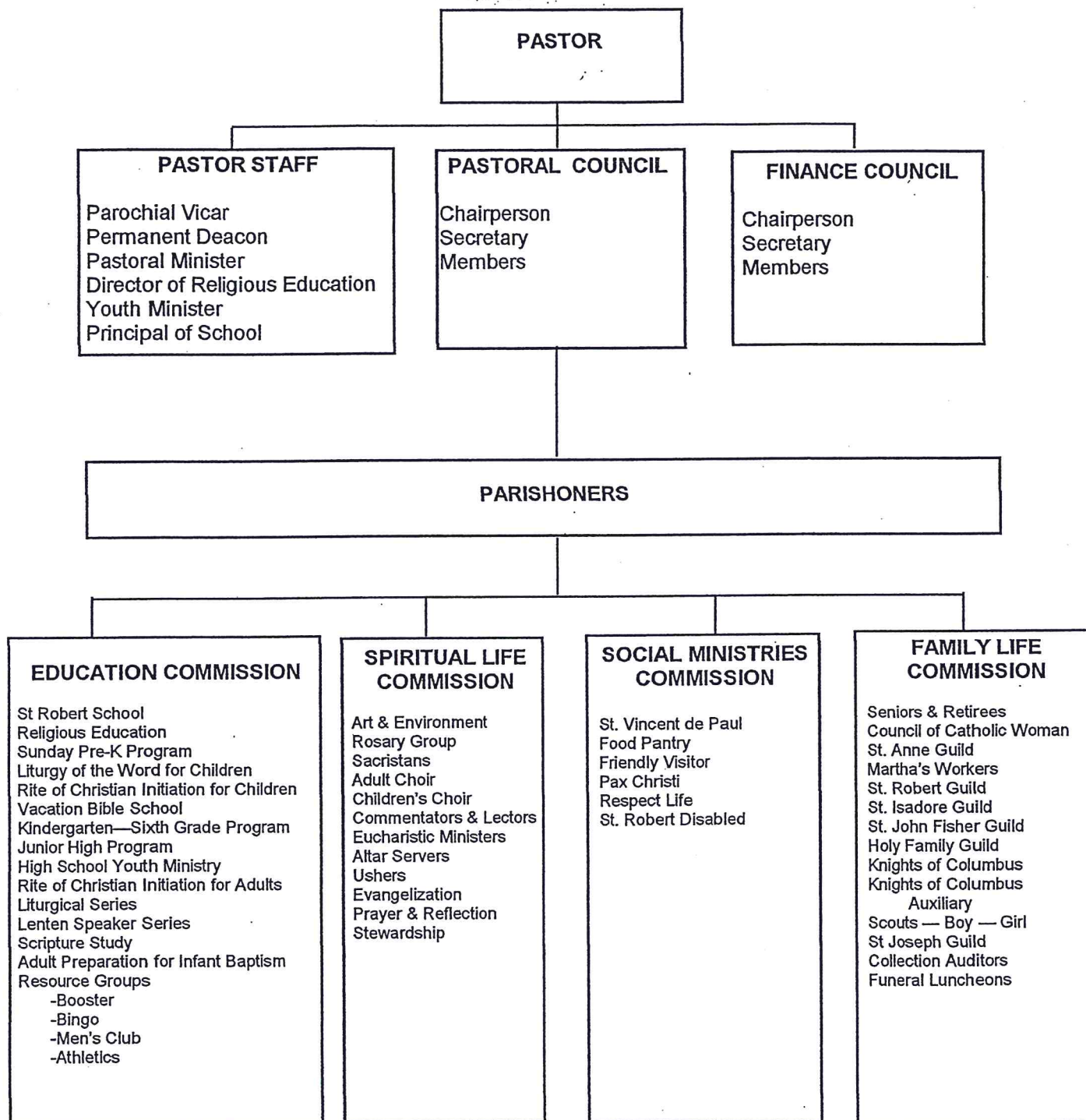


St. Robert Bellarmine Parish



MISSION STATEMENT

St. Robert School

Boosters

To enhance the academic, spiritual, social and athletic experience of the children and families of St. Robert School.

