

HOLY SPIRIT ATHLETIC ASSOCIATION BYLAWS

Article I – Name

The name of the organization shall be the Holy Spirit Athletic Association, hereafter referred to as “Booster Club”.

“Member in Good Standing” refers to a person who has attended a minimum of five Booster Club meetings in the past calendar year.

Article II – Purpose and Objectives

Section 1. The purpose of this organization shall be to support the officially recognized Holy Spirit Catholic High School and Middle School athletic programs in such ways as may be of assistance to the school, the students, families, coaches, and faculty and staff. Such assistance may be in many forms, among which may be the investment of time, labor, and financial support.

Section 2. The objectives of the Booster Club shall be as follows:

- A. To provide the ways and means for a sound financial base for the athletic programs through responsible fund raising activities.
- B. To promote school and community support for the athletic programs and all Booster Club activities.

Section 3. The policies and practices of the Booster Club shall be consistent with, and subordinate to, the policies, rules and regulations of Holy Spirit Catholic High School and Middle School.

Article III - Membership

Section 1. Membership in the Booster Club shall be open to any person or family showing an interest in supporting the Holy Spirit Catholic High School and Middle School athletic programs.

Section 2. Categories of Membership

- A. General Membership
 - Membership requires attendance at the monthly Booster Club meetings. There is no membership fee or reduced price for admission to any sports game.

- B. Gold Card Membership
 - Membership fee is required to cover the cost of four gold cards. The cards are for admission to all regular season home games for any and all sports.
 - Additional cards are available for purchase.
- C. Individual Gold Card Membership
 - Membership fee is required to cover the cost of one gold card. This card is for admission to all regular season home games for any and all sports.
- D. Faculty and Staff Membership
 - Each faculty and staff member is entitled to one complimentary gold card, used for admission to all regular season home games for any and all sports.

Article IV – Meetings

The Booster Club will meet regularly each month during the calendar year. Meetings are open to all members of the Booster Club. Attendance is required of each coach and VP of all recognized sports. The Booster Club President may call special meetings as needed. Members will receive prior notice of the date, time, and location of the meeting.

Article V – Executive Committee

Section 1. The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer.

Section 2. The Executive Committee shall be elected by the Booster Club membership at the May meeting. The President and Treasurer will be elected in even numbered years; the Vice-President and Secretary will be elected in odd numbered years. Elected officers will serve for a two-year term.

Section 3. If an officer cannot complete the two-year term of office, the President may appoint an officer to complete the term of office. In the event that the President cannot complete the term, the Vice-President will serve as president for the remainder of the term. An interim Vice-President will be appointed to serve the remainder of the term.

Section 4. If an officer's child graduates or is not enrolled after the first year of office, the officer may complete the second year of the term.

Section 5. Duties of the Officers

The President will

- a. preside at all meetings of the Executive Committee and the general membership.
- b. call special meetings as needed.
- c. oversee all Booster Club activities and school-sponsored fund raising activities for the athletic programs.

- d. appoint (or may appoint) individuals to serve on standing and ad hoc committees and the chairs of said committees.
- e. serve as ex-officio member of all committees with voting privileges.
- f. serve as the Booster Club representative to the school, athletics and parish administration.

The Vice-President will

- a. assist the President.
- b. serve in the absence of the President.
- c. coordinate the vice-presidents of the recognized sports programs.

The Secretary will

- a. maintain minutes of the monthly meetings and the Executive Committee meetings.
- b. provide written minutes to the membership.
- c. maintain a set of current Booster Club by-laws.
- d. publish meeting notices.
- e. handle correspondence as needed

The Treasurer will

- a. submit a monthly financial report at each meeting.
- b. handle receipts for all Booster Club functions and activities.
- c. assist the Executive Committee and the President of Holy Spirit Catholic Regional School in the preparation of the annual budget.
- d. present the annual budget to the membership.
- e. Coordinate financial activities with the President of Holy Spirit Catholic Regional School.
- f. provide an end-of-the-year financial report.

Section 6. Election of Officers

- A.** Members in good standing may nominate candidates for each office.
- B.** Candidate must be a parent or legal guardian of an athlete, a member in good standing, and not a member of the school faculty or staff.
- C.** Nominations must be submitted to the Nominating Committee by the end of March. The Nominating Committee will present a slate of officers at the April meeting.
- D.** Election of officers shall occur at the May meeting. The candidates with the majority of votes will be elected.
- E.** The two-year term will begin in June of the election year with no officer serving more than three consecutive terms.

Article VI – Vice-Presidents of Sports Programs

Section 1. Each recognized sports program will have a Vice-President to be responsible for assisting the respective coach in coordinating the functions and activities of said sport. The Vice-President may be appointed by the Booster Club President, selected from a slate of candidates, or volunteer for the position.

