

CATHOLIC HIGH SCHOOL CRUSADER CLUB BYLAWS

Article 1

Name

Section 1: The name of this organization shall be the Catholic High School (CHS) Crusader Club.

Article 2

Objective

Section 1: The CHS Crusader Club is an organization composed of parent volunteers dedicated to promoting the growth of the mind, body and spirit of students attending Catholic High School.

Section 2: This club shall be non-profit. Any monies earned will be spent to support the activities of the students of Catholic High School including Scholarship, Academic, Athletic, Faculty and facility support. Club funds will not, and may not, be used to the benefit of any Board member.

Section 3: This club shall support, and not interfere with, the efforts of the administration of Catholic High School.

Article 3

Membership

Section 1: Membership is extended to all parents, guardians and family members of CHS students who have a sincere desire to support the objectives of the Crusader Club and are at least 18 years of age.

Section 2: The annual dues are included in the tuition.

Section 3: Honorary membership may be bestowed by a majority vote of the members present at a regular meeting. Honorary members shall not hold office, vote, or pay membership dues.

Article 4
Executive Board/Officers

Section 1: The officers of the Crusader Club Executive Committee are: President, First & Second Vice Presidents, Secretary, Treasurer and Member-at-Large. The Executive Board shall consist of all committee chairpersons and the Executive Committee.

Section 2: The six (6) officers stated in Section 1 form the Executive Committee. This committee is chaired by the President. These officers are responsible for administering the policies established by the membership.

Section 3: Each member of the Board is entitled to one vote. Voting by proxy shall be forbidden.

Section 4: A "full quorum" will consist of two thirds of the entire Board. In the absence of such a quorum, a "working quorum" of one third of the Board will be sufficient to decide ordinary matters before the Board.

Article 5
Election of Officers

Section 1: Nomination shall be made and seconded from the floor. In order for the nomination to be valid the person nominated must accept the nomination if present and if absent must have consented in advance.

Section 2: Elections shall be by secret ballot when multiple candidates are running for the same office. Elections will be by a majority vote of those members present and voting at the regular meeting in May. If no candidate receives a majority vote, there will be a runoff election between the two with the highest number of votes. A majority vote consists of a plurality of the votes of the members present. A special election to fill a vacant office may be held at a regular meeting. Elected officers take office effective with the June meeting.

Section 3: If any officer, except the President, cannot fulfill the duties of office, notice shall be given as soon as possible. A replacement may be elected at a regular meeting to serve the remainder of the predecessor's term. The First Vice President automatically succeeds the President when the President is unable to serve. The Second Vice President will succeed the First Vice President if the First Vice President is unable to serve.

Section 4: There shall be a meeting of newly elected Executive Board and the previous Board immediately following the installation of the new Board. This should include all former and new officers and chairpersons. Upon introduction of new business, the gavel, charter and files are turned over to the newly installed President, who then becomes the presiding officer. The former President may be asked to serve in an advisory capacity to the resolution of any old business carried over into the new Board's term.

Article 6 Duties of Officers

Section 1: The President shall be responsible for overall coordination of the club activities and for executing policy established by the membership. She/he shall plan the meeting agenda and preside at all meetings of the Board. She/he shall appoint and excuse committee chairpersons. The President shall call special meetings when necessary. The President shall review any correspondence to membership prior to Principal's approval.

Section 2: The First Vice President shall assist the President and officiate for her/him when necessary. The First Vice President assumes the office and duties of President when the President is not able to perform said duties. The First Vice President may assume additional responsibilities as Coordinator or Committee Chair as approved or appointed by the President.

Section 3: The Second Vice President will assume the duties of the First Vice President if the First Vice President must assume the duties of the President. The Second Vice President may assume additional responsibilities as coordinator or committee chair as approved or appointed by the President.

Section 4: The Secretary shall keep an accurate written record of proceedings and attendance during meetings. She/he will keep an up to-date original of the bylaws, maintain a current list of Club office holders, prepare written correspondence (get wells, thank you cards, etc) and maintain official correspondence files for the Club as directed by the President. The Secretary shall prepare minutes after each meeting for approval and then copy and distribute those minutes to Board members.

Section 5: The Treasurer shall be prepared to present monthly written financial reports at each regular meeting. The Treasurer shall maintain a checking account and issue checks to pay for authorized expenditures. The Treasurer shall obtain appropriate signatures from the approved school administrators. The Treasurer shall prepare a beginning bank till for all concession events.

The outgoing Treasurer will prepare an annual financial report, which includes all income and expenditures for the past year. The contents of the Annual Financial Report are to be available for review by Club membership or official auditors, as may be authorized by the Board.

Section 6: The Member-at-Large is the representative to the Board of all parents who are members of the Crusader Club. The Member-at-Large will take on special projects as necessary.

Section 7: All Board Officers are to participate in concessions events as needed. In partnered concessions with participating clubs or teams, at least one board member must be present.

