



EAGAN WILDCATS GIRLS HOCKEY BOOSTER CLUB BYLAWS

Adopted May 15, 2025

ARTICLE I – NAME

The name shall be Eagan Wildcats Girls Hockey Booster Club (hereinafter “Club”)

ARTICLE II – PURPOSE

This club shall support, encourage, and advance the athletic program and related activities of the Eagan Wildcats Girls Hockey Team (hereinafter “Team”) and thereby cultivate physical fitness, school spirit, good sportsmanship, team identity, and develop high ideals of character.

This Club shall promote projects to assist with the financial aspects of the Team. This Club shall provide a means of communication between coaching staff, parents, potential players, school officials, and local girls hockey programs. Additionally, this Club shall sponsor Team-related social events.

This Club shall promote competitive hockey in accordance with the rules and regulations of the Minnesota State High School League (hereinafter “League”). League rules and regulations can be found at <https://www.mshsl.org/mshsl-handbook-bylaws-and-policies>.

ARTICLE III – MEMBERSHIP & CALENDAR

Section 3.1 Designation of Members. Any person who supports the purpose statement in Article II shall be eligible for membership upon payment of Membership Dues.

Section 3.2 Membership Dues. The dues of this Club shall be determined yearly by the Board of Directors.

Section 3.3 Calendar. For purposes of carrying on official Club business and electing officers, the calendar year shall be designated as July 1 through June 30, annually, with the annual membership meeting scheduled in April of each year.

ARTICLE IV – OFFICERS

Section 4.1 Officers. The Officers of this Club shall be President, Vice President, Secretary, and Treasurer, and six (6) Committee Directors. These Officers shall be called the Board of Directors (hereinafter “Board”). The Board shall perform the duties prescribed by these bylaws. The Eagan High School Varsity Head Coach (hereinafter “Coach”) will be a seated non-voting member of this Club.

Section 4.2 Duties of the Officers. The President shall preside over all meetings, appoint persons to fill all non-elective positions, and supervise the activities of this Club. The Vice President shall perform duties as delegated by the President and in case of absence of the President, act on his or her behalf. The Treasurer will be responsible for the accounting of, collection of, and payment of all this Club’s business. The Secretary shall keep the minutes of all meetings, keep records of all correspondence, and notify the members of the general membership meetings, work with the President to send out updates as needed, and handle miscellaneous tasks as directed.

Section 4.3 Directors of Committees. Directors shall be chairpersons of the following committees: Fundraising (3), Communications, and Social Events (2).

Section 4.4 Duties of Directors. The Directors shall supervise and direct the activities within their own committees as described in Article VI.

Section 4.5 Election of Officers. The Officers shall be elected by ballot to serve for two (2) years. Each term of office shall begin at the close of the annual meeting at which they are elected. If a member wishes to run for an elected office, a member of the Board must be notified at least forty-eight (48) hours prior to the election meeting such that the voting members can be notified. A ballot shall be sent to all voting members, listing the nominees for each position, at least twenty-four (24) hours prior to the meeting. No nominations shall be tendered at the voting meeting if the ballot has sufficient applicants. In person voting to take place at the end of the season banquet and allowing electronic options for those not able to attend. If only one candidate is interested in an officer position no voting is necessary, the president can appoint. In case of a vacancy of one (1) of the elected offices, the remaining offices shall appoint, by Quorum, a person to fill the position. No member shall hold more than one (1) office at a time. A member may be nominated to run for two (2) successive terms.

ARTICLE V – MEETINGS

Section 5.1 Board Meetings. The Club shall meet once a month from August through April. The meetings shall be run by the President.

Section 5.2 General Member Meetings. The Board shall call general meetings as needed. The purpose of the meeting shall be stated in the notice of the meeting. A notice of the meeting will be given to each member at least three (3) days before such meetings. If an emergency meeting is required for any purpose, notice will be given to each member at least one (1) day before such meeting.

Section 5.3 Annual Meetings. The regular meeting at the end of the season shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving year end reports of officers and committees, and for any other business that may arise.

Section 5.4 Organization of a Meeting. All meetings shall be open to all members and shall include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, and any old or new business.

Section 5.5 Quorum. A Quorum shall be a simple majority of Officers present at a meeting.

Section 5.6 Attendance of Officers. Officers are expected to attend all meetings. In case of an absence, the absent member must find someone to represent the office and notify the President.

