



BYLAWS V8

Contents

ARTICLE I NAME AND PURPOSE .....5

    Section 1: Name .....5

    Section 2: Purpose.....5

    Section 3: Goal .....6

    Section 4: Core Values .....6

    Section 5: Operation as a Tax-Exempt Organization; Exempt Activities.....6

    Section 6: Registered Office and Agent.....8

ARTICLE II MEMBERSHIP and VOLUNTEERING .....9

    Section 1: Membership.....9

    Section 2: Volunteering with the Hurricanes Booster.....9

    Section 3: Membership Fees..... 10

    Section 4: Right and Duties of Membership..... 10

    Section 5: Membership Communication..... 11

    Section 6: Quorum ..... 11

    Section 7: Membership General Meeting ..... 11

ARTICLE III BOARD OF DIRECTORS..... 12

    Section 1: Authority ..... 12

    Section 2: Number..... 12

    Section 3: Election ..... 12

    Section 4: Term..... 13

    Section 5: Qualifications..... 13

    Section 6: Non-Voting Advisory Directors..... 14

    Section 7: Resignations..... 14

    Section 8: Vacancies..... 14

    Section 9: Removal..... 15

    Section 10: Presumption of Assent ..... 15

    Section 11: Director Conflict of Interest ..... 15

    Section 12: Reimbursement..... 16

ARTICLE IV BOARD OF DIRECTOR DUTIES..... 17

Section 1: President .....	17
Section 2: Vice President.....	18
Section 3: Secretary.....	18
Section 4: Treasurer .....	19
Section 5: Director of Volunteers (Team Moms/Team Dads).....	19
Section 6: Ex-Officio Board of Directors Member.....	20
ARTICLE V BOARD OF DIRECTOR MEETINGS .....	21
Section 1: Annual Meeting .....	21
Section 2: General Meetings.....	21
Section 3: Special Meetings .....	21
Section 4: Notice of Meetings.....	21
Section 5: Quorum; Voting; Proxies .....	22
Section 6: Electronic Participation at Meetings .....	22
Section 7: Action Without a Meeting .....	22
ARTICLE VI COMMITTEES .....	23
Section 1: Committees .....	23
Section 2: Chairperson.....	23
Section 3: Quorum; Voting in committees .....	23
Section 4: Participation at Meetings by Conference Telephone.....	24
Section 5: Meetings of Committees.....	24
Section 6: Standing committees.....	24
Section 7: Special committees .....	24
Section 8: Informal Action .....	25
Section 9: Chairperson Term and Vacancies.....	25
ARTICLE VII COMMITTEE DUTIES .....	27
Section 1: Nominations Committee.....	27
Section 2: Review Committee.....	27
ARTICLE VIII MEMBERSHIP MEETINGS .....	29
Section 1: General Meetings.....	29
Section 2: Annual Meeting .....	29

Section 3: Quorum; Voting; Proxies .....	29
Section 4: Meeting Procedures.....	29
ARTICLE IX FINANCES.....	31
Section 1: Budget.....	31
Section 3: Checks .....	31
Section 4: Banking .....	31
Section 5: Financial Controls.....	32
Section 6: Financial Report.....	32
Section 8: Financial Record Retention.....	33
Section 9: Right of Inspection .....	34
Section 10: Financial Report Policy.....	34
Section 11: Support Funds Distribution Policy.....	35
Section 12: Written Disclosure Statements/Quid Pro Quo.....	35
ARTICLE X CONFLICTS OF INTEREST.....	37
Section 1: Existence of Conflict, Disclosure .....	37
Section 2: Nonparticipation in Vote.....	37
Section 3: Minutes of Meeting.....	37
Section 4: Annual Review.....	37
ARTICLE XI CONDUCT WITH YOUTH .....	38
Section 1: Sexual Conduct .....	39
Section 2: Harassment .....	40
ARTICLE XII INDEMNIFICATION .....	41
ARTICLE XIII MISCELLANEOUS .....	42
Section 1: Principal Office.....	42
Section 2: Fiscal Year/Accounting Method.....	42
Section 3: Delivery of Notice .....	42
Section 4: Execution of Documents .....	42
Section 5: Gifts .....	43
Section 7: Compensation.....	43
Section 9: Construction.....	43

Section 10: Effective Date ..... 44  
ARTICLE XIV EXAMPLES ..... 45  
    Cash Box Reconciliation Sheet..... 46  
    Wristband Reconciliation Sheet ..... 48  
ARTICLE XV AMENDMENTS ..... 49

# ARTICLE I NAME AND PURPOSE

## Section 1: Name

The name of the not-for-profit corporation is the MARIAN CENTRAL HURRICANES BOOSTER INC, HURRICANES BOOSTER hereinafter referred to as "The Hurricanes Booster".

## Section 2: Purpose

The Hurricanes Booster is organized and operates exclusively for the benefit of, the Marian Central Catholic High School Athletic Department. The Hurricanes Booster performs the functions of raising funds for the student athletes who attend The Marian Central Catholic High School.

The Hurricanes Booster provides positive community awareness of Marian Central Catholic High School's athletic activities, and it financially assists the school's athletic programs not typically paid for by private tuition.

The Hurricanes Booster helps assist the Marian Central Catholic High School Superintendent and their school athletic department by funding special needs, including but not limited to athletic educational opportunities. These purposes are described under "charitable purposes" within the meaning of the U.S. Internal Revenue Code in 26 USCA 501(C)(3); Section 509(a)(3) Supporting Organization. (All references to sections in these Articles refer to the Internal Revenue Code of 1986 as amended or to comparable sections of subsequent internal revenue laws.)

The Hurricanes Booster consists of volunteer men and women who are dedicated to enhancing the student experience at Marian Central Catholic High School.

Marian Central Catholic High School is the supported organization and is a public charity under IRC §509(a)(1) and described in §170(b)(1)(A): Churches or conventions or associations of churches.

The Hurricanes Booster is prohibited from benefitting any organization other than The Marian Central Catholic High School. The Hurricanes Booster must not engage in activities that do not further the purposes as stated within these Bylaws, at which would jeopardies the classification of being an IRC §509(a)(3) Supporting Organization.

The purpose of these bylaws is to govern the affairs of The Hurricanes Booster. The Hurricanes Booster Inc. was formed in the year 2018 under that name with the Secretary of State, in Illinois.

### Section 3: Goal

The Hurricanes Booster Goal is to provide support for all our student athletes and coaches. Fairness across all sports regardless of how big or small they are.

