

**ST. FRANCIS/HOLY GHOST
CATHOLIC BOOSTER CLUB
BY-LAWS
(revised 2021)**

Article I - Name

This organization shall be called “Catholic Booster Club” also known as “CBC”.

Article II - Purpose

The purpose of this non-profit organization shall be to promote family activities and provide supplementary funding to projects, activities, and educational needs that benefit the entire school or site. In the event that funds are available, the organization may, in its discretion, choose to fund or supplement additional projects for the benefit of the school.

Article III - Membership

All parents of children attending St. Francis/Holy Ghost School shall automatically be members of the club. Parishioners and faculty are also welcomed members.

Article IV - Meetings

- Section 1. The club shall meet monthly on the third Wednesday at 7:00pm in the Father William Hembrow Hall.
- Section 2. A minimum of two officers must be present in order to hold a meeting.
- Section 3. The format for the meetings will be a “casual and open-forum”, with the president overseeing and maintaining the direction and timeliness of discussion. A basic agenda will be followed with regards to reports, old business, and new business.
- Section 4. Annual reports from all committees shall be at the August meeting or the first meeting of the school year.
- Section 5. Executive meetings among the officers shall be called as needed.
- Section 6. Persons interested in being on the agenda should contact the secretary of the CBC using cbc@sfhg.org by the Friday before the monthly meeting. If you are requesting money, fill out the Donation Request Form. The Donation Request Form can be found on SchoolSpeak.
- Section 7. The CBC does not have authority over school policy. No issue will be discussed that does not fall under one of the formed committees or responsibility of the CBC. All issues will be discussed in a timely manner that will be enforced by the president. Any issues out of the realm of the CBC will be referred to the school principal or the school board.
- Section 8. Officers of the club can make recommendations regarding issues. However, they may not make motions, second a motion, or vote on a motion.

Article V - Officers

- Section 1. The elected officers of the club shall be a president, vice-president, secretary, and treasurer. A nomination will be made and a majority vote by the members present will determine the election of the officer. The yearly term begins in May and ends the following April for president, vice-president, secretary. The treasurer will take over August 1 through July 31.
- Section 2. The vice-president is elected each year and succeeds to the president seat the following year. The secretary and the treasurer are elected in alternating years and serve for two years.
- Section 3. The president shall preside at all meetings of the club.
- Section 4. The vice-president shall assume the president's duties if he/she is not able to perform them.
- Section 5. The secretary shall keep a record of the proceedings of each monthly meeting and conduct the correspondence of the club, prepare the agenda for the month and prepare a brief summary of the previous meeting to be published in the school notes.
- Section 6. The treasurer shall keep an accurate account of all receipts and disbursements. He/she shall make a monthly report to present to the club of account balance including a projected budget for current school year.
- Section 7. The treasurer, president, and vice-president will all be on the signature card and still be able to countersign the checks. The secretary is optional to be on the signature card. All checks must have two signatures. Both parish priests will be on the account as well.
- Section 8. Committee chairpersons will be responsible for the notification of meeting times and recruiting sub-committee chairpersons.
- Section 9. A CBC officer will present a brief update of the club's activities at the school board meetings on the first Thursday of the month.

Article VI - Committees

- Section 1. Each committee shall include at least one chairperson.
- Section 2. These committees make recommendations to the CBC and the CBC shall vote on all issues. The committee will then follow up on all issues.
- Section 3. People who have a skill or interest in any of these committee functions are encouraged to participate.

Section 4. *Fundraising Committee*

A. Fall Product fundraiser

- Meet with the company sales representative
- Determine the format of sales
- Organize literature and announcements
- Collect monies due and make deposits
- Determine prizes and awards
- Organize and execute an activity related to the sales such as distributing candy, class pizza parties, etc.
- Provide a report at the April meeting

B. Scrip Committee

- Maintain records and disbursements of scrip purchases
- Maintain a separate checking account
- Present a check to the CBC in September for profits to be deposited into the CBC account
- Provide a report at monthly meetings

Section 5. *Family Relations Committees*

A. St. Nicholas Day Committee

- Purchase candy, fruit, and items for student gift bags
- Organize a meeting night and volunteers to prepare the bags and distribute to students
- Present receipts to the CBC for reimbursement

B. Field Day Committee

- Contact the school principal for the date
- Organize volunteers
- Organize and plan activities/entertainment
- Present ideas to the CBC for a vote
- Purchase food and items needed
- Present receipts to the CBC for reimbursement

Section 6. Executive Committee

- A. Consists of all CBC officers
- B. Will meet as needed to conduct urgent business that cannot wait until the next regular CBC meeting.
- C. Will provide a summary of the meeting at the CBC meeting

Article VII - Usual and Customary Budgeting Items

The following are monetary amounts that are given each year. The CBC will assume a standard amount based on past practice unless otherwise formally requested by the organizer. The CBC will assume that the organizer will only use the amount of funds necessary and any unused funds will remain in the CBC account.

Section 1. Standard Activity/Project Funding

- A. Shining Knight - \$1500
- B. Halloween Carnival - \$500
- C. St. Nicholas Day - \$200
- D. KC Dinner Auction - \$300
- E. Catholic Schools Week - \$500
- F. 8th Grade Diplomas - \$500
- G. Field Trip Transportation - \$2000
- H. Field Day - \$500
- I. 2 Family events per year (movie night, game night, etc.) - \$200

Section 2. Supplemental Projects/Funding

- J. Staff Start-Up Money - \$2500
- K. Faculty Christmas Gifts - \$6150
- L. Faculty Appreciation - \$2050

Article VIII - Amendments

These Bylaws may be amended at any regular meeting of the club by a two-thirds majority of those present, provided notice of such amendment has been given at the previous meeting.

Article IX - Parliamentary Procedure

The "Condensed Version of Robert's Rules of Order" shall govern the Catholic Booster Club in all cases in which they are applicable and in which they are not inconsistent with the Bylaws.