



**St. Elizabeth Ann Seton Catholic High School
Booster Club Bylaws**

Last updated: February 2020

SECTION 1: ORGANIZATION NAME

This organization shall be known as the St. Elizabeth Ann Seton Catholic High School Booster Club, (The Booster Club) located in Vancouver, Washington.

SECTION 2: PURPOSE & OBJECTIVES

PURPOSE: The Booster Club is a non-profit organization of parents, coaches, students, faculty, alumni and community members committed to enriching high school athletic, academic, performing arts and other extra curricular activities/programs at Seton Catholic High School. This is done through volunteerism, fundraising events and engagement efforts of The Booster Club membership.

OBJECTIVES:

- To offer fundraising opportunities that support The Booster Club purpose
- To provide an equitable system to distribute funds, based on the needs of all students and programs
- To promote attendance, spirit and “Cougar Pride” at athletic, extra curricular and academic events that Seton Catholic is participating in
- To provide a forum for discussions around athletic, academic, performing arts and extra curricular activities/programs and related issues
- To provide two financial gifts annually that directly support Seton Catholic school scholarships

The Booster Club strives to further the welfare of all students, and will not interfere or attempt to influence departmental policy decision, disciplinary actions, coaching decisions or other administrative activities.

SECTION 2: MEMBERSHIP

QUALIFICATION: General Membership to The Booster Club is open to anyone interested in the development and growth of Seton Catholic’s student-based activities and those who wish to promote all aspects of Seton Catholic in a positive and supportive manner. Details regarding the different categories of general membership, benefits and associated rates for dues are found on the membership form. Dues paid at any time during the current school year are good until the end of the current school year.

HONORARY MEMBERS: All school staff, teachers, administrators, coaches and the Athletic Director currently employed by Seton Catholic School are considered “honorary” members of The Booster Club and are exempt from paying dues.

VOTING MEMBERS: Voting members will consist of elected officers and certain appointed committee chairs (i.e., Membership, Concessions, Apparel). Each member in good standing shall be entitled one vote at all General Membership meetings. At least 50% of the Executive Board must be in attendance in order to have a voting quorum.

RIGHTS & RESPONSIBILITIES: All “General and Honorary Members” shall have the right and responsibility to attend monthly meetings and events sponsored by The Booster Club, have right to vote for officers at the annual election meeting, serve on committees and be nominated and elected to office. Note: honorary members cannot currently be nominated and elected to office as it creates a conflict of interest given their roles/responsibilities at the school.

Elected officers and appointed committee chairs, shall have the right to vote for the officers, review and approve fund requests, the annual budget, approve proposed program policies and proposed amendments to the bylaws.

All members are encouraged to participate in The Booster Club activities, volunteer for events and be involved in fundraising efforts to promote the success of this organization. There will be no compensation of any sort for volunteering in Booster Club activities (i.e., free or discounted concession food/drink, apparel, etc.)

SECTION 3: GOVERNANCE/BOOSTER BOARD/OFFICERS

St. Elizabeth Ann Seton Catholic High School is a nonprofit, 501(c)(3) organization under the laws of the State of Washington. The Booster Club currently operates under the Seton Catholic EIN number 91-2083459 with school leadership managing required tax filing, distribution of funds, financial reporting and auditing requirements.

Although the school manages the legal requirements and tax filings, the activities of The Booster Club and fund requests/approvals are governed by the Executive Committee elected from the membership. The Executive Committee shall consist of the "Executive Board", additional officers as deemed necessary and certain appointed committee chairs. (i.e. Membership, Concessions, Apparel)

EXECUTIVE BOARD: The Executive Board shall consist of elected officers and shall include the President, Vice-President, Treasurer and Secretary.

The affairs, activities and operation of the organization, shall be managed by the Executive Board. The Executive Board may create committees, approve the plans and work of the committees and prepare and submit a budget to the membership for approval.

The Executive Board shall meet monthly or as needed to prepare for general membership meetings and to conduct the affairs of the organization.

Any action required or permitted to be taken at a meeting of the Executive Board or any committee may be taken without a meeting if all the members of the Executive 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 effect as a unanimous vote of the Board or of the committee and records of correspondence must be kept on file.

All officers must be dues paying members and shall serve without compensation with the exception of pre-approved reimbursed expenses incurred in the furtherance of the organization's business.

OFFICERS AND THEIR ELECTIONS: The officers of this organization shall include a President, Vice-President, Secretary, Treasurer and any additional officers as may be elected or appointed by the Executive Board. Any parents, grandparents or guardians that are interested in becoming a member of the Executive Board must declare their desire to become members by completing the necessary form and submitting to the Executive Board.

EXPECTATIONS: Officers are expected to attend all Executive Committee and general meetings if practicable. All officers are expected to keep a thorough record of all aspects of their position and all related material in an orderly way to pass onto the next person who takes over the position.