### Section 4: Core Values

Because we support Marian Central Catholic High School we share the same Vision and Mission, additionally our values for our Booster include;

- **Fun**, we love our student athletes and we love what we do.
- **Family**, we cherish and nurture our relationships with the student athletes.
- **Self Esteem**, we help our student athletes learn the values of sportsmanship and teamwork and build up their self-esteem.
- **Strength**, we have the courage to create a new future for the student athletes of Marian Central Catholic High School.
- **Loyalty**, we are committed to the development and growth of our student athletes, through Marian Central Catholic High School's Coaching Staff and learning from one another on the Hurricanes Booster.

### Section 5: Operation as a Tax-Exempt Organization; Exempt Activities

- a. The Hurricanes Booster shall be exempt from Federal income tax under Internal Revenue Code 501(C)(3) of the Internal Revenue Code.
- b. The Hurricanes Booster is not a private foundation within the meaning of section 509(a) of the Code because we are described in section 509(a)(3) and 170(b)A(iv).
- c. More than 50% of the donations received by The Hurricanes Booster shall come from "the public" rather than governmental grants.
- d. The Hurricanes Booster will neither have nor exercise any power, nor will it engage directly or indirectly in any activity, that would invalidate its status as a tax-exempt organization within the meaning of Section 501(C)(3) and 509(a)(3) of the Code.

- e. Notwithstanding any other provision of these Bylaws, no director, officer, employee, or agent of The Hurricanes Booster is permitted to take any action or carry on any activity by or on behalf of The Hurricanes Booster, which is not permitted to be taken or carried on by an organization exempt under Section 509(a)(3) of the Code.
- f. No part of the net earnings of The Hurricanes Booster may inure to the benefit of, or be distributable to, any director, officer, employee, or agent of The Hurricanes Booster.
- g. If the Hurricanes Booster dissolves, the balance of the money and property received by The Hurricanes Booster, after payment of all the debts and obligations of The Hurricanes Booster, must be used, distributed, or transferred exclusively to an organization or organizations with a substantially similar purpose or purposes to those for which The Hurricanes Booster is organized. The Board of Directors of Directors, herein referred to as the "Board of Directors ", will choose the specific organization or organizations to whom such a distribution will be made. No Director, officer, employee, or agent of The Hurricanes Booster, nor any private individual, will be entitled to any distribution or division of the remaining property or proceeds of The Hurricanes Booster.
- h. The Hurricanes Booster is a supporting organization of the Marian Central Catholic High School Athletic Department.
- i. The Hurricanes Booster will provide annually to the Marian Central Catholic High School:
- j. Written notice describing the type and amount of support provided by the Hurricanes Booster during the taxable year.
- k. A copy of the Hurricanes Booster's Form 990 or 990-EZ that was most recently filed as of the date of above mentioned notice and
- l. a copy of the Hurricanes Booster's governing documents, most recently amended, to the extent not previously provided.
- m. This documentation will be postmarked/electronically transmitted by the last day of the fifth month following the close of the taxable year to which the information pertains. For example, the Academic School year 2017-2018 would report its documentation before the last day of November 2018.
- n. Marian Central Catholic High School is adequately represented in the Hurricanes Booster because the President of the Hurricanes Booster maintains a close and continuous working relationship with the Athletic Director and the Superintendent;



because of this relationship the Marian Central Catholic High School has a significant voice in how the Hurricanes Booster manages and uses its assets.

## Section 6: Registered Office and Agent

The registered agent of the corporation shall be, for the present time, Megan Miller and the registered location address shall be 1716 Margaret Court, McHenry, IL 60051.

## ARTICLE II MEMBERSHIP and VOLUNTEERING

### Section 1: Membership

**General membership** General membership is open to the parents of students that have graduated or currently attend The Marian Central Catholic High School in Woodstock Illinois and Alumni of such school.

**Voting Membership** To be eligible to have voting rights which allow for a Member to vote (a "Voting Member"), such Members:

1. Must be on record as having attended a minimum of two meetings in The Hurricanes Booster then current fiscal year (July 1 through June 30). For counting meeting attendance, the current meeting being attended will count as one of the eligible meetings.
2. Must have an athletic student enrolled or graduated from Marian Central Catholic High School and/or
3. must be an alumnus of Marian Central Catholic High School.
4. Must not be a Marian Central Catholic High School Coach or Assistant Coach.
5. Must have paid their current fiscal year of membership dues.

Members of The Hurricanes Booster may not speak or represent themselves on behalf of the Hurricanes Booster, Marian Central Catholic High School or its employees.

### Section 2: Volunteering with the Hurricanes Booster

The success of the Hurricanes Booster depends on our volunteers. For the safety of our student athletes, if you intend on volunteering in a capacity closely with them, there are a few requirements. Please complete the volunteer packet that can be downloaded from the Hurricanes Website ([hurricanesbooster.com](http://hurricanesbooster.com)).

Every volunteer will need to complete and return the **Required Safe Environment Forms**. These documents assist the Rockford Diocese in ensuring the safety of its employees, volunteers and those with whom they minister. All Hurricanes Booster Volunteers must read the Diocese of Rockford Guidelines for Youth and Those Working with the Youth (<http://www.rockforddiocese.org/pdfs/safe-environmentprogram/Guidelines-Youth-Sept-2017.pdf>) and return a signed Receipt Acknowledgment.

The Department of Education Services Diocese of Rockford requires that all volunteers finish the online training "Protecting God's Children" available online. The training takes approximately one hour. You will have the ability to leave the program and resume where you left off. After completing the questions, you will be able to print out a certificate.

- You will need to register online with VIRTUS (<http://www.ceorockford.org/virtusprotecting-gods-children/>)

The following documents are available on the Hurricanes Website and online here:

[http://www.rockforddiocese.org/pdfs/safe-environment-program/RequiredForms\\_Summary\\_Sheet.pdf](http://www.rockforddiocese.org/pdfs/safe-environment-program/RequiredForms_Summary_Sheet.pdf)

- [Protecting God's Children Training](http://www.ceorockford.org/virtus-protectinggods-children/) (<http://www.ceorockford.org/virtus-protectinggods-children/>)
- [Authorization to Conduct Criminal Background Checks](http://www.rockforddiocese.org/pdfs/humanresources/Authorization_to_Conduct_Background_Check.pdf) ([http://www.rockforddiocese.org/pdfs/humanresources/Authorization\\_to\\_Conduct\\_Background\\_Check.pdf](http://www.rockforddiocese.org/pdfs/humanresources/Authorization_to_Conduct_Background_Check.pdf))
- [State of Illinois Name-Based Conviction Information](#)
- [State of Illinois Fingerprint Criminal Background Check](#)
- [Online Offender Data Base Checks](#)
- [Acknowledgement of Mandated Reporter Status](#) (<https://www.illinois.gov/dcfs/aboutus/notices/Documents/cants22.pdf>)
- [Receipt Acknowledgement Form](http://www.rockforddiocese.org/pdfs/safeenvironment-program/Guidelines-Youth-Sept-2017.pdf) (<http://www.rockforddiocese.org/pdfs/safeenvironment-program/Guidelines-Youth-Sept-2017.pdf>)

### Section 3: Membership Fees

The membership fees for one academic school year are \$15 per individual and \$20 for the family. These payments are to provide support for the Marian Central Catholic High School Booster, membership is for one academic school year.