Article 7 Duties of Committee Chairs

Section 1: Concession Coordinator(s) - Responsible for complete running of concession stands, with the exception of scheduling volunteer workers. Purchase, pick up and deliver all concession stand supplies.

Section 2: Volunteer Coordinator - Responsible for maintaining list of volunteers, -setting up concession volunteer schedules (using an online scheduling tool such as Signup Genius website), and

monitoring the Crusader Club email account (crusaderclub@chsvb.org). Volunteer Coordinator shall contact those who have volunteered specifically and the general membership, as necessary.

Section 3: 50/50 Coordinator - Coordinate 50/50 raffle (50% of the money received from raffle ticket sales goes to the winner of the raffle; 50% to Club) at big gate sporting events. Responsible for obtaining the tickets and change required. Conduct ticket sales at each event and coordinate selection of the 50/50 winner. Announce the winner over PA system and award prize money.

Section 4: Membership Coordinator - Coordinate membership drives at the beginning of each school year. Attend, or arrange for representation, all CHS special events (Open House, Freshman Parent Night, Back to School Nights, and special sporting events.) Prepare volunteer signup sheets and arrange with school to set up membership table. Deliver new member information to Volunteer Coordinator.

Section 5: Publicity Coordinator - Responsible for submitting items for monthly school newsletter. The submissions will be routed to the Crusader Club President for approval. This coordinator will insure that the newsletter and other promotions for special events are posted on the CHS Web Site. She/he will also keep the brochure up-to-date.

Section 6: Chaplain - Shall start off Board meetings with an inspirational prayer; work with school to coordinate mass for new Student Mass and Picnic. Specifically to write Petitions.

Section 7: New Student Mass and Picnic coordinator - work with CHS administration and board members to facilitate event.

Section 8: All committee chairs are to attend Crusader Club meetings and to participate in concessions events as needed. In partnered concessions with participating clubs or teams, at least one board member must be present.

Article 8 Meetings

There shall be a monthly meeting of the Crusader Club throughout the year, excluding July. Meeting dates and times will be determined at the first annual meeting. Notice of each meeting will be given through the school website at least 10 days prior to the meeting.

Article 9
Amendments

Section 1: The bylaws will be subject to review every two (2) years by Executive Board.

Section 2: The bylaws may be amended / revised by an affirmative vote of 2/3 of the Board members present at a meeting called for that purpose. Copies of proposed amendment(s) shall be posted in writing one (1) month prior to the meeting when the amendment will be voted on.

Article 10
Dissolution

Section 1: In the event of dissolution of the Crusader Club, all remaining assets will be sold. Monies received from this sale will be deposited into CHS General Account.

Article 11
Discipline

Section 1: Charges of dishonesty, working against the principles and purposes of the organization, and/or injuring the professional standing of a member may be filed in a written statement signed by members in good standing and sent to the Executive Board.

Section 2: Accused member shall be notified in writing of the actions and shall have the privilege of being present at a special or regular meeting of the Executive Board at which the charges will be considered. The Executive Board will appoint a committee to investigate the charges and make a written report within one (1) month of the charge.

Section 3: The member may be suspended by 2/3 vote of the attending members or expelled by a 3/4 vote of the Executive Board.

BY-LAWS ADDENDUM (October 2017)

A. Budget. The Treasurer shall present at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the Crusader Club during the year.

B. Commercial Paper - Purchaser (Must be a designated Crusader Club Officer) buys supplies/inventory and obtains a receipt to support the expenditure. Receipt is submitted to the Treasurer so that a reimbursement or payment can be made for the expenditure. Treasurer records the expenditure in the Treasurer check log (spreadsheet) and writes out a check with the following information:

- Date
- Payee
- Amount of expenditure
- Explanation of the expenditure

Note: The Treasurer DOES NOT sign the check. The Treasurer is not an authorized signee. Authorized signees are school officials. The Treasurer submits the check for signature to the school business office.

The school business office obtains two (2) signatures from the authorized signers. Note: All checks must be approved and signed by two (2) school officials.

Once the check has been signed it is then submitted for payment by CHS office personnel.

At the end of each month the school business office provides the Treasurer a copy of the bank statement. The Treasurer uses the bank statement to reconcile the checking balance per the bank statement with the checking amount per the Treasurer's records. Any reconciling discrepancies are investigated.

C. All funds collected shall be counted and signed by 2 Board members. The Treasurer will prepare the money for concessions and perform the first count. The Board member opening the event will confirm count and co-sign. The Board member closing the event will

count all funds and the Treasurer will confirm count when monies are collected for deposit. Another adult can co-sign if needed.

E. Deposits. The Treasurer shall deposit all funds of the Organization the next business day to the designated financial institution.

F. Financial Report. The Treasurer shall present a signed written financial report at each meeting of the Club and shall prepare a final report at the close of the year.