

POPE JOHN PAUL II HIGH SCHOOL ATHLETIC CLUB (PJPAC)

Adopted: 1 September 2016

Amended: 1 May 2017

ARTICLE I. NAME AND PURPOSE

Section A. Name

The official name for this organization is the Pope John Paul II High School Athletic Club.

This organization will use the name or its acronym, PJPAC, in all publicity materials and correspondence.

Section B. Purpose

The purpose of this organization is to organize and mobilize the school community around athletics for the benefit of our student-athletes, staff, and family members, so that each student may be treated equally and be provided with an exceptional high school athletic experience.

All activities of this organization must be directed toward this purpose.

The PJPAC will abide by all rules of Pope John Paul II High School and the PIAA.

The PJPAC is under the direction of the Athletic Director who has the ultimate authority of PJPAC.

ARTICLE II. MEMBERSHIP

1. Membership is open to all persons 18 years of age or older (not students) who are interested in the objectives of PJPAC.
2. There will be no membership fee associated with the PJPAC.
3. All parents of student athletes for current school year are members of PJPAC.
4. Membership can be revoked at any time if a member is disruptive and does not prescribe to the purpose of the PJPAC.

Section A: Membership Restrictions

Current coaches are not allowed to become members of the PJPAC.

ARTICLE III. Officers of the Executive Board

The business and affairs of this corporation shall be managed by its Board, five (5) in number. The Executive Board shall consist of the elected Officers (President, Vice President, Treasurer, Marketing and Communications, and Secretary) and they shall be elected by the members during the April meeting.

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Section A. Term of Office.

The two year term shall begin June 1.

For the purpose of continuity the President and Treasurer will be elected in even years and the Vice President, Secretary and Marketing and Communications Officers will be odd year elections

President (even year)
Vice President (odd year)
Secretary (odd year)
Treasurer (even year)
Marketing and Communication (odd year)

Section B. Duties

The President will chair all meetings of the PJPAC and will call special meetings as needed. The President shall have general and active management of the affairs of the PJPAC. The President will lead all meetings of the Executive Board and open PJPAC monthly meetings, submit paperwork and approvals to the Athletic Director for events, attend events when possible to represent PJPAC or assign a designee, and oversee all committees. The President shall be elected to serve for two years and will be elected in even-numbered years.

The Vice President shall chair any ad hoc committees or task forces of the organization. They are the liaison with committees and branches. The Vice President shall act in all cases for and as the President in the latter's absence or incapacity, and shall perform such other duties as he may be required to do from time to time. They will work closely with Director to ensure compliance with PJP policy and rules, and PJPAC Constitution, update and interpret constitution in conjunction with Executive Board. Perform all duties of the President when the President is not present. Liaise with President to oversee all committees. The Vice President shall be elected to serve for two years and will be elected in odd-numbered years.

The Secretary will attend and record all meetings. Secretary will prepare and file meeting agenda and minutes. In the absence of the Secretary, the Vice President will serve as Secretary. The secretary in this position must have proficiency with Word or similar word processing program. Secretary shall attend all sessions of the Executive Board and all meetings of the members, act as a clerk and record all the votes of the Executive Board, prepare and distribute Executive Board approved PJPAC meeting agendas; prepare and distribute Executive Board approved action oriented PJPAC meeting minutes, prepare and issue actions from Executive Board ad hoc meetings, if deemed necessary. Biweekly touch base meetings together with actions shall be recorded by the Secretary. The Secretary shall be elected to serve for two years and will be elected in odd-numbered years.

The Treasurer will maintain records and report on the financial transactions of the PJPAC at each meeting. The official accounting, income and expenses, for the PJPAC resides with the Accounting department of PJPHS. The person in this position must have proficiency with Excel or similar data processing program. Treasurer shall keep full and accurate accounts of receipts and disbursements, maintain PJPAC budget based on priority list and fundraisers, work with PJP

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HS Accounting Manager to ensure PJPAC income and expense balances matches PJP HS Accounting balances, update PJPAC budget based on income and expenses prior to each PJPAC meeting, issue and review at each PJPAC open meeting budget summary. Work with Athletic Director to approve spending requests and complete necessary paperwork. The Treasurer shall be elected to serve for two years and will be elected in even-numbered years.