ARTICLE VI – COMMITTEES

Section 6.1 Finance Committee. The Finance Committee is composed of the Treasurer and the President. It shall be the duty of this committee to prepare a budget for the fiscal year beginning that first day of March, and to submit it to the Board for its regular meeting in August.

Section 6.2 Fundraising Committee. The Fundraising Committee shall consist of three (3) Directors and other members appointed by the President. The Fundraising Committee shall meet for the purpose of identifying opportunities to raise funds to be used to further the purpose expressed in Article II of these bylaws. Funds shall be disbursed only by the Treasurer upon approval of the Board. All funds collected by the officers or members shall be deposited in an account approved by the Board. The committees will be required to submit a detailed report to the Treasurer at the end of March summarizing all fundraising efforts.

Section 6.3 Social Committee: The Social Committee shall consist of two (2) Directors and other members appointed by the President. The purpose of this committee is to cultivate social events. Events to be considered under the responsibility of this committee include but are not limited to annual picnic, face-off dinner, out of town tournaments, home game events, senior night, pasta dinners, year end banquet, and coach/player gifts.

Section 6.4 Communications Committee: The Communications Committee shall consist of a Director of Communications and other members appointed by the President. The purpose of this committee is to promote communication between the Team and Coaches, and the following groups: parents, middle schools, local Girls Hockey Teams, incoming team members and families, other high school sports, and school officials. This committee will promote good relations within the community. The Communications Director will manage and coordinate all social media for our team and work with volunteer(s) to create and schedule posts. Assist the President as needed for all website updates and entering all scheduled events/games/practices on the Team calendar. Events to be considered under the responsibility of this committee include but are not limited to the fan guide program (editing with graphics designer and working with Fundraising Committee for sponsor ads), Eagan Hockey Association liaison, incoming parents and player orientation, pictures, home game day (lights & fog), Skate with the Cats, Little Chippers, and school displays cases.

ARTICLE VII – APPROVAL OF THE BOOSTER CLUB FUNDS

Section 7.1 Approval of Expenditures. A budget prepared by the Finance Committee will be presented at the September Board Meeting for approval. The Board is allowed to modify the budget in this meeting. Following a group discussion, the budget will be approved by a simple majority vote of the Board. The Finance Committee may from time to time submit supplements to the budget for the current fiscal year. All supplements must be approved by a simple majority vote of the Board.

Section 7.2 State Tournament Funds. Each year, an approved amount of money will be set aside for State Tournament expenditures. In the event the varsity team qualifies for the State Tournament, a committee should be formed to determine how the money should be spent.

Section 7.3 Jerseys and Equipment Fund. Each year, an approved amount of money will be set aside for purchasing new game jerseys or equipment into a separate account called the Jersey and Equipment Fund. It is estimated that a new set of either home or away jerseys will be purchased every three (3) to four (4) years depending on the wear of the jerseys. It is the responsibility of the Coach to recommend a

jersey or equipment replacement, at which time the Board will vote on the appropriation of the funds. At no time shall this fund accumulate to greater than 33% of the annual budget.

Section 7.4 General Funds (Checking, Savings and/or short term Certificates of Deposit). The Treasurer shall maintain a general fund account to cover unexpected expenses that arrive. The general fund shall not exceed 50% of the annual budget for the fiscal year. If the general fund account exceeds 50% of the overall budget, the excess money will be placed in the Jersey and Equipment Fund. If the Jersey and Equipment Fund exceeds its maximum allotted amount, the money shall be used to lower the booster club annual fees or at the discretion of the Board.

Section 7.5 Fund Reporting. At each Board Meeting and general meeting, the Treasurer shall submit a report detailing the status of all funds. This report shall include but is not limited to Jersey and Equipment Fund, General Fund, and all expenses accumulated since the last general meeting.

Section 7.6 Annual Reporting. A detailed report of financial transactions shall be submitted at the end of the fiscal year at the Annual Meeting. An annual audit by a non-board member may be requested at the Annual Meeting by any member of the Board or any non-board member. The incoming President and one (1) other officer shall select an auditor. A formal report by the auditor shall be standard procedure expressing the findings and filed in the reports of the Club.

ARTICLE VIII – AMENDMENT OF BYLAWS

Section 8.1 Amendment of Bylaws. These bylaws may be amended at any regular meeting of this Club by a simple majority vote of the Board, provided that the amendment has been submitted in writing and presented for review.