

BYLAWS FOR HOLY FAMILY BOOSTER CLUB

ARTICLE I DEFINITIONS

Section 1.1 The name of the organization shall be known as the "Holy Family Booster Club".

Section 1.2 The "Holy Family Booster Club" is herein referred to as the "Booster Club" or the "HF Booster Club". However, the official designation for public purposes shall be Holy Family Booster Club.

Section 1.3 Unless otherwise qualified, "The Leadership Committee" refers to the group of individuals elected to lead the Holy Family Booster Club.

Section 1.4 "Member" shall refer to anyone who has completed the Membership Requirements in Article V below.

ARTICLE II GENERAL PURPOSES AND CORE VALUES

Section 2.1 The Purpose of the Booster Club is to

1. Build community by creating sustainable traditions that foster and inspire participation and attendance.
2. Provide financial support for extracurricular activities in the form of but not limited to equipment, grants and fees.
3. Provide leadership and volunteer opportunities for parents, students, Holy Family ("HF") staff, the community, and alumni to support HFCHS ("Holy Family Catholic High School") with time and talent in alignment with the HFCHS Vision and Mission

Section 2.2 The Core Values of the Booster Club are

1. We value Catholic traditions in all aspects of our lives
2. We value good sportsmanship in every way we interact with players, coaches, advisors, parents, fans, and officials.
3. We value community attendance and support for all HFCHS extracurricular activities.
4. We value empowering our HFCHS students to embrace and excel at their individual talents.

ARTICLE III ADDRESS

The address of the Holy Family Booster Club shall be: 8101 Kochia Ln, Victoria, MN 55386.

ARTICLE IV NONPROFIT

Section 4.1 This Booster Club shall be operated under the umbrella of Holy Family Catholic High School's 501(3)(c) charter. This Booster Club is established to function as its own entity to

the extent that it maintains its own ByLaws; controls its own budget decisions; establishes its own membership rules, committees, and elections; and elects its own Leadership Committee and Officers. Notwithstanding the foregoing, this Booster Club serves at the discretion of the HFCHS Board.

Section 4.2 This Booster Club shall not be conducted for pecuniary profit for the Booster Club or any of its members.

Section 4.3 All monies, donations or charitable contributions collected on behalf of the Booster Club shall be subject to the approval of the Leadership Committee for the Booster Club's specific use.

ARTICLE V LIMITATIONS

Section 5.1 The Holy Family Booster Club is a separate entity from and is not part of the HFCHS Activities Department.

Section 5.2 The Holy Family Booster Club has no authority over coaches, advisors, staff, or any other leadership position for any activity benefiting from the Holy Family Booster Club's Mission.

Section 5.3 The Holy Family Booster Club has no authority over HFCHS facilities personnel or decisions.

ARTICLE VI MEMBERSHIP

Section 6.1 Any parent/guardian of a student at Holy Family Catholic High School, alumni, or community member is eligible for membership upon payment of the annual registration fee or upon the Leadership Committee's approval at any regularly scheduled meeting.

Section 6.2 The term of membership shall be for one year and coincide with the fiscal year identified in Article XII.

Section 6.3 The President, Principal, Activities Director, and Assistant Activities Director of HFCHS are honorary Members of the Holy Family Booster Club. Their respective memberships shall renew annually.

Section 6.4 Members have no voting rights, other than voting for the Leadership Committee as outlined in Article IX below.

ARTICLE VII FEES

Section 7.1 The annual registration fee of the Booster Club shall be determined by the Leadership Committee annually.

Section 7.2 The annual registration fee for the Members shall be payable at registration.

ARTICLE VIII MEETINGS OF THE MEMBERSHIP

Section 8.1 The Annual Meeting of the Booster Club shall be held in April of each year at such a place as designated by the Leadership Committee. The purpose of said Meeting shall be the election of Leaders for the ensuing year. Notice of the Annual Meeting will be distributed thirty (30) days prior to the scheduled meeting to all current year Members and posted on the HFCHS website or in other manners in which the school commonly communicates to its parents and the community.

Section 8.2 Meetings of the membership may be held at any time, at the request of the Booster Club President or a majority of the Leadership Committee. Members will be notified five (5) days prior to the meeting by e-mail or other accepted method to the membership, provided that all Members are notified in the same method.

ARTICLE IX COMMITTEES OF THE BOOSTER CLUB

Section 9.1 Committees Generally. The President, with the approval of the Leadership Committee, may appoint such standing and *ad hoc* committees as the President deems appropriate, to advise and assist the Leadership Committee in the management, direction, and supervision of the various activities of the Booster Club. These committees shall have the authority and perform those duties as defined by the Leadership Committee but shall be subject to the review, supervision, and management of the Leadership Committee. Fifty percent of a standing or other committee must be present in order to conduct official business of a committee, unless otherwise stated.