Marketing and Communications is a person that must have proficiency with Word preparing flyers/advertisements. Communicate PJPAC information and events to the sub-committees, team parent representatives, coaches and school community, assist sub-committees and executive committee to prepare flyers and advertisements for events and fundraisers as deemed necessary, develop communication policies and procedures to improve upon and expand the recognition and understanding of the PJPAC to the PJP HS and local area community. Said person will be a liaison with the PJPAC and the Director of Marketing and the Director of Alumni Relations. The Marketing and Communications officer shall be elected to serve for two years and will be elected in the odd-numbered years.

Section C. Nominations and Elections

Nominations for all Executive Board members will be submitted to the Athletic Director up to the March Meeting.

Any member may nominate any other member, including himself or herself.

Elections will be held at the April Meeting.

A simple majority vote of the quorum present at that meeting will be sufficient to elect an Officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

Section D. Removal From Office

An Executive Board member may be removed from office by the Athletic Director for failure to perform duties.

The Executive Board may also identify a Board member who is not performing his/her duties for removal from Office with a majority vote. The Officer to be removed cannot vote. The Officer to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Any officer may resign by submitting a letter to the President. The President may resign by submitting a letter to the Vice President.

ARTICLE IV. MEETINGS

Meeting dates for the upcoming school year will be announced at the May meeting.

Members from all branches are welcome at all general meetings.

All actions must take place at a general meeting or with all members of a committee if

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done in writing.

ARTICLE V. FINANCIAL INFORMATION

Section A. Fundraising

Fundraisers will be organized through the fundraising committee(s).

Fundraisers must be approved by the Athletic Director.

No fundraising will be allowed outside of the PJPAC using the name or any likeness to the following names: PJPAC, Pope John Paul II High School, PJPII, Panthers, Golden Panthers, or any sport specific team, facility, or person.

The PJPAC may not mandate or require participation in fundraising events. All participation is strictly voluntary.

Section B. Types of Fundraisers

Major Fundraiser- Events used as a community event that is expected to raise up to \$1000.00 or more. Examples include the Beef and Beer and Chadwick Breakfast with Santa.

Minor Fundraiser- Events used as a community event that is expected to raise up to \$100.00 or more. Examples include restaurant dinners and program books.

Ongoing fundraisers-T Shirt sales, Wawa tickets, apparel sales.

Section C. Money Handling Procedure

All fundraisers will be held on campus unless otherwise specified and approved.

Presold tickets will be sold through Pope John Paul II High School Athletic/Finance Office.

Money collected during an event with an initial count and reconciliation will remain on campus and turned into the Athletic Director at the end of said event.

The Athletic Director will conduct a second count and complete the required paperwork.

The Athletic Director will submit the money and paperwork to the accountant. The accountant will process and deposit money into the PJPAC account.

All funds raised shall be submitted to Pope John Paul II High School and deposited in an authorized bank account created under the auspices of Pope John Paul II High School according to the policies of the Office of Catholic Education.

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Section D. Spending

Purchases must be in compliance of Title IX and PIAA regulations.

All spending must be approved by the Athletic Director and Treasurer of the PJPAC.

All spending must correspond to a purchase order submitted to the accounting office with approval from the Athletic Director. Original receipts must be submitted for reimbursement if there is no purchase order.

Project priority proposals will be presented during the April Meeting. A final list will be vetted at the April meeting. All members and Officers are allowed to submit proposals to the Athletic Director for approval up until the April Meeting. Proposals must have a quote/cost analysis.

Spending will be driven by a priority list vetted at the May Meeting for the next year.

The Athletic Director and the Board will review and approve all final decisions for spending.

All items purchased by the PJPAC become property of Pope John Paul II High School.

Section E. Spending Restrictions

The PJPAC may not influence hired coaches nor subsidize a coaches' salary. This includes gifts of cash or gift cards at the end of a season. All volunteer coaches must follow regulations established by Pope John Paul II High School.

Any attempt to influence a hired coach or volunteer coach with cash or gifts will result in immediate disciplinary action.

All coaches will be hired by the Archdiocese of Philadelphia. All volunteer coaches must obtain all necessary clearances mandated by the Archdiocese of Philadelphia.

Section F. Savings

End of year excess funds will be distributed as defined by the Athletic Director and Board in the following ways:

1. Rolled over into the next year
2. Fund other established priorities or
3. Fund long term projects

ARTICLE VI. COMMITTEES

Committees will form on an as-needed basis to promote specific projects. (examples- major and minor fundraisers, green team/field crew, media guide, basket preparation and CYO liaison).