### Section 4: Right and Duties of Membership

Duties, privileges, and responsibilities of membership shall be determined by the Board of Directors, in accordance with the current Bylaws. Any Member deemed unfit for

membership in The Hurricanes Booster may have his or her membership revoked by a 2/3 vote of the Board of Directors.

Voting rights of The Hurricanes Booster shall be vesting entirely in the voting members of The Hurricanes Booster and their elected officers. The President may table any motion made. This tabling may be overridden at any time by a 2/3 majority vote of all elected officers. Any motion not tables will be decided upon by a simple majority vote of all Voting Members present. All votes must be held in open forum.

Membership, including Directors and Officers, in The Hurricanes Booster carries with it no right to any of The Hurricanes Booster' property or funds.

### Section 5: Membership Communication

Members shall receive notices in writing through their email address given or through widely accepted methods of communication including but not limited to USPS mail, electronically message and or phone messages. All notices and communications shall be deemed made when sent via these methods.

### Section 6: Quorum

The members present at any membership meeting of The Hurricanes Booster, provided at least ten (10) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not act. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Board of Directors.

### Section 7: Membership General Meeting

There shall be at least one membership general meeting annually of the membership in March at which the officers are elected. Such additional business or special meeting may be held alone or in conjunction with an event sponsored by The Hurricanes Booster as determined by the Board of Directors or at the request of twenty (20) or more members in writing to the Board of Directors.

# ARTICLE III BOARD OF DIRECTORS

## Section 1: Authority

The affairs, activities and operation of The Hurricanes Booster will be managed by or under the direction of its Board of Directors. The Board of Directors shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of The Hurricanes Booster.

## Section 2: Number

The number of directors comprising the Board of Directors of Directors shall be no fewer than five (5). Employees of the Marian Central Catholic High School shall not be members of the Board of Directors for the Hurricanes Booster to avoid all possible conflicts of interest. The Hurricanes Booster Executive Directors shall consist of the President, Vice President, Secretary, Treasurer, Director Volunteers (Team Mom/Team Dads) and Ex-Officio.

## Section 3: Election

Nominations will be accepted by the Nominating Committee from the members of The Hurricanes Booster prior to February 15, of each year. Additional nominations will not be accepted from the floor at or after the annual meeting in March.

**Nominating Committee** The Nominations Committee is determined by the President. The Nominating Committee shall submit a slate of candidates at the February Board of Directors meeting. The slate of candidates introduced shall be given to the Secretary by the Nominating Committee, so that the Secretary may be able to create a GOOGLE ballot and send via email to all voting members of The Hurricanes Booster.

**Election Committee** The President may appoint an election committee at the March meeting or as required to fill an open officer position.

No less than three members of the Election Committee shall be responsible for tallying the vote. In the event of a dispute of the election results, any nominee may elect to recount the votes under the supervision of the Election Committee.

#### Section 4: Term

To provide consistency in leadership and to ensure The Hurricanes Booster Board of Directors maintains some experience, the following positions shall be elected to serve two (2) year terms at the annual election meeting of alternating years. Odd and even indications after the position indicate the year in which this position will come up for election in March of that year.

- A) President (odd)
- B) Vice President (even)
- C) Treasurer (odd)
- D) Secretary (even)
- E) Director of Volunteers (Team Mom/Team Dads) (odd)
- F) Ex-Official (remains indefinitely)

In the event a current Director already elected to a two year term wishes to seek election to a new position that is up for consideration, while still having one year remaining on their current term, they may announce to the Board of Directors and to the Nominating Committee their intention to seek this new position with the understanding that the Board of Directors will immediately fill the remaining year of their term by appointment of a replacement by a majority vote of the Board.

#### Section 5: Qualifications

Any nominee to be a Director must meet the following qualifications:

1. Must be 18 eighteen years of age, and a United States Citizen.
2. Must be a Voting Member
3. Must serve, or have served, on a current or past committee
4. Must have attended a minimum of four meetings in the then current fiscal year (July 1 through June 30). For counting meeting attendance, the current meeting being attended will count as one of the eligible meetings.

5. Filled out and returned the required documents listed in Article II Section 2 of these By-laws

## Section 6: Non-Voting Advisory Directors

The Hurricanes Booster is subject to the general supervision of the Marian Central Catholic High School Superintendent.

Other non-Voting Advisory Directors may include: The Marian Central Catholic High School Principal or their appointed representative, The Marian Central Catholic High School Faculty and Staff appointed by the President and approved by the Board of Directors of Directors; Past Booster President(s); Certain individuals appointed by the Board of Directors as deemed necessary for special projects.

## Section 7: Resignations

Any Director may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of The Hurricanes Booster.

**Effective Date** A Director's resignation will take effect when the notice is delivered unless the notice specifies a future date. Unless it is otherwise specified in the notice, the acceptance of such resignation will not be necessary to make it effective.

**Filling the Pending Vacancy** The pending vacancy that arises due to a Director's resignation may be filled prior to the effective date, but the successor cannot take office until the effective date.

## Section 8: Vacancies

Any vacancy occurring in the Board of Directors may be filled by a majority vote of the Board of Directors at the Annual Meeting, any Regular Meeting, or at a Special Meeting of the Board of Directors called for that purpose. All nominees must meet the qualifications listed in Article III, Section 2.

**Appointed Director Term of Office** Each Director elected to fill a vacancy will hold office for the duration of the unexpired term of his predecessor in office.

## Section 9: Removal

One or more of the Directors may be removed, with or without cause, by the affirmative vote of 2/3 of the Directors then in office, present, and voting at a meeting of the Board of Directors of Directors at which a quorum is present.

If the vote for the removal of one or more directors is to take place at a special meeting called pursuant to Article III, Section 7 of these Bylaws, written notice of the proposed removal must be prepared and delivered to all Directors pursuant to Article III, Section 8, no fewer than twenty days prior to the special meeting. Such notice must both include the purpose of the meeting (i.e., Removal of Directors) and list the Director or Directors sought to be removed.