↓ extracurricular

revised 2009

School

St. Robert Catholic School has been called by Christ to be an integral part of the teaching ministry of St. Robert Bellarmine Parish. Since opening in 1954, personal excellence has been the goal of every student at St. Robert School. In partnership with parents, the school staff challenges each student to reach their individual potential: academically, socially and spiritually.

Graduates of St. Robert School possess a strong academic background and are fully prepared for academic excellence in high school.

The atmosphere of St. Robert School provides a warm family environment where Christian attitudes and behaviors are modeled.

As a result of our mission and our beliefs, we strive to produce in each child a healthy love of God, self and others through the vehicle of the Catholic Faith.

BY LAWS

ST. ROBERT SCHOOL BOOSTERS'

Article I – NAME

Name: The name of this organization shall be the St. Robert School Boosters.

Article II – PURPOSE

Purpose: The purpose of this organization shall be:

1. To provide a vehicle for communication between faculty and parents.
2. To promote St. Robert School in the community.
3. To raise funds to support goals established by the membership and the school.
4. To work with the school administration in supporting the school's mission.

Article III – ORGANIZATION

Section 3.1 – The organization of the Boosters shall consist of an Executive Committee and the Membership-at-Large.

Section 3.2 – The executive committee shall be made up of the President, Vice-President, Treasurer(s), Secretary, and a Faculty Liaison.

Section 3.3 – The Membership-At-Large shall consist of any dues-paying persons interested in furthering the objectives of this organization. There shall be annual dues of \$10.00 per family.

Section 3.4 – Should this organization dissolve, all assets shall revert to St. Robert Bellarmine Catholic Church.

Article IV - BASIC POLICIES

The following are basic policies of the organization.

Section 4.1 -- The organization operates under the authority of St. Robert School and Parish. The school Principal is the final authority on all activities of this organization under the guidance of the Pastor and Pastoral Council.

Section 4.2 -- Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (I) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or (II) by an organization, contributions to which are deductible under Section 170 (F) (8) of the Internal Revenue Code.

Section 4.3 -- Each committee shall submit a record of procedure followed to organize any fund raiser or other event. This record will be submitted to the Secretary and a duplicate to the Faculty Liaison.

Section 4.4 -- When new ideas or problems arise from the membership pertaining to the school they shall be submitted on the 'Boosters' Suggestion Form'. This procedure is detailed in Article VI, Section 6.6.

Article V - EXECUTIVE COMMITTEE

Section 5.1 – The President, Vice President, Secretary and Treasurer are asked to participate and assist as needed with fund raising and other Booster sponsored events. Additional duties shall be as follows:

A. President

The President shall plan and preside at meetings of the organization, shall preserve order and resolve questions of procedure in accordance with these bylaws and 'Robert's Rules of Order'.

The President shall appoint ad hoc committee chairpersons on an as-needed basis.

President shall provide school Principal with proposed agenda at least three school days before each general meeting.

The President shall oversee the budget for this organization. When presented with a request for payment the President decides if the request is compliant with approved budget items and that the amount is feasible. Approved invoices/receipts are given to Treasurer for payment/ reimbursement.

B. Vice-President

The Vice-President shall assume the general duties and responsibilities of the President in his/her absence from a particular meeting.

In the event the office of President is vacated for any reason, the Vice-President shall assume the office of the President.

The Vice-President shall assume the duties of the Secretary if he/she is absent.

C. Treasurer

The Treasurer shall collect and receive all funds generated by the organization, establish and preserve records of the financial matters of the organization, provide an accounting of the receipt and expenditure of funds of the organization at each meeting and perform such other duties as the organization may prescribe.

The Treasurer shall preside at meetings of the organization in the absence of the President and Vice-President. The records of the Treasurer shall be available for inspection at each meeting of the organization.

