

# By-Laws for the Saint Albert Catholic Schools Booster Club

## Article I Name

This non-profit club shall be known as the Saint Albert Catholic Schools Booster Club.

## Article II Objective

The objective of the Saint Albert Catholic Schools Booster Club is to support the educational process of Saint Albert Catholic Schools by supporting and promoting Catholic values and excellence among students and faculty in the Saint Albert Catholic Schools. This includes all areas of education, extra-curricular activities, sportsmanship, and school spirit. All support given by the Booster Club will be subject to such regulations as put forth by the Diocesan Board of Education, the Council Bluffs Area Board of Catholic Education and subject to Canon Law and the laws of the State of Iowa.

## Article III Membership

Any person that supports the Saint Albert Catholic Schools is eligible to be a member of the Saint Albert Catholic Schools Booster Club.

## Article IV Membership Fees

There are no fees associated with membership.

## Article V General Membership Meetings

- (A) The general membership meeting shall be held on the first Wednesday of May, each and every year. The location and time of the general membership meeting will be announced during the April meeting and will be made known through available media. The intent of this meeting is to elect Council members, vote on the budget, and conduct other general membership business.
- (B) Special Meetings: Special meeting shall be held upon the request of a Council member to the Saint Albert Catholic Schools Booster Club President. At least three days advance notice shall be given through available media.
- (C) Quorum: Two thirds of the members of the Club shall constitute a quorum at any annual or membership meeting.
- (D) Meeting Format: All meetings of the Club shall be conducted using parliamentary procedure according to Roberts Rules of Order.
- (E) Club members are encouraged to attend monthly Council meetings, participate in discussion, and present items for addition to the agenda.

#### Article VI Booster Club Council

The club shall be governed by a minimum of nine (9) and no more than twelve (12) member Council elected from Saint Albert Catholic Schools Booster Club members to staggered two-year terms, with at least three (3) members elected each year. The Council shall be responsible for establishing procedures and directing operation of club activities.

#### Article VII Booster Club Meetings

- (A) The Council shall meet on the first Wednesday of each month on the Saint Albert Catholic Schools campus and or other designated time and place.

- (B) Special Meetings: The Council may meet at any special meeting called by the Saint Albert Catholic Schools Booster Club President, with notice given at least three (3) days in advance to each Council member and at such times and places that are contained in the notice.
- (C) Annual Meeting: The Council's annual meeting shall be held one hour prior to the Booster Club's annual general membership meeting and at the same location.
- (D) Quorum: Two thirds of the Council members in office shall be necessary to constitute a quorum at any Council meeting.
- (E) Council Procedure: No changes in procedures will be acted upon by the Council at the same meeting the said procedures are introduced. This will allow each procedural change to be reviewed by the Council members and/or a committee appointed by the officers of the Council for the sole purpose of studying the issue and making a recommendation to the Council members. It is the intent of the Council to act on procedural changes at the next scheduled meeting of the Council. All procedural proposals must be recorded and voted upon by the Council; approval requires a majority vote.
- (F) Only Council members may vote at Council meetings.
- (G) The Saint Albert Catholic Schools Principal, Activities Director and the Council Bluffs Area Board of Education will be informed on a monthly basis of the activities of the Saint Albert Catholic Schools Booster Club.
- (H) Any and all action of the Booster Club must pass review by the Saint Albert Catholic Schools Principal and/or Activities Director, who serve(s) as a representative of the Saint Albert Catholic Schools Catholic Schools.

Article VIII  
Officers

- (A) There shall be elected by the Council members from among the Council members, the following officers:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  
- (B) Duties of Officers: It shall be the duty of the officers to carry out the directives of the Council, keep minutes, and to account for revenues and expenditures of the club. The President shall preside over membership meetings and Council meetings; and the Secretary shall keep the minutes of such meetings. In the absence of the President, the Vice President or Treasurer, in order, shall preside.
  
- (C) Saint Albert Catholic Schools Activities Director shall serve as an officer and permanent, non-voting, member of the Booster Club

Article IX  
Booster Club Council Vacancies

- (A) Vacancies in the offices of the Council shall be filled by current members of the Booster Club Council. It shall be the responsibility of the Booster Club Council to appoint the new Council member(s) for the remaining term of office.
  
- (B) Resignation: Any Council member may resign at any time by giving written notice of his/her resignation to the President or to the Secretary. Any such resignation shall take effect at the time specified therein; if the time when it shall become effective shall not be specified therein, it shall take effect immediately upon its receipt.
  