## Section 10: Presumption of Assent

If a Director is present at a meeting of the Board of Directors of Directors, he or she will be conclusively presumed to have assented to any corporate action taken at the meeting unless any of the following conditions is satisfied:

His or her dissent was entered in the minutes of the meeting;

He or she filed a written dissent to the action with the person acting as the secretary of the meeting before adjournment; or

He or she forwarded such dissent by registered or certified mail to the Secretary of The Hurricanes Booster immediately after the meeting adjourned (however, this right to dissent will not apply to a Director who voted in favor of an action).

## Section 11: Director Conflict of Interest

If a transaction is fair to The Hurricanes Booster at the time it is authorized, approved, or ratified, the fact that any Director is directly or indirectly a party to the transaction is not grounds for invalidating the transaction.

In a proceeding contesting the validity of a transaction on the grounds that it is unfair to The Hurricanes Booster due to a conflict of interest, the person asserting validity has the burden of proving fairness unless the material facts of the transaction and the Director's interest or relationship were disclosed or known to the Board of Directors or a



committee consisting entirely of Directors, and the Board of Directors or committee authorized, approved, or ratified the transaction by the affirmative votes of a majority of disinterested Directors, even though the disinterested Directors did not constitute a quorum.

**Quorum, voting during conflict of interest** The presence of the Director who is directly or indirectly a party to the transaction described in Part (b) of this Section, or a Director who is otherwise not disinterested, may be counted in determining whether a quorum is present but may not be counted when the Board of Directors or a committee of the Board of Directors acts on the transaction.

**Indirect Interest** A Director is "indirectly" a party to a transaction if he or she either:

Has a material financial interest in the entity with which the transaction is occurring; or

Is an officer, director, or general party with the entity with which the transaction is occurring.

**Grant Exception** If a Director is also an officer or director of both parties to a transaction involving a grant or contribution, without consideration, from one entity to the other, that Director is not "indirectly" a party to the transaction so long as the Director does not have a material financial interest in the entity that receives the grant or contribution.

## Section 12: Reimbursement

Board of Directors members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business can be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

## ARTICLE IV BOARD OF DIRECTOR DUTIES

All members of the Board of Directors must read the current Hurricanes Booster Inc. Bylaws and sign and date a document that they have received, reviewed and understand the Bylaws of the Hurricanes Booster Inc.

### Section 1: President

To oversee all operations of The Hurricanes Booster. The President shall preside at all Board of Directors meetings, General Membership and Special Meetings.

The President shall be chief contact with the school administration.

The President will be Chief Executive Officer of The Hurricanes Booster and, subject to the direction and control of the Board of Directors, will have general and active management of the affairs of The Hurricanes Booster.

The President will be responsible for review of The Hurricanes Booster bank statement online and shall hold all passwords necessary to all debit and credit accounts.

The President will ensure that all orders, resolutions, and directives of the Board of Directors are carried into effect unless the Board of Directors assigns that responsibility to another Officer.

The President will execute all Board of Directors approved contracts or other instruments for The Hurricanes Booster.

The President will from time to time report to the Board of Directors on all matters within his or her knowledge, which the interests of The Hurricanes Booster may require to be brought to their notice.

The President will perform other such duties as may be assigned from time to time by the Board of Directors.

The President shall be responsible for establishing committees, defining the committee purpose, and naming the initial chairperson(s) with approval by the Board of Directors.

The President shall be an ex-officio member of any committee.

The President, along with the Treasurer, shall present a year end annual financial report, including actual revenues and expenditures from the preceding fiscal year and the budget for the upcoming fiscal year, to the Board of Directors of Directors within 45 days of the end of the fiscal year.

The President shall not be required to chair any standing committees.

## Section 2: Vice President

The Vice President shall serve as the first back up Director to the President and perform the duties of the President when the President is unable to serve at any function. The Vice President shall not Chair any standing committee but shall act as a coordinator to the existing standing committees.

## Section 3: Secretary

The Secretary will give, or cause to be given, all notices in accordance with the provisions of these Bylaws, or as required by law.

The Secretary is responsible for:

- the custody of all records and reports and scans them to pdf to be filed on a cloud-based software;
- keeping and reporting of adequate records and minutes of all Booster meetings, excluding committee meetings;
- Sending the minutes via email within 2 days of the meeting and then share via a cloud-based program (GOOGLE DOCS);
- maintaining an updated current list of First Name, Last Name and email address of all Voting Members of The Hurricanes Booster on a cloud-based program (GOOGLE SHEETS).

The Secretary may Chair any standing committee. The Secretary will have all the powers and perform all the duties of the President in the absence or incapacity of both the President and Vice President.

## Section 4: Treasurer

The Treasurer will keep full and correct account of receipts and disbursements in the books belonging to The Hurricanes Booster and must deposit all moneys and other valuable effects in the name and to the credit of The Hurricanes Booster, in the bank or banks designated by the Board of Directors.

The Treasurer will dispose of funds of The Hurricanes Booster as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and must render to the President and the Board of Directors, whenever he or she may require it, an account of all his or her transactions as Treasurer and of the financial condition of The Hurricanes Booster.

The Treasurer shall, at each regular meeting, provide a statement of financial status of The Hurricanes Booster.

The Treasurer shall prepare a year end annual financial report, including actual revenues and expenditures from the preceding fiscal year and the budget for the upcoming fiscal year within 45 days of the end of the fiscal year.

The Treasurer will perform other such duties as may be assigned from time to time by the Board of Directors.

The Treasurer shall be bonded for a minimum of \$100,000 (or the average balance in The Hurricanes Booster' bank accounts).

The Treasurer will have all the powers and perform all the duties of the President in the absence or incapacity of the President, Vice President, and Secretary.

All records will be kept electronically and shared with the Superintendent, the President, and the subsequent Treasurer. The Treasurer may Chair any standing committee.

## Section 5: Director of Volunteers (Team Moms/Team Dads)

The Director of Volunteers will perform such duties as may be assigned from time to time by the Board of Directors.

The Director of Volunteers will attend all Freshman orientation meetings to introduce the Hurricanes Booster to the incoming parents and work with their designated Team Mom/Team Dad. The Director of Volunteers will be the contact person for all Team Mom/Dad's.

The Director of Volunteers will create and maintain a standard of operations handout for all new incoming Freshman Parents for each athletic sport.

The Director of Volunteers will be responsible for adding the athletic schedule and its volunteer spots on SignUp.com and verifying that the Team Mom/Dad's learn how to use SignUp.com.

### Section 6: Ex-Officio Board of Directors Member

This position is not an elected position, this position is appointed by the Marian Central Catholic High School. This person agrees to serve in this position because they are the Athletic Director and or the Superintendent for Marian Central Catholic High School.

This position has all the privileges that are associated with having a membership, but they do not have voting rights.