The Treasurer shall be authorized to pay only such expenses as defined in Article VII Section 7.3. All payments and receipts will be documented stating the nature of expenditure.

The Treasurer shall be provided with a schedule of due dates for budgeted items and shall make payments accordingly. One half of the profit from fund raisers is to be paid to the school immediately after all fund raiser expenses are paid to the vendors.

The Treasurer shall submit the following to the school Principal and the Parish secretary each month: General Ledger, Treasurer's Report, Funds Available Report, and copies of all bank statements. A copy of the annual budget shall also be submitted when approved.

D. Secretary

The Secretary shall record and maintain on file the minutes of the meetings of the organization, preserve copies of all materials coming before the organization, and perform such duties as are customary or as may be assigned by the organization.

The Secretary shall attend each meeting and summarize the meeting according to 'Robert's Rules of Order' booklet provided. The Secretary shall submit a draft of minutes to school Principal and President within two weeks.

The Secretary shall document any approved amendments on the master bylaws. Copies of the bylaws shall be maintained by the Secretary and available to the membership upon request.

E. Faculty Liaison

The Faculty Liaison shall attend each meeting or arrange for another teacher to represent him/her. After the meeting, if needed he/she shall present written 'Boosters' Suggestion Form' to the Principal and pertinent faculty for discussion and written response. He/she shall provide two copies of the completed form for the Booster officers; one of which shall be preserved in a separate binder by the Secretary. This binder shall be available for members

to review at all general meetings.

Any purchase requests that are not previously approved and are discussed at a general meeting will be presented to the Principal for approval by the Faculty Liaison.

The Faculty Liaison shall maintain records for the school including Bylaws, Amendments to Bylaws, Agendas, Minutes, Treasurer's Reports, Budget, Committee's Event Procedures, and 'Boosters' Suggestion Forms'.

Section 5.2 – The election of the officers shall be at the May meeting for a term of one year commencing on June 30 of the same year. The election shall be by ballot. The appointment of a Faculty Liaison shall be the responsibility of the St. Robert Principal.

Section 5.3 – Any member may nominate an officer. Elections may occur at the same meeting.

Section 5.4 – Each officer shall update and preserve an 'Officer's Job Description' for their position which lists the details and traditions of their duties. This guide shall be passed along with 'Robert's Rules of Order' to their successors.

Section 5.5 – Outgoing officers shall turn over all Boosters' records and materials to the new officers or Principal by June 30.

Section 5.6 -- New officers and Principal shall meet in June to review the bylaws and procedures. They will verify that any Amendments were properly recorded on the master bylaws by the Secretary. Officers shall then sign the master bylaws and retain a copy to review as needed. New officers shall take possession of Booster records and materials.

Article VI – MEETINGS

Section 6.1 – General meeting of the organization will normally be held on the third Monday of the following months: September, October, November, February, March, and May. Meeting will not be held if school is not in session on that day. Other conflicts or events may cause rescheduling. Members will be notified in advance of any rescheduled meeting.

These items are to be included on the monthly agenda as indicated.

March (or as soon as possible after final fund raiser)

Officers submit budget for the next school year. A brief written explanation of all items on the budget shall be provided for the membership. Each item shall include reference to the purpose of the organization. Each item shall be reviewed and adjusted annually based on the current need.

A brief written explanation for all funds held by the organization shall be provided for the membership. A review of the status of all funds shall include actions taken on each fund.

Based on funds available, a majority of the membership present shall decide amount to be designated for 'Wish List'.

After 'Wish List' amount is established, a majority of the membership present shall decide how any remaining funds shall be disbursed to benefit the school (subject to Principal and Pastor's approval).

Present slate of new officers for year commencing in the fall.

May

Vote on officers for upcoming year.

Section 6.2 – Executive committee meeting shall be held monthly prior to the general membership meeting. All members of the executive committee may vote on issues before the committee. At least 3 members of the executive committee must vote in favor of an issue in order for it to pass. The issue is then presented to the membership for consideration.

