

Holy Ghost Dads Club Constitution/By-Laws

Article I: NAME

The name of this Association or Club shall be the "Holy Ghost Dads Club."

Article II: MISSION STATEMENT

The mission of the Holy Ghost Dads Club shall be:

- To support and further the Mission of Holy Ghost School (HGS).
- To maintain high standards of fatherly interest in the students' scholastic, spiritual, social, and athletic affairs.
- To assist financially and physically in the maintenance and improvement of the physical plant and grounds.
- To create and maintain a social bond among the members.
- To encourage the participation of all new and inactive members as possible.

Article III: MEMBERSHIP

Any male parent or legal guardian of a current student of HGS may become a member of this club.

Any Alumni fathers are urged to continue as members, sharing their enthusiasm and experience with members whose sons/daughters currently attend HGS.

Article IV: ELECTION OF OFFICERS OF THE EXECUTIVE BOARD

SECTION I

The Executive Board shall consist of the following officers: President, Vice-President, Secretary, Treasurer, and Past President.

All are elected except the Past President.

SECTION 2

New board member nomination will occur prior to the April general meeting. Any Dads Club member can submit their name or nominate a member to any board position. The nominee must accept the nomination prior to the name being added to the ballot. After reporting the names at the April General Meeting, other nominees may be named from the floor at that General Meeting.

SECTION 3

The election of officers shall take place at the May General Meeting. The electoral vote shall be by ballot. The nominee receiving the greatest number of votes for the office to which he was nominated shall be deemed to be elected. All officers shall serve on a voluntary basis without monetary compensation for any service. No officer may hold two offices concurrently. In the event an office becomes vacant during the course of the year, there will be a special election to fill that office at the next General Meeting.

SECTION 4

All elected offices shall be for a term of two years. No officer shall hold the same elected office for more than one term, consecutively. At the end of the second year of a full term, each Officer must vacate that position for a minimum of one year. He may stand for election for any office other than the one vacated.

Should a Member assume an elected office during an existing term, that Member may be elected to the same office for a full two-year term following the partial term in office.

SECTION 5

The Executive Board has the authority to appoint various members of the Dads Club to chair social, fund-raising, maintenance, and other activities of the organization, as required.

SECTION 6

The Dads Club may remove any elected Officer, with or without cause, by affirmative vote of the majority of the Executive Board at a properly convened Board Meeting. The vote shall be taken without the vote of the Officer in question and said Officer shall not be present at the meeting.

Article V: DUTIES OF OFFICERS

SECTION I: President

- A. Chair meetings, prepare agenda, and conduct both Board and General Meetings.
- B. Act as a liaison between the school administration and the Dads Club.
- C. Coordinate Dads Club activities with the school's calendar.
- D. Represent the Dads Club at combined school and Dads Club functions.
- E. Approved to sign checks on the Holy Ghost Dads Club checking account for payment of approved obligations along with, school Principal and/or designee, Holy Ghost Church Pastor or designee, and Dads Club Treasurer or designee. (4 check signers total).
- F. Ensure that a financial statement is prepared by the chairman for each activity/function that generates an income and/or creates an expense for the Dads Club and is presented to the Treasurer within two weeks after the end of the activity.
- G. Manage the Dads Club Facebook account along with the Dads Club Secretary.

SECTION 2: Vice-President

- A. Attend all Dads Club Board and General Meetings.
- B. Chair meetings in the absence of the president, prepare agenda, and conduct both Board and General meetings.
- C. Represent the Dads Club at combined school and Dads Club functions, and assume the responsibility of the President in his absence at all functions.
- D. Help coordinate social functions.
- E. Represent officers, in their absence, at mandatory functions.
- F. Responsible for cleaning and maintaining order of the Dads Club storage shed, currently #5.