The Ex-Officio Board of Directors Member has a significant voice in the Hurricanes Booster:

- Investment policies
- Timing of Grants
- Manner of making grants
- Selection of grant recipients

# ARTICLE V BOARD OF DIRECTOR MEETINGS

## Section 1: Annual Meeting

The Annual Meeting of the Board of Directors will be held at the place and time determined by the Board of Directors.

## Section 2: General Meetings

The Board of Directors Meeting shall meet monthly to prepare for the general membership meetings and may take place before the monthly general meeting on the same date.

## Section 3: Special Meetings

Special meetings of the Board of Directors may be held at any time and place but only if they are properly noticed pursuant to Article III, Section 8 of these Bylaws. The meetings may be called by the President or by a written request from two Directors.

## Section 4: Notice of Meetings

**Timing** Notice of each meeting must be delivered by or at the direction of the President to each Director at least 3 days, but not more than sixty days, before the day on which the meeting is to be held, according to the provisions of Article XIII, Section 4 of these Bylaws.

**Waiver** Notice may be waived in writing by a Director, either before or after the meeting. Attendance of a Director at any meeting shall constitute a waiver of notice of such meeting except where the Director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

**Description of Meeting in the Notice** Neither the business to be transacted at, nor the purpose of any meeting of the Board of Directors of Directors, need be specified in the notice or waiver of notice of such meeting, except as provided in Article III, Section 12 of these Bylaws.

## Section 5: Quorum; Voting; Proxies

**Quorum** A quorum of the Board of Directors for the conduct of business shall consist of at least three (3) officers in attendance.

**Voting** If a quorum is present, the act of the majority of the Directors present is equivalent to the act of the entire Board of Directors unless the act of a greater number is required by law, the Articles of Incorporation of The Hurricanes Booster, or these Bylaws.

**Proxies** No Director may vote by proxy on any matter of The Hurricanes Booster.

## Section 6: Electronic Participation at Meetings

Directors may participate in and act at any meeting of the Board of Directors by a conference telephone or other communications equipment so long as all persons participating in the meeting can communicate with each other concurrently.

Telephonic or electronic participation in a meeting will constitute attendance and presence at the meeting.

## Section 7: Action Without a Meeting

Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee.

**Written Consent** The written consent must be evidenced by one or more written approvals from the Directors; each approval must set forth the action to be taken and provide a written record of approval. The approvals must be delivered to the Secretary of The Hurricanes Booster and filed in the corporate records.

**Effective Date** Any action taken by the Board of Directors pursuant to this Section will be effective when all the Directors have approved the written consent unless the consent specifies a different effective date.

## ARTICLE VI COMMITTEES

### Section 1: Committees

The President shall be responsible for establishing committees, defining the committee purpose, and naming the volunteer chairperson(s) with approval by the Board of Directors.

The President shall be an ex-officio member of any committee.

### Section 2: Chairperson

To be eligible to Chair a Committee one must be a Voting Member as described in Article II of these Bylaws.

- Chairperson(s) is responsible for providing to the Board of Directors a quick written report on the status of their committee 2 days preceding each Board of Directors Meeting via email.
- Chairperson(s) will be responsible for creating and maintaining a volunteer handbook of operations for their committee for future use by upcoming Chairperson(s).
- Chairpersons(s) are responsible for orientation meetings with new incoming members to give them a clear understanding of the responsibilities of its committee.
- Chairperson(s) will provide funding estimates for their committees to the Treasurer no later than May 31st of each year to facilitate the budget process.
- Chairperson(s) will be responsible for the continuity of their committee function by developing their own replacement who must be approved by the Board of Directors.
- Committees may be dissolved by a majority vote of the Board of Directors.

### Section 3: Quorum; Voting in committees

Unless the appointment by the Board of Directors requires a greater number, a majority of the entire committee will constitute a quorum for committee action at any meeting of the committee.



The act of a majority of committee members present and voting at a meeting at which a quorum is present will constitute the act of the committee.

#### Section 4: Participation at Meetings by Conference Telephone

Committee members may participate in and act at any committee meeting by telephone or other communications equipment so long as all persons participating in the meeting can communicate with each other concurrently.

Telephonic or electronic committee member participation in a meeting will constitute attendance and presence at the meeting.

#### Section 5: Meetings of Committees

Subject to action by the Board of Directors, each committee by majority vote of its members shall determine the time and place of meetings and the notice required therefor.

#### Section 6: Standing committees

Standing committees are relatively permanent in nature and are the backbone of The Hurricanes Booster's operations. Examples of such committees are;

- Spirit Wear
- Concession
- Program Advertising/Marketing
- Membership
- Review Committee (not the President or Treasurer)
- Grant Projects
- Parliamentarian
- Fundraising/Special Events
- Digital Communications Social Media
- Field Painting etc.

#### Section 7: Special committees

Special committees are created for a specific purpose. The committee is automatically dissolved as soon as that purpose is accomplished, and the committee report is made. Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, the Executive Board will be required to reappoint members of the committee for the following year until the purpose of the committee has been achieved. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies. Examples of such committees are:

- Scholarship Committee
- Nomination Committee
- Election Committee

## Section 8: Informal Action

**General** Any action required to, or which may, be taken at a meeting of a committee may be taken without a meeting if it is consented to in writing by the all the committee members.

**Written Consent** The written consent must be evidenced by one or more written approvals from the committee members; each approval must set forth the action to be taken and provide a written record of approval. The approvals must be delivered to the Secretary of The Hurricanes Booster and filed in the corporate records.

**Effective Date** Any action taken by a committee pursuant to this Section will be effective when all the committee members have approved the written consent unless the consent specifies a different effective date.

## Section 9: Chairperson Term and Vacancies

**Term** Each Chairperson(s) of a committee will remain on that committee until the next Annual Meeting of The Hurricanes Booster and until his or her successor is appointed, unless the committee is terminated, or the member is removed from the committee by the Board of Directors.

Vacancies in the membership of any committee may be filled by appointments made in the manner provided for in Article V, Section 1.

## ARTICLE VII COMMITTEE DUTIES

### Section 1: Nominations Committee

The Nominations Committee is determined by the President.

The purpose of the committee is to recommend various members of the organization for office in the coming school year. The nominating committee should be charged with soliciting recommendations for officer positions within the organization in January of each year by sending out nomination requests to the voting members via GOOGLE Survey.

The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The nominating committee must report back to the Executive Board on their results by email before February 15 of each year so that Secretary can create a GOOGLE Ballot and elections may be held.

