posted in the school newsletter prior to the date of the meeting at which the proposal is to be considered along with the date, time and place of the meeting.

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