ELECTION: Nominations for Executive Committee positions shall be presented at the February meeting. Election of officers will be elected by voting members of the Boosters Club at the annual April board meeting. There shall be no maximum number of members that may serve on the Booster Board. Any remaining Board positions should be filled by the September Board meeting. * *Note: membership to the Executive Board is limited to parents, grandparents or guardians of students that currently attend Seton Catholic High School. Exceptions may be made to parents who have existing Seniors on a case-by-case basis.*

MEETINGS: All general and Executive Board meetings are open to the membership and anyone part of the Community Advisory Group.

- ***General Membership Meetings:*** There shall be at least one annual meeting of the General Membership held in April each year for the purpose of electing officers. The place, time and location will be determined by the Executive Board.
- ***Regular Meetings:*** Regular Executive Board meetings are held each month at such an hour and place as determined by the Executive Board. All members of The Booster Club are encouraged to attend.
- ***Special Meetings:*** Special meetings may be held at the direction of the President and/or the Executive Board of the Booster Club.
- ***Place of Meetings:*** The Executive Board may designate any place, either at school or off-campus as the place of the meeting of the members.
- ***Notice of Meetings:*** The Secretary shall send an email notice stating date, day, time and place of the meeting to each Board member prior to the meeting. Meetings of the general membership require written notice with 3 days notification (i.e., the Sunday before the monthly is held) via the weekly school newsletter.

SECTION 3: DUTIES OF OFFICERS

Each officer is considered a voting member and shall present a report at each board meeting on developments and activities occurring in their respective areas of responsibility since the last meeting.

CODE OF CONDUCT: By accepting board membership a board member is committing to honor the following code of conduct.

As a board member, I shall do my best to ensure The Booster Club performs its purpose and achieves its goals. As a Board member, I agree to do the following:

- Act with honesty and integrity
- Support in a positive manner all actions taken by Executive Board even when I am in a minority position
- Represent this organization in a positive and supportive manner at all times
- Keep confidential information confidential
- Always act for the good of the organization and respect the interests of all people served by The Booster Club

President: The President shall be a member of the Executive Board and the principal executive officer of the organization and shall oversee and coordinate all Booster Club functions, conduct all Executive Board meetings and is in charge of the meeting agendas, including school funding requests approved and forwarded from school administration. The President consults with

Seton Catholic school leadership, the Athletic Director and Community Advisors to keep them informed of Booster Club affairs. The President acts as a spokesperson for The Booster Club and establishes sub-committees as needed for specific functions and appoints committee chair people. In the event that the President is absent, the Vice President shall represent. If a Vice-President is not available, the President shall appoint a President pro-temp to assume the duties of the President.

**It is recommended, but not required, that the President has been a Booster Club member of the Board at least one year previous to serving as President.*

Vice-President: The Vice-President shall be a member of the Executive Board and in the absence of the President, shall perform the duties of the President. The Vice-President shall perform other duties as assigned by the President or the Executive Board.

Secretary: The Secretary shall be a member of the Executive Board and is responsible for recording and proper distribution of the minutes of all the meetings of the Booster Club within one week after the meeting was held. The Secretary shall ensure that notices are duly given in accordance with these bylaws and be the custodian for The Booster Club records and reports.

Treasurer: The Treasurer shall be a member of the Executive Board. The Treasurer oversees all moneys and deposits required for the proper and efficient operation of the Booster Club. The Treasurer shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of The Booster Club financial operations. The Treasurer will maintain a clear and standardized ledger of general and restricted incoming funds and itemized disbursements that can be shared easily as necessary. The Treasurer will oversee and record funds collected and paid by the Booster Club and which are subsequently turned over to the Seton Catholic business office for deposit and or payment. The Treasurer will present a current financial statement at each Executive Board meeting and shall prepare a fiscal budget for the upcoming school year prior to the first day of school.

TERMS: All Executive Board officers shall serve a minimum term of two (2) years. All other Board appointed positions shall serve a minimum term of one (1) year.

RESIGNATION: If an officer wishes to resign, there must be a written notice of resignation to the Executive Board. Notice shall be delivered two (2) weeks prior to the effective date of the resignation. The Executive Committee reserves the right to remove any officer or committee chair for lack of participation. In the event there is a removal, they may choose a replacement for the dismissed officer.

SECTION 4: COMMITTEES

Numerous committees (i.e., Membership, Concessions, Apparel, Special Events) have been developed in an effort to help conduct the day-to-day affairs as well as further the mission and purpose of The Booster Club. Committee chairpersons must be dues paying members, shall serve one (1) year terms and certain appointed committee chairpersons are considered voting members. The President will attempt to appoint his or her committee chairpersons for the upcoming school year by the April board meeting.