### Section 2: Review Committee

At the end of the fiscal year, an audit of The Hurricanes Booster's financial records should be conducted. If the Hurricanes Booster grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The Review Committee shall consist of two or more Board or Voting Members of The Hurricanes Booster who are not involved in the routine handling of The Hurricanes Booster's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the Hurricanes Booster grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the Board of Directors to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

The primary objectives of the audit are to:

- Verify the accuracy of the Treasurer 's financial reports;
- Ensure that the cash balances are accurate;
- Determine that established procedures for handling The Hurricanes Booster funds have been followed;

- Ensure that expenditures occurred in a manner consistent with The Hurricanes Booster's by-laws;
- Ensure that all revenues have been appropriately received and recorded.

The Review Committee shall make a report to the general membership upon completion of their audit. An example of this report is included in Article XIII. Any discrepancies noted shall be brought to the attention of the President of The Hurricanes Booster and a resolution reached prior to presentation. All Executive Board Members of The Hurricanes Booster shall make records available as requested by the committee. Suggested audit procedures are included in a later section of this manual.

# ARTICLE VIII MEMBERSHIP MEETINGS

## Section 1: General Meetings

There shall be at least one membership general meeting annually of the membership in March at which the officers are elected. Such additional business or special meeting may be held alone or in conjunction with an event sponsored by The Hurricanes Booster as determined by the Board of Directors or at the request of twenty (20) or more members in writing to the Board of Directors.

## Section 2: Annual Meeting

The General Meeting to be held in the month of March will also serve as the Annual Meeting.

## Section 3: Quorum; Voting; Proxies

**Quorum** The members present at any membership meeting of The Hurricanes Booster, provided at least ten (10) voting members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not act. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Board of Directors.

**Voting** If a quorum is present, the act of the majority of the Voting Members present is equivalent to the act of the entire Voting Membership unless the act of a greater number is required by law, the Articles of Incorporation of The Hurricanes Booster, or these Bylaws.

**Proxies** No Voting Member may vote by proxy on any matter of The Hurricanes Booster.

## Section 4: Meeting Procedures

All meetings will be conducted in accordance with Parliamentary Procedures. The primary duty of the parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested. The president or presiding officer of The Hurricanes Booster alone has the power to make decisions or rule on a point of order. Thus, after the parliamentarian has given their advice, the presiding officer must make the ruling to the organization – they are not obligated to follow the recommendation of

the parliamentarian. The parliamentarian should be thoroughly familiar with the bylaws and any standing rules of the group on which they serve. A copy of Robert's Rules of Order Newly Revised should be maintained by The Hurricanes Booster and referenced as needed.

# ARTICLE IX FINANCES

## Section 1: Budget

The Board of Directors shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the fiscal year. This budget shall be used to guide the activities of The Hurricanes Booster during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the voting membership.

## Section 2: Loans

No loans shall be made by The Hurricanes Booster to its officers or members.

## Section 3: Checks

All checks, drafts, or other orders for the payment of money on behalf of The Hurricanes Booster shall be signed by the President or the Treasurer, except that checks of \$250 or more must have the signature of at least two officers, such as the Treasurer and the President. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required for checks in the amount of \$250 or more."

## Section 4: Banking

The Treasurer shall ensure that all funds of The Hurricanes Booster are timely deposited to the credit of The Hurricanes Booster in such banks or other depositories as determined by the Board of Directors. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts in three-part form shall be provided, with a copy kept in the cash receipt booklet, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Board of Directors shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.



## Section 5: Financial Controls

The Hurricanes Booster shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, The Hurricanes Booster shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the Board of Directors;
- All cash must be counted by two (2) unrelated people, documented in the three-part cash receipt booklet, and signed by each counter;
- Checks exceeding \$250 must be endorsed by at least two officers authorized by resolution of the Board of Directors, and checks of The Hurricanes Booster shall include above the signature line a notice to this requirement;
- Two (2) people (one without check signing authority), designated by the Board of Directors, shall review and reconcile all bank statements monthly; and,
- A committee of at least two (2) people without check signing authority shall annually audit all corporate finances or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.
- The Hurricanes Booster will have complete and absolute control over the expenditure of all generated funds raised by fundraisers or donations sponsored by The Hurricanes Booster. Written expenditure requests and recommendations received from the Marian Central Catholic High School Athletic Director, Superintendent, administration and/or faculty may be evaluated and approved by the Board of Directors at any scheduled meeting.

## Section 6: Financial Report

The Treasurer shall present a financial report at each membership meeting of The Hurricanes Booster and prepare a final report at the close of the year in accordance with the organization's financial policies. The Board of Directors shall have the report and the accounts examined annually. If the Hurricanes Booster grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The Review Committee shall consist of two or more Board or voting members of The Hurricanes Booster who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the Hurricanes Booster grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be

hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

### Section 7: Fiscal Year

The fiscal year of The Hurricanes Booster shall be from July 1 to June 30.

### Section 8: Financial Record Retention

The Hurricanes Booster must maintain the following books and records which will be held by the President and Treasurer:

- Accurate and complete books and records of account and receipts;
- The original copy of its Bylaws including all amendments and alterations and any other corporate documents;
- The minutes of the proceedings of either the Board of Directors and General Meetings or any committees established by the Board of Directors;
- All documents relating to The Hurricanes Booster' tax status;
- Recent annual reports;
- Copies of The Hurricanes Booster' recent newsletters, journals, or other publications;

All records of The Hurricanes Booster shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer’s financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder, or cloud-based software.	At least seven (7) years Consider keeping permanently.

Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records daily. Store in binder until scanned as a pdf and filed on a cloud-based software.	Seven (7) Years Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile & file records on yearly basis. Store in binder or cloud-based software.	Three (3) Years Store w/ financial records. Destroy after three years.

### Section 9: Right of Inspection

**General Right of Inspection** Any Director or Voting Member may examine and make copies of the books and records related to any of the proceedings of the Board of Directors if he or she has a proper purpose for doing so. This inspection must take place at a mutually agreed upon time.

**Inspection by Agents** A Director's agent or attorney may be afforded the same right provided under Article VIII, Section 9.

### Section 10: Financial Report Policy

Each year the Hurricanes Booster is required to submit a written report of actual revenues and expenditures (Financial Report) for that school year to the School Principal and to the District's Internal Auditor by September 30th, of the following year. The Treasurer should prepare the Financial Report and should ensure that the Financial Report includes:

- Name of school, name of Booster, and the time period covered in the report.
- Actual revenues and expenditures for the applicable school year. The current year report should start at the point in time where the prior year report ended. For example, if the 2016-17 report ended on June 30, 2016, then the 2017-18 report will begin as of July 1, 2016.
- Name, title, and signature of person who prepared the report.
- Date the report was prepared.

An example of this is included in Article XIV.