SECTION 3: Secretary

- A. Record and distribute minutes of both Board and General Meetings.
- B. Attend all Dads Club Board and General Meetings.
- C. Responsible for maintaining, updating, and distribution of the by-laws.
- D. Act as a liaison between the Dads Club and the school office staff.
- E. Maintain a history during his tenure including but not limited to agendas, minutes, calendars, memos, Executive Board members and by-laws.
- F. Notify the membership of meetings.
- G. Maintain the membership list, keeping names, addresses, and phone numbers, and disseminating this information to committees.
- H. Responsible for all Dads Club mailings.
- I. Manage the Dads Club Facebook account along with the Dads Club President.

SECTION 4: Treasurer

- A. Manage and record all Dads' Club financial transactions.
- B. Attend all Dads Club Board and General Meetings.
- C. Keep a history of financial records on file.
- D. Provide a monthly Treasurer's report, verbally or in writing, at both the Board and General meetings.
- E. One of the four persons approved to sign checks for payment of approved obligations.
- F. Pay all bills by check. The Executive Board must authorize any cash payments.
- G. Deliver a record of all receipts and disbursements upon request.
- H. Ensure that a financial statement is prepared by the chairman for each activity/function that generates an income and/or creates an expense for the Dads Club. Maintain copies of all financial statements.
- I. Keep all funds, except for Petty Cash up to \$300, in an approved banking institution under the name of the Holy Ghost Dads Club and balance/reconcile all bank accounts monthly upon receipt of the bank statements.

SECTION 5: Past President

- A. Attend all Dads Club Board and General Meetings.
- B. Assist the newly elected President transition into the position of the President, as needed.
- C. Share experiences and ideas in a constructive manner to assist with ongoing efforts of the Dads Club.

Article VI: EXECUTIVE BOARD

SECTION 1

The business and property of the Club shall be managed and controlled by the Executive Board. Storage shed keys may only be held by members of the Executive Board. Keys may be issued, temporarily, to Regular Club Members on an as-needed basis.

SECTION 2

Executive Board meetings shall be attended by all members of the Board exclusively, upon such date and location as they may determine. A regular calendar of meetings and events shall be determined each fall. Meetings shall be conducted in accordance with Roberts' "Rules of Orders". These may be suspended at any time by the President.

SECTION 3

Special meetings of the Executive Board may be called by the President. A majority of the Executive Board shall constitute a quorum for the transaction of ordinary business. It is the responsibility of the Secretary to notify all Board members of the meeting.

SECTION 4

The Executive Board shall have the authority to expend existing Club general funds in any necessary amount, but shall not obligate the Club for any indebtedness beyond current funds on hand without approval of the school Principal. The school Principal must be notified of, and approve in advance, all capital and/or equipment expenditures in excess of \$1,000. Prior to the end of the fiscal year (June 30th) the board must transfer all funds in the Dads Club Checking Account in excess of \$50 to the Dads Club Savings Account via "donation" to HGCS. The Savings Account is maintained by the Holy Ghost Church Accounting Dept. Funds may be transferred back to the Dads Club Checking Account via written request to HGCS for a specific, approved expenditure.

SECTION 5

The Executive Board shall attempt, where possible, to fill all chairmanships of committees at the first General Meeting of the year. Each committee should be co-chaired, with a list of all the co-chairs to be published by the September General Meeting.

Article VII: MEETINGS

SECTION 1

General membership meetings should be held every month during the school year except December (optional). Meetings of the Executive Board shall be held as deemed necessary by the Dads Club President.

SECTION 2

A meeting properly convened shall constitute a quorum for transacting of business. Each Executive Board member shall be entitled to cast one vote on all matters.

Article VIII: FISCAL YEAR

The Dads' Club fiscal year shall begin July 1st and end June 30th of the following year.

Signatures:

<u>Charley Cormier</u>	<u>[Signature]</u>	(President)
<u>Eric Sedberry</u>	<u>[Signature]</u>	(Vice-President)
<u>Travis Ridgett</u>	<u>[Signature]</u>	(Secretary)
<u>William Fritz</u>	<u>[Signature]</u>	(Treasurer)

Voted and Approved: February 19, 2018

Revised: December 4, 2017