Occasionally a situation requiring an immediate decision, such as a request from the Principal or a deposit requirement, etc. may arise between general meeting dates. Provided the cost involved is compliant with the budget, the President and 3 of the remaining 4 executive committee members must approve the decision and related expenditure. A summary of the situation and actions taken shall be reported at the next general meeting.

Section 6.3 – Special meetings of the organization may be called to consider matters of particular interest or importance to the membership or to take up general business that cannot be delayed until the next general meeting. In addition to being called by the President, a special meeting may be called upon the vote of a majority of the members present at any meeting of the organization.

Section 6.4 – A quorum exists whenever the number of executive committee-persons at a properly called meeting is equal to or greater than 3, and at least 10% of the general membership is present.

Section 6.5 – Exceptional projects may be presented to the membership for consideration at any general meeting provided a majority of the executive committee-persons elect to do so.

Section 6.6 – New projects and ideas such as fund raisers, assemblies, projects for funding, etc. shall be approved by a majority of the membership present and then submitted through the Faculty Liaison on the 'Boosters' Suggestion Form' (Attachment B). Members may also use this form to address issues of concern regarding the school. Membership could discuss the problem and offer suggestions for the solution. Some issues may be submitted without discussion. The Faculty Liaison is to present this suggestion to the Principal and pertinent school staff. They shall provide a written response before the next meeting.

Article VII – EXPENDITURES

Section 7.1 – In spring or after final fund raiser of the year, the officers shall establish a working budget for the year commencing in the fall. The budget shall be based on funds available and shall include a listing of all items the Boosters plan on funding and the projected amount for each item. This proposed budget needs approval first from the school Principal and Pastor and then from a majority of the membership present.

Section 7.2 -- After approval the total budget for the following year shall be banked, producing interest income until needed in the fall.

Section 7.3 -- All expenditures shall be approved either by vote or approved budget. The school Principal, Pastor and a majority of the membership present shall approve the purchase.

Section 7.4 -- No Sales tax shall be paid for products purchased if the end user is the school. Use the Church's Federal ID number. Sales tax IS due when the end consumer is an individual. Refer to Fund raising Article VIII, Section 8.2.

Article VIII - FUND RAISING

Section 8.1 -- The school Principal and Pastor shall pre approve all fund raisers.

Section 8.2 -- **Legal requirements** must be diligently researched and followed for all fund raisers. Keep in mind those failing to comply with all Federal and State Regulations including sales tax and licensing requirements could jeopardize the Church's Tax Exempt status.

This statement must be printed on all fund raising tickets sold:

“A portion of the cost of this ticket may be tax deductible.”

For Raffle, Bingo or Lottery tickets (which also require special licensing) this statement must be printed:

“The cost of this ticket is not tax deductible.”

Article IX – AMENDMENTS

Section 9.1-- These bylaws may be amended at a meeting of the organization provided:

- A quorum exists (as defined in Article VI, Section 6.4),
- Amendments are approved by a vote of 2/3 of the members present, and
- The language of the proposed amendment is furnished to the membership present at the previous general meeting.

Section 9.2 -- The proposed amendments shall be subject to approval of the school Principal and Pastor.

PRINCIPAL'S PARTICIPATION REQUESTED

ARTICLE V, Section 5.1 *E. Faculty Liaison* is requested to meet with the Principal after each general meeting of the Boosters to relay topics discussed, review any 'Boosters' Suggestion Forms' presented, and obtain Principal's approval for any purchase requests. The Boosters' Budget must also be approved annually.

ARTICLE V, Section 5.6 of current St. Robert School Boosters' Bylaws requests that during the month of June, the Principal review the bylaws and procedures in this book with the new officers elected for the upcoming year.

It should be verified that any amendments to the bylaws passed in the prior year are properly recorded in the master bylaws.

After the review, all new officers should sign on Attachment A.

PRINCIPAL'S TIME LINE

Monthly -- Meet with Faculty Liaison to review Boosters' meeting.

June -- Meet with incoming Booster officers.