Section 2. The Vice-President will

- a. report at the monthly meetings on matters relevant to the program represented.
- b. maintain financial records for fund raising projects for the program represented.
- c. coordinate sports program activities, including concessions stand staffing and gate personnel staffing.

Article VII – Committees

Section 1. Standing Committees are 1) Concessions, 2) Fruit Sales, 3) Membership, 4) Sports Publication, 5) Titan Cards, 6) Casino Night, 7) Draw Down, 8) Golf Tournament, 9) Annual Sports Banquet, 10) Homecoming, and 11) Nominations.

Section 2. Responsibilities

Concessions – This committee shall be responsible for maintaining the concession stand, selecting the items to be sold, maintaining and re-stocking the inventory. The committee chairman shall submit receipts to the school administration for deposit in the Booster Club account.

Fruit Sales – This committee shall be responsible for organizing the annual fruit sales activities. The committee chairman shall submit receipts to the school administration for deposit in the Booster Club account.

Membership – This committee shall be responsible for making recommendations for increasing membership in the Booster Club and involving members in Booster Club activities. This committee will publish a membership roster annually.

Sports Publication - This committee will be responsible for the following: team pictures, senior pictures and bios, sales and receipts of business and personal ads, coaches' pictures and bios, athletic director bio and picture, Booster Club President's letter, team schedules, and the coordination of the printing and distribution of the publications.

Titan Cards – This committee shall be responsible for the following: the printing of the cards, the solicitation of sponsors, the collection of the "Sports Participation Fee" from students, maintaining a list of all students who have an outstanding balance, and notifying coaches and the athletic director of students who have outstanding balances.

Casino Night - This committee shall be responsible for the following: reserving a date and location for the event, the solicitation of sponsors, reserving tables, chairs, etc., communicating with each teacher to coordinate a basket for the auction, coordinating the dealers, bartenders, and other needed staff, coordinating the printing of tickets, coordinating the food, drinks, and distribution of drink tickets, and collecting all receipts for deposit.

Draw Down – This committee shall be responsible for the following: reserving the date and location for the event, coordinating the printing of tickets and ticket sales, coordinating with the V.P. of each sport to set up food and drink stations, coordinating with the Booster Club the needed beverages and audio/visual equipment, and collecting all receipts for deposit.

Golf Tournament – This committee shall be responsible for the following: reserving the date and location for the event, the solicitation and collection of receipts for hole sponsorships, coordinating the volunteers, soliciting prizes, soliciting and collection of receipts for teams, coordinating any additional fundraisers during the tournament, and collecting all receipts for deposit.

Annual Sports Banquet – This Committee shall be responsible for the following: reserving the date and location for the event, coordinating volunteers to collect fees at door, and coordinating the various committees (decorations, food & beverage, etc...) to staff the event.

Homecoming – This committee shall be responsible for the following: sending out the invitations to alumni, and coordinating the alumni tent.

Nominations – The Executive Committee will select three members in good standing in March to prepare a slate of officers for the next term. No more than one committee member may be a serving Executive Committee Officer. The slate of nominees shall be submitted at the April meeting of the membership. Nominations will be accepted from the floor if offered by members.

Section 2. Ad hoc Committees – The Executive Committee may establish, as needed, other such committees. The President shall appoint the chairman of each of these ad hoc committees, and may appoint committee members. Otherwise, the committee chairman selects members of each committee with the approval of the Executive Committee.

Section 3. – Specific Sports Fund Raisers – The Booster Club and the President of Holy Spirit Catholic Regional School must approve all sport specific fundraisers. All sport specific fundraisers must be presented for approval at least one month prior to the event. Funds raised by a sport specific fundraiser will be distributed as follows:

- 85% of receipts will go to the sport that raised the funds;
- 15% of receipts will go to Booster Club general fund.

Article VII – Finances

Section 1. Fees - The membership will vote at the May meeting on any changes in the athletic sports fees, i.e., the sports participation fee, and in the gold card fees.

Section 2. Expenses

- A. Non-budgeted one-time expenses require approval of the Booster Club President and of the President of Holy Spirit Catholic Regional School.
- B. Any expenditure greater than \$1,000 requires a minimum of three competitive bids.
- C. The Booster Club may not commit to any capital improvements to the school's facilities without the written permission of the Pastor of Holy Spirit Church and the President of Holy Spirit Catholic Regional School.

Article VIII - Parliamentary Authority

Robert's Rule of Order, Revised, are adopted as the authority of the Booster Club in all parliamentary questions, subject to such special rules as may be adopted by the Executive Committee to meet any requirements peculiar to the Booster Club.

Article IX - Amendment

These Bylaws may be amended by two-thirds affirmative vote of the Booster Club membership at the regular May meeting or at a special meeting called for that purpose. Notice of the proposed amendment must be given at least seven days before such meeting. Such meeting must be held during the school year. The meeting notice must be sent to all Booster Club members who are in good standing and must include the date, time, and location of the meeting.

Article X – Adoption