Section 9.2 Nominating Committee. The Nominating Committee shall implement the process of nominating eligible persons to fill the open positions on the Leadership Committee of the Booster Club. Nominations shall be submitted to the Nominating Committee no later than fifteen (15) days prior to the Annual Meeting. This Committee shall consist of not less than two and not more than four members of the Leadership Committee. This Committee shall make the final determination of nominees put forth at the Annual Meeting based on the needs of the Leadership Committee at the time. The President shall not serve on the Nominating Committee.

Section 9.3 Ready Tee Fire Committee. The Ready Tee Fire Committee shall oversee and manage the annual golf event sponsored by HFCHS. The responsibilities include preparation for and organization of the Ready Tee Fire event held annually, soliciting sponsors, working with HFCHS administration to coordinate communications and promotion of the event, and any additional responsibilities as directed by the Leadership Committee. This Committee shall also work with the Accounting Department at HFCHS to monitor the financial accounting of this Committee.

Section 9.4 Membership Committee. The Membership Committee shall oversee the registration of Members to the Booster Club. The responsibilities includes maintaining a register of all Members as directed by the Secretary and providing an updated register prior to each Booster Club Meeting, collecting annual fees identified in Article VI, communicating to the Membership information about any upcoming social or fundraising events as directed by the President, assisting any committees with contacting or communicating with Members as the

need arises, and any additional responsibilities as directed by the Leadership Committee. This Committee shall also work with the Accounting Department at HFCHS to monitor the financial accounting of this Committee.

Section 9.5 Concessions Committee. The Concessions Committee shall implement and manage the process for concessions at home activities at HFCHS. The responsibilities include establishing the menus, maintaining inventory, staffing the concessions tables, working with the HFCHS Chef as necessary, monitoring the allocation of funds attributed to those who volunteer, and additional responsibilities as directed by the Leadership Committee. This Committee shall also work with the Accounting Department at HFCHS to monitor the financial accounting of this Committee.

Section 9.6 Gift Card Committee. The Gift Card Committee shall manage the process for ordering and distribution of gift cards used by the Booster Club. The responsibilities include implementing processes for selling, acquiring, and monitoring the inventory of gift cards, promoting the Gift Card Fundraiser with coaches, advisors, staff, parents, and the community. This Committee shall also work with the Accounting Department at HFCHS to monitor the financial accounting of this Committee.

Section 9.7 Executive Committee. The four Officers serve as the members of the Executive Committee. Except for the power to amend the Bylaws, the Executive Committee shall have all the powers and authority of the Leadership Committee in the intervals between meetings of the Leadership Committee, and is subject to the direction and control of the full Leadership Committee. A quorum of the Executive Committee is 75% of the Officers, in order to conduct official business.

ARTICLE X VOTING AND ELECTIONS

Section 10.1 At the Annual Meeting of the membership, each attending Member of the Booster Club in good standing shall be entitled to one (1) vote. A Member must be present to properly submit a vote. No "Absentee Ballot(s)" shall be granted to any Member for voting during the Annual Meeting.

Section 10.2 Nominations for the Leadership Committee and Officers shall be due Fifteen (15) days prior to the Annual Meeting. One (1) week prior to the Annual Meeting, the President will direct the Secretary to send a communication with all Nominees listed for the open Leadership Committee positions to all current year Members. The Secretary shall also post all Nominees on the HFCHS website or in other manners in which the school commonly communicates to its parents and the community. Nominees must be present at the Annual Meeting to accept the nomination.

Section 10.3 Members of the Leadership Committee shall be elected at the meeting following the Annual Meeting of the Booster Club. The Leadership Committee shall hold a vote among themselves at the first meeting immediately following the Annual Meeting to elect the Vice President, Treasurer, and Secretary.

Section 10.4 The President, during the Annual Meeting, shall appoint two (2) members of the Booster Club to be the judges of the election of the Leadership Committee. At the close of balloting, the votes shall be counted and the results reported to the President, who shall announce these results to the membership. In the case of a tie in the number of votes cast for the Leadership Committee that leaves the Committee larger than nine (9), a second ballot or more will be cast until the maximum number of Leadership Committee Members is elected.

ARTICLE XI LEADERSHIP COMMITTEE

Section 11.1 The governing body of the Booster Club shall be the Leadership Committee. The Members of the Leadership Committee shall consist of a minimum of three (3) and a maximum of nine (9) duly elected by the membership at the Annual Meeting, other than those constituting the first Leadership Committee. For all Leadership Committee meetings, a majority of the Leadership Committee shall constitute a quorum.