- (C) Removal of Council Members: Any and all members may be removed, with or without cause, at a meeting called expressly for that purpose, by a simple majority vote of the Council; and the vacancy on the Council caused by any such removal may be filled by the Booster Club Council at such meeting.

- (D) Attendance: 75% attendance is required for each Council member unless excused by one of the officers.

## Article X Banking

The Booster Club Council, by resolution, shall name the financial institution in Iowa in which the Club revenues shall be deposited and accounted for by the Treasurer. Deposits shall be made in a timely manner, not to exceed one week after the event from which the funds were received. Any withdrawals of funds from the checking account or (from the checking or interest-bearing accounts), other than paying established bills for the normal purchases necessary for the function of the sales of concession, shall require the signature of the Council President and the Treasurer. In the absence of the above officers, but not both, the Booster Club Vice President may sign with the remaining officer.

## Article XI Amendments to the Bylaws

Any proposed amendment(s) to these bylaws may be introduced by any Booster Club member or Council member at a monthly Council meeting, a general membership meeting, or any special meeting called for that purpose. A two-thirds vote of the membership present and voting shall be necessary to pass the proposed amendment(s). Said amendment(s) must be provided to the membership in writing at least one (1) month in advance of the proposed action date. Any changes to these bylaws must be ratified by the Council Bluffs Area Board of Catholic Education.

## Article XII Discretionary Advisory Members

The Booster Club President, with a majority vote of the Council, may appoint such advisory Council members as are deemed appropriate and necessary to carry out the objectives of the Club. No appointee shall have voting privileges. These advisory positions may include but are not limited to the following:

1. The Saint Albert Catholic Schools Principal.
2. A legal advisor.
3. A financial advisor.
4. A marketing advisor.
5. Any other advisory position the Council deem necessary.

## Article XII Fund Raising Activities

The Booster Club Council shall discuss its fund raising projects with the Saint Albert Catholic Schools Principal and Activities Director for approval. The Council shall appoint leadership for each fund raising activity that will be responsible for estimation of budgets, giving all bills to the Treasurer and all collected monies deposited in a timely manner.

## Article XIV Distribution of Funds

- (A) Whenever possible, monies not required for current operating expenses shall be transferred from the Booster Club's checking account into an interest-bearing account. The right is reserved to the Booster Club Council to re-appropriate or hold funds previously committed to project(s) if the project(s) should no longer necessitate involvement of the Club, provided this action will be effective only after a majority vote of the members of the Council.
- (B) The annual funding request from the Saint Albert Catholic Schools will be submitted to the Booster Club Council by the Saint Albert Catholic Schools Principal and/or Activities Director at the April meeting each year for consideration at the annual membership meeting of the Booster Club. The funding request shall be the result of the efforts of the Saint Albert Catholic Schools Principal and Activities Director.
- (C) The approved Booster Club budget will not exceed anticipated receipts and reserves for the payment of the requested funds.

- (D) Budgeted monies to be paid by the Booster Club may be allocated and authorized to be distributed at the monthly Council meetings. No loans shall be incurred on behalf of the Club, and no evidence of indebtedness shall be issued in the name of the Club unless authorized by a specific resolution of a majority of the Booster Club Council.
- (E) The Booster Club Council can appropriate funds that have not been previously committed. The Booster Club Council cannot appropriate funds prior to those funds being earned.

Article XV  
Committees

The Booster Club Council may appoint committees as are deemed appropriate and necessary to carry out the objectives of the Booster Club

Article XVI  
Dissolution

Upon dissolution of the Booster Club pursuant to Iowa Law, Chapter 504A, the Club's assets, after payment of all debts and charges, shall be paid into the Activities Fund of the Saint Albert Catholic Schools School System. In no event shall any Club assets be distributed to any member, officer, director, or non-charitable entity.

Article XVII

Before becoming effective, these bylaws must be approved by the Council Bluffs Area Board of Education.

Date approved by the Council Bluffs Area Board of Education:

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The undersigned certify the foregoing bylaws have been adopted as the bylaws of the Club.

SAINT ALBERT CATHOLIC SCHOOLS BOOSTER CLUB

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Susan Kruse  
President

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Mary Morrow  
Vice President

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Karen Meilike  
Treasurer

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Patty Gantt  
Secretary

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Dan Guinan

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Deb Hamling

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Brian Pearce

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Mary O'Neill

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Carol Goochey

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Jenny Rounds