## Section 11: Support Funds Distribution Policy

The Hurricanes Booster raises funds for The Marian Central Catholic High School Athletic Department. Funds are deposited into The Hurricanes Booster's bank account. The Hurricanes Booster writes a check to Marian Central Catholic High School. They deposit the funds into their athletic department bank account. All accounting and safeguarding of the funds are the responsibility of the school, once the school has received the funds.

When the funds are given, the Hurricanes Booster should receive an original Tax-exempt Status/Donation Acknowledgment Form from Marian Central Catholic High School.

The Hurricanes Booster is required to distribute funds, with respect to each taxable year, on or before the last day of June, amounts equal to or exceeding the Marian Central Catholic High School distributable amount.

These distributions must be made to Marian Central Catholic High School Athletic Department.

The Tax-exempt/Status/Donation Acknowledgement Form should be kept with the Hurricanes Booster financial records. It is used as substantiation to the IRS that we use the funds raised in the manner approved by the IRS as a 501(C)(3) organization.

## Section 12: Written Disclosure Statements/Quid Pro Quo

The Hurricanes Booster must provide a written disclosure statement to all donors who make a payment, described as a "quid pro quo contribution," in excess of \$75. A quid pro quo contribution is a payment made partly as a contribution and partly for goods or services provided to the donor by the charitable organization. An example of a quid pro quo contribution is where the donor gives a The Hurricanes Booster \$100 in consideration for football game tickets valued at \$40. In this example, \$60 would be deductible. Because the donor's payment (quid pro quo contribution) exceeds \$75, the disclosure statement must be furnished, even though the deductible amount does not exceed \$75. Separate payments of \$75 or less made at different times of the year for separate fund-raising events should not be aggregated for the purposes of the \$75 threshold. REMEMBER 501(c)(3) is the only IRS tax-exempt category that allows contributions to be tax-deductible on the contributor's tax return.

The required written disclosure statement must:

1. inform the donor that the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the value of goods or services provided by the charitable organization, and
2. provide the donor with a good-faith estimate of the value of the goods or services that the donor received. The Hurricanes Booster must furnish the statement in connection with either the solicitation or the receipt of the quid pro quo contribution. If the disclosure statement is furnished in connection with a solicitation, it is not necessary for the organization to provide another statement when the associated contribution is received. A penalty is imposed on charitable organizations that do not meet the disclosure requirements. For failure to make the required disclosure in connection with a quid pro quo contribution of more than \$75, there is a penalty of \$10 per contribution, not to exceed \$5,000 per fund-raising event or mailing.

# ARTICLE X CONFLICTS OF INTEREST

## Section 1: Existence of Conflict, Disclosure

Directors, officers, employees and contractors of The Hurricanes Booster should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of The Hurricanes Booster. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of The Hurricanes Booster. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

## Section 2: Nonparticipation in Vote

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with all relevant information.

## Section 3: Minutes of Meeting

The minutes of the meeting of the Board shall reflect that the conflict was disclosed, and the interested person was not present during the final discussion or vote and did not vote on the matter.

## Section 4: Annual Review

A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving The Hurricanes Booster, or who hereafter becomes associated with The Hurricanes Booster. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

## ARTICLE XI CONDUCT WITH YOUTH

Volunteers working with the youth shall maintain an open and trustworthy relationship between youth and themselves.

Volunteers must be aware of their own and others' vulnerability when working alone with youth. Use a team approach (two or more adults) to managing youth activities.

Physical contact with youth can be misconstrued and should occur

- a) only when completely nonsexual and otherwise appropriate; and
- b) never in private.

Volunteers must refrain from

- a) the illegal possession and/or illegal use of drugs and or alcohol always; and
- b) the use of alcohol when working with the youth.

Volunteers must never allow individual young people to stay overnight in private accommodations or personal residence.

Volunteers must never provide shared, private, overnight accommodation for individual young people including, but not limited to accommodation in any Church-owned facility, private residence, hotel room, or any other place where there is no additional adult present.

Our Children are the most important gifts God has entrusted to us. Volunteers are to:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration;
- Avoid situations where he or she is alone with children and/or youth at Marian Central Catholic Activities;
- Use positive reinforcement rather than criticism, competition or comparison when working with children and/or youth;
- Not solicit gifts from children and/or youth or their parents;
- Refrain from giving expensive gifts to children and/or youth without prior written approval from their parents or guardian;

- Immediately report suspected sexual abuse of a minor to the pastor, administrator, or appropriate supervisor and the Diocese of Rockford hotline phone number (815-293-7540) and to the Illinois Department of Children and Family Services hotline phone number (800-25ABUSE);
- Cooperate fully in any investigation of abuse of children and/or youth;

Volunteers are not to:

- Smoke or use tobacco products in the presence of children and/or youth;
- Be under the influence of alcohol at any time while volunteering;
- Use, possess, or be under the influence of illegal drugs at any time;
- Pose any health risk to children and/or youth (i.e., fever or other contagious situations);
- Strike, spank, shake, or slap children and/or youth;
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner; ·  
Use any discipline that frightens or humiliates children and/or youth; or ·  
Use profanity in the presence of children and/or youth.

Volunteers working with children and/or youth are subject to a thorough background check including criminal history. Any action inconsistent with the Code of Pastoral Conduct or failure to take action mandated by this Code of Pastoral Conduct or the laws of the State may result in removal from working with children and/or youth and discipline up to and including discharge.

## Section 1: Sexual Conduct

- Volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.
- Volunteers must behave in a professional manner at all times.
- No volunteer may exploit another person for sexual purposes.
- The acquisition, possession, or distribution by a volunteer of pornographic images of a minor for purposes of sexual gratification, by whatever means or using whatever technology, constitutes sexual abuse of a minor and is prohibited.
- Allegations of sexual misconduct are to be taken seriously, and volunteers are required to immediately report an allegation of sexual abuse to the Misconduct



Officer of the Rockford Diocese by calling the Diocese's hotline phone number (815-293-7540), and to civil authorities – law enforcement and the Department of Children and Family Services – if the situation involves a minor.

- Volunteers are to review and know the contents of the child abuse regulations and mandated reporting requirements for the State of Illinois and shall follow those mandates.

## Section 2: Harassment

Volunteers must not engage in physical, psychological, written, or verbal harassment of another person, and must not tolerate such harassment by others.

Volunteers shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation to the following;

- Physical or mental abuse
- Racial insults or jokes
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors
- Display of offensive materials

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating environment.

Allegations of harassment should be taken seriously and reported immediately to the Diocesan Human Resources Department. The Diocese will investigate all claims of harassment. The Diocese's prohibition against harassment policy, as that policy is set forth in the Diocese of Rockford Employee Handbook, shall be followed. The investigation procedures adopted by the Bishop of the Catholic Diocese of Rockford will be followed to protect the right of all involved.