Executive Committee: Consists of the Executive Board, the Athletic Director, school leadership (President and/or Principal) and the Development Director. Meetings of the Executive Committee shall be held as needed. The purpose of the Executive Committee is to provide partnership opportunities between key stakeholders to ensure The Booster Club can fulfill its purpose and obligation to support all students at Seton Catholic. There are numerous benefits from being included in cross-functional planning activities with the school. Duties of the Executive Committee is to provide support for the planning of events, activities and priorities of The Booster

Club. In addition, The Executive Committee shall work to transact necessary business in the intervals between booster club meetings, consider implementation of processes and improvements that aid in the financial accountability and transparency of The Booster Club and ensure alignment with long-range planning efforts.

SECTION 5: FUND REQUESTS/DISBURSEMENTS/FINANCIAL TRANSPARENCY

GENERAL FUND REQUESTS & DISBURSEMENT: All Seton Catholic High School athletic, academic, performing arts and other extra curricular activities/programs can request funds.

General fund requests from The Booster Club membership must be submitted to the Executive Board for routing and approval at least one week prior to the monthly general membership meeting.

All fund requests from faculty and/or staff from the school must first be approved by the President or Principal to ensure alignment with long-term planning efforts and curriculum requirements. Once approved, the request will be submitted to the Executive Board for consideration and voting.

FUND CONSIDERATION: All requests must be completed and submitted to the Executive Board one (1) week prior to the General Board Meeting of that month to be considered. The Executive Board will request that a member of the activity or program be present at the Board Meeting to present their case and answer questions. Fund requests are discussed at the beginning of the meeting (usually within the first 15 minutes). After discussion, the Executive Board can call for a vote. Approval must be by a majority vote.

TYPES OF DISBURSEMENTS:

- Small operational disbursement: Expenditures under \$500 supporting Booster Club functions, or any athletic, academic, performing art or extra curricular activities/programs must be submitted in writing using the appropriate form. Approval of funds requires the signature of the school Booster Club President and one other officer.
- Large operational disbursement: Expenditure over \$500 supporting Booster Club functions, or any athletic, academic, performing art or extra curricular activities/programs require a majority vote from the Executive Board. Requests for a large disbursement shall be made in writing (using the appropriate form) and will require a representative to be present during the scheduled monthly Board Meeting. Approval is made by a majority vote of the Executive Board. Approval of funds for large disbursements requires the signature of the school Principal, Booster Club President and another officer.

FINANCES: All monies raised by The Booster Club organization are earmarked specifically in a 'restricted account' for The Booster Club. The use of these funds is for the operating purposes and fund requests of The Booster Club and is managed directly by the Executive Board.

CHECKS: All checks for the payment of money on behalf of the organization are signed by the School President and/or Principal. The Executive Board shall review and approve all disbursements prior to checks being written.

BANKING: The Treasurer is authorized to make deposits and disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. The Treasurer will do their best to ensure all deposits and/or disbursements are made as soon as practical upon receipt of the funds and/or fund requests for payment.

FINANCIAL REPORTING: The Treasurer shall present a financial report at each monthly meeting of the organization and shall prepare a final report at the close of the school year. The Treasurer shall also provide a written financial report as requested by the Executive Board.

TRANSPARENCY: It is the desire of The Booster Club that all monies raised by The Booster Club be collected and disbursed by following good accounting best practices including transparent reporting. All potential conflicts of interest, including member transaction with The Booster Club, or payment for services by The Booster Club to anyone that is a member, shall be immediately brought to the attention of the Executive Board.

SECTION 6: OTHER

AMENDMENTS: The Bylaws should be reviewed annually, most appropriately before the April general meetings. Any proposed change or amendment to these bylaws must be in writing and submitted to the Executive Board. Proposed changes to these bylaws shall be reviewed and discussed by the Executive Board. The Executive Board shall present the proposed change or amendment at the next scheduled meeting along with its recommendation to approve or reject the proposal. A majority rule of the Executive Board is required before they can act upon any proposed changes to the Bylaws of the Booster Club.

ADOPTION OF BY-LAWS: These are the bylaws of the Seton Catholic High School Booster Club, as put forth herein, and were ratified and accepted by the Executive Board on the 19th day of February, 2020.

Mike Miller
Mike Miller
Booster Club President

Jon Yrjanson
Jon Yrjanson,
Treasurer

ADDENDUMS - St. Elizabeth Ann Seton Catholic School BY-LAWS

Addendum A

CONCESSION POLICY FOR REFEREES: In an attempt to foster goodwill with referees of all sporting events held at St. Elizabeth Ann Seton Catholic School, Seton Concessions will provide a \$5.00 credit to each referee to be used at the concession stand on the day of the sporting event. The credit may be spent on any item(s), and at the referee's discretion. However, there will be no exceptions for any value greater than \$5.00. This courtesy applies to referees only.