

# THE BLUE GREEN CLUB

Chaminade Julienne Catholic High School

Dayton, Ohio

## BY-LAWS

### NAME

The name of the organization shall be Blue Green Club.

### MISSION STATEMENT

The Blue Green Club is a parent/family member organization whose mission is to enhance the extracurricular activities of all Chaminade Julienne students. Parents involved with this group help plan and staff a wide variety of activities throughout the year including, but not limited to, home football game assistance and the Annual Fish Fry.

### ORGANIZATIONAL STRUCTURE

**OFFICERS:** President, Vice-President, Secretary and Treasure with input from the Athletic Director. Officers must be a parent of a current Chaminade Julienne student. Annual elections are held for Vice-President (2-year commitment\*\*see below), elections for Secretary and Treasurer will be every 2 years. Individuals can be removed from office at any time for any reason upon agreement of the remaining Blue Green officers and Athletic Director. There will be an expectation that officers be involved in Blue Green supported activities and the Annual Fish Fry. Officer elections will be held at the last meeting of the school year and any individual running for office must be present for the election. In the event of special circumstances that result in an officer vacating their position an election may be held to fill the vacated position.

\*\*Individuals elected for the Vice-President office will have a minimum of a 2-year commitment – 1<sup>st</sup> year vice president; 2<sup>nd</sup> year president.

## **Office Descriptions and Responsibilities:**

**President:** Attend all meetings, oversee all meetings, assist with home football game volunteers as requested by the Athletic Director, assist the secretary in preparing meeting agendas, chair CJ annual Fish Fry, point of contact for all communications with team reps and act as the liaison with the Athletic Director.

**Vice-President:** Attend all meetings, oversee meetings in the Presidents absence, assist with home football game volunteers as requested by the Athletic Director and will directly assist the president with the CJ Annual Fish Fry.

**Treasurer:** Attend all meetings, manages financial activities, reconcile Blue Green account with Chaminade Julianne Business Office, provides monthly financial report and assists with CJ Annual Fish Fry.

**Secretary:** Attend all meetings, records all minutes, prepares meeting agendas, maintains meeting attendance log, maintain Blue Green Roster and will assist with home football game volunteers as needed by Athletic Director and CJ Annual Fish Fry.

**Team and Activity Representatives:** All athletic teams and other activity groups are required to provide a representative to the Blue Green Club. The representative will act as a liaison between coaches, players/parents and group moderators with the Blue Green Club. Representatives are required to attend Blue Green meetings. In the event a rep is unable to attend a scheduled meeting, contact a Blue Green officer. Representatives will be the main contact for staffing volunteer opportunities and voluntary donations for the CJ Annual Fish Fry Silent Auction.

**Scheduled Meetings:** The 2<sup>nd</sup> Monday of every month at 6:00 pm unless otherwise announced. Official meetings will be held in the months of September through June; meeting locations will be announced via the CJ Parent Weekly.

**Voting Procedures:** All Blue Green issues up for a vote will be voted on by all Blue Green officers that are present at a given meeting and team/activity representatives also present at said meeting. Tie breaker vote will be made by the Athletic Director, in the event there is no Athletic Director, the tie breaking vote shall go to the principal.

## REQUEST FOR FUNDS PROCEDURES

- A. All athletic requests must be submitted first to the Athletic Director along with a written quote. All other funding requests must be submitted directly to the Blue Green Treasurer. Emails will not be acceptable.
- B. Upon review by the athletic director, the athletic request will be fully or partially funded or rejected by the Athletic Department.
- C. If the request is rejected in whole or partially the request will then be submitted to the Blue Green Club via the “**Request for Funds Form**”. This form **must** be signed off on by the Athletic director and respective coach.
- D. The Blue Green Club will address the **request at the next scheduled meeting and discussion will be held** and a decision on the request will be made unless additional information is needed.
- E. All requests for funds will be considered primarily by the purpose and amount of the request, the support given to the Blue Green activities through volunteering and participation of the Representative in Blue Green meetings.

## FUNDRAISING

Teams are prohibited from outside concessions or fundraising unless prior consent has been given by the Athletic Director and Principal.

## **CLUB ACTIVITIES**

### **Fall Activities:**

- “Meet the Eagles” Sports Kick-off
- Home football game assistance
- Feed the Teams \*
- Senior Farewell Posters

### **Winter Activities:**

- Feed the Teams \*
- Senior Farewell Posters
- “Meet the Eagles” Sports Kick-off

### **Spring Activities:**

- CJ Annual Fish Fry and Silent Auction
- “Meet the Eagles” Sports Kick-off
- Feed the Team \*
- Senior Farewell Posters

\*At some point during or after a season/activity (e.g. year-end recognition banquet) the Blue Green Club will reimburse up to \$8.00 per participating student for items to help fund one (1) meal (e.g. food, paper products, silverware, decorations, etc.). An approved funding request and receipts are required for reimbursement to be processed. Funds are not to be used for any type of gifts for student participants or coach.

If a team advances past the first round of post season activity, the team will be awarded one (1) additional \$8.00 per rostered and participating students for a recognition event. An approved funding request for reimbursement and receipts are required for reimbursement to be processed.

## **MINIMUM BALANCE IN BLUE GREEN ACCOUNT**

There will be a minimum balance of \$25,000.00 in the Blue Green general account. This balance will be used to cover items such as Fish Fry, Senior Posters and Feed the Team requests.

**Revised September 11, 2018**