## ARTICLE XII INDEMNIFICATION

**Section A** The Hurricanes Booster may indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a director, officer, employee, or agent of The Hurricanes Booster against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of The Hurricanes Booster.

**Section B** To the extent that a present or former director, officer, employee, or agent of The Hurricanes Booster has been successful, on the merits or otherwise, in the defense of any proceeding referred to in Section (a) of this Article, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with such proceeding if that person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of The Hurricanes Booster.

Sections (a) and (b) of this Article will not apply in any proceeding in which the director, officer, employee, or agent is liable for negligence or misconduct in the performance of his or her duties. Such rights of indemnification will not be exclusive of any other rights to which such director, officer, or employee may be entitled apart from this provision.

The Hurricanes Booster shall have power to purchase and maintain, at The Hurricanes Booster' expense, insurance on behalf of The Hurricanes Booster and on behalf of any director, officer, employee, agent, or other person to the extent that power has been or may be granted by statute.

The Hurricanes Booster shall have the power to give other indemnification to the extent permitted by law.

## ARTICLE XIII MISCELLANEOUS

### Section 1: Principal Office

The principal office of The Hurricanes Booster in the State of Illinois will be located within the boundary of the Diocese of Rockford in the State of Illinois.

The Hurricanes Booster will continuously maintain in the State of Illinois a registered office and a registered agent whose business office is identical with such registered office and may have other offices within or without the state.

### Section 2: Fiscal Year/Accounting Method

The fiscal year of The Hurricanes Booster will end on the last day of June of each year. The accounting method used is CASH.

### Section 3: Delivery of Notice

Any notices will be considered to be "delivered" when any of the following occurs:

Notice is transferred or presented to the proper party;

Notice is deposited in the United States mail with proper postage and is addressed to the proper party at his, her, or its address as it is listed in the records of The Hurricanes Booster, or any other contact information appearing on the records of The Hurricanes Booster;

or

Notice is transmitted by electronic means such as e-mail, facsimile, text, instant message or any other method that is authorized in the Articles of Incorporation

### Section 4: Execution of Documents

Every contract entered into, including any loans or other evidence of indebtedness, issued in the name of or on behalf of The Hurricanes Booster must be authorized or approved by the Board of Directors.

Except as otherwise provided by law, all checks, drafts, promissory notes, and other evidence of indebtedness issued in the name of The Hurricanes Booster and all contracts, and other instruments executed in the name of and on behalf of The Hurricanes Booster must be executed and attested by such Officer or Officers, or agent or agents, of The Hurricanes Booster and in such manner as shall periodically be determined by approval of the Board of Directors.

### Section 5: Gifts

The Board of Directors may accept on behalf of The Hurricanes Booster any contribution, gift, bequest, or devise for the general purposes or for any special purpose of The Hurricanes Booster.

### Section 6: Stock

The Hurricanes Booster will not have or issue shares of stock.

### Section 7: Compensation

No Director or Officer of The Hurricanes Booster will receive, directly or indirectly, any income, profit, or other pecuniary benefit from The Hurricanes Booster, except reimbursement from The Hurricanes Booster' funds for reasonable expenses incurred that, in the opinion of the Board of Directors, were properly incurred in performance of their duties on behalf of The Hurricanes Booster, upon submission of proper documentation to the Board of Directors.

### Section 8: Loans to Management

The Hurricanes Booster will make no loans to any of its Directors or Officers.

### Section 9: Construction

If any portion of these Bylaws is found to be invalid or inoperative, then so far as is reasonable and possible: The remainder of these Bylaws will be considered valid and operative; and Effect will be given to the intent manifested by the portion held invalid or inoperative.

## Section 10: Effective Date

These Bylaws will be effective upon acceptance and approval by affirmative vote of a majority of the Board of Directors.

## ARTICLE XIV EXAMPLES

## Cash Box Reconciliation Sheet

Coin Starting Amounts			Coin Ending Amounts		
	1st Count	2nd Count		1st Count	2nd Count
\$0.01	\$	\$	\$0.01	\$	\$
\$0.05	\$	\$	\$0.05	\$	\$
\$0.10	\$	\$	\$0.10	\$	\$
\$0.25	\$	\$	\$0.25	\$	\$
\$0.50	\$	\$	\$0.50	\$	\$
Total			Total		
Currency Starting Amounts			Currency Ending Amounts		
	1st Count	2nd Count		1st Count	2nd Count
\$1.00	\$	\$	\$1.00	\$	\$
\$2.00	\$	\$	\$2.00	\$	\$
\$5.00	\$	\$	\$5.00	\$	\$
\$10.00	\$	\$	\$10.00	\$	\$
\$50.00	\$	\$	\$50.00	\$	\$
Total			Total		
Currency Starting Amounts			Currency Ending Amounts		

	1st Count	2nd Count			1st Count	2nd Count
Starting Coin				Total Coin		
Starting Currency				Total Currency		
Starting Amount				Subtotal		
				Less Starting Amount		
				Total for deposit		
1st Counter Signature						
Second Counter Signature				Date		



## Wristband Reconciliation Sheet

Hurricane Student Wristbands
First Number Used
Last Number
-
Used
Total Students in Attendance

Adult Wristbands
First Number Used
Last Number
-
Used
Total Adults in Attendance

Youth Wristbands (12 and under)
First Number Used
Last Number
-
Used
Total Youth in Attendance

Number of Adult wristbands	_____ @ @ _____	each = \$	_____
Number of Youth wristbands	_____ _____	each = \$	_____
Total attendance	_____		
Total Attendance Fees Collected			\$ _____

\_\_\_\_\_  
Marian Central Staff  
Signature

Total for deposit

\_\_\_\_\_  
1st Counter Signature

\_\_\_\_\_  
Second Counter Signature

\_\_\_\_\_  
Date

## ARTICLE XV AMENDMENTS

These Bylaws may be altered, amended or repealed, and new bylaws may be made and adopted at any annual or regular meeting of the general membership, or at any special meeting called for that purpose, by approval and acceptance by affirmative vote of a two-thirds majority of the voting membership present at such meeting upon thirty days' written notice.

These Bylaws, having been approved and accepted by affirmative vote of a majority of the Hurricanes Booster Board of Directors, shall supersede and replace any previous Bylaws of the Hurricanes Booster.

---

Megan Miller, President

Signed and dated by the President of the Board of Directors of the Hurricanes Booster Inc on this the \_\_\_\_ day of \_\_\_\_\_, 2018.

---

Superintendent

Signed and dated by the Superintendent of Marian Central Catholic High School on this the \_\_\_\_ day of \_\_\_\_\_, 2018.