Section 11.2 The President, Vice President, Treasurer and Secretary are the positions of the Executive Committee. A maximum of five (5) Member(s) at Large may also be elected positions on the Leadership Committee. The Leadership Committee shall carry on the business of the Booster Club during meetings. The President, Vice President, Secretary, and Treasurer shall hold office for the term of one (1) year. Members are elected to the Leadership Committee for a term of three (3) years until his or her successor shall have been duly elected and qualified and has entered upon the discharge of his or her duties, with the exception of the initial Leadership Committee who will roll off in groups of three (3) annually to allow for equal future rotation of the Leadership Committee Members.

Section 11.3 The HFCHS President and HFCHS Activities Director shall be non-voting ex officio members of the Leadership Committee.

Section 11.4 The Leadership Committee shall determine the policies and activities of the Booster Club, approve the budget, approve all disbursements, meet with any committees, and have general management responsibilities for the Booster Club.

Section 11.5 Any Leadership Committee Member may resign at any time by written notice to the President. The Nominating Committee may bring forward a nomination to fill a mid-term vacancy without the required notice of solicitation in Article IX. Vacancies in the Leadership Committee may be filled by a majority vote of the Leadership Committee. Any person so elected to fill a vacancy shall serve until the next Annual Meeting of the Booster Club occurs at which time the vacancy shall be filled by a vote of the Members and for the period remaining in the applicable term.

Section 11.6 Each Leadership Committee Member may serve a maximum of two (2) terms, either consecutive or interrupted, resulting in six (6) years total on the Leadership Committee.

ARTICLE XII THE BOARD OF DIRECTORS AND OFFICERS

Section 12.1 President: The President shall be the Chief Executive Officer of the Booster Club. The President shall preside at all meetings of the Leadership Committee and the Annual Meeting. Among the President's other duties, the President shall have general supervision over the business activities of the Booster Club and shall see that all orders, policies and resolutions of the Leadership Committee are put into effect.

Section 12.2 Vice-President: It shall be the duty of the Vice-President to preside at all meetings in absence of the President. In the event of disability of the President, the Vice-President shall assume the duties of the President's office. The Vice-President shall further perform any assignments given by the President and/or Leadership Committee. The Vice-President is encouraged to accept the position of President the following year and, unless an objection is raised by the majority of the Leadership Committee, shall automatically be offered the President role subsequent to being the Vice-President.

Section 12.3 Treasurer: The Treasurer shall be responsible to oversee the management of Booster Club funds and shall supervise the books as kept by HFCHS. All disbursements shall be approved by the Leadership Committee before payment at each Leadership Committee's monthly meeting. The Treasurer shall render full account balances to the President and the Leadership Committee at the regular meetings of the Leadership Committee or whenever requested by them. The Treasurer shall be able to account for all transactions as Treasurer and for the financial condition of the Booster Club. A treasurer's report shall be presented to all members of the Leadership Committee at each meeting.

Section 12.4 Secretary: The Secretary shall attend all meetings of the Leadership Committee, including the Annual Meeting, or designate a replacement if the Secretary can not attend. The Secretary shall record true minutes of the proceedings of all such meetings. The Secretary shall give all notices as required by the Booster Club By-Laws or resolutions. The Secretary shall perform such other duties as may be delegated and keep a complete list of all Booster Club Members, with addresses, emails and telephone numbers. The Secretary shall maintain a copy of the Booster Club By-Laws.

Section 12.5 Any member of the Leadership Committee of the Booster Club may be removed with or without cause, by the affirmative vote of three-fourths of the whole number of the Leadership Committee whenever, in their judgment, the best interests of the Booster Club will be served thereby. The Leadership Committee may fill any vacancy that may occur through removal of a member of the Leadership Committee pursuant the same procedure as a vacancy according to Article X.

ARTICLE XIII FISCAL YEAR

Section 13.1 The fiscal year for the Holy Family Booster Club shall be from July 1 and end on June 30. Should the fiscal year of HFCHS change, the Holy Family Booster Club will change its fiscal year to coincide with HFCHS.

Signed by the Initial Leadership Committee of the Holy Family Booster Club:

Agreed to by the inaugural Leadership Committee this day of _____,
2022.

_____, President
Nichol Kirsch

_____, Vice President
Cynthia Kapke

_____, Treasurer
Jeremy Quinn

_____, Secretary
Anthony Kirsch

_____, Board of Directors
John Schuele

_____, Board of Directors
Cathy Charpentier

_____, Board of Directors
Kristina Foudray