



SETON CATHOLIC BOOSTER CLUB

Booster Club Bylaws

St. Elizabeth Ann Seton Catholic High School
Adopted February 2023

ARTICLE 1: ORGANIZATION

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

ARTICLE 2: PURPOSE & OBJECTIVES

2.1 Purpose

2.1.1 The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

2.1.2 The Booster Club strives to further the welfare of all St. Elizabeth Ann Seton Catholic High School (the School) students, and will not interfere or attempt to influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities of the School.

2.2 Objectives

2.2.1 To offer fundraising opportunities that support The Booster Club purpose.

2.2.2 To provide an equitable system to distribute funds, based on the needs of students and programs.

2.2.3 To promote attendance, spirit and "Cougar Pride" at athletic, extracurricular and academic events in which the School participates.

2.2.4 To provide a forum for discussions around athletic, academic, visual and performing arts, extracurricular activities/programs and related issues.

2.2.5 To provide a minimum of two financial gifts annually (for a total of \$5,000) that directly support the School's scholarship programs.

ARTICLE 3: MEMBERSHIP

3.1 Qualifications for Membership

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

3.2 Classes of Members

3.2.1 Honorary Members: All staff, teachers, administrators and coaches currently employed by the School are considered Honorary Members of The Booster Club and are exempt from paying dues.

3.2.2 General Members: General Members are those who have paid dues but do not hold the office of a voting member.

3.2.3 Voting Members: Voting members consist of the elected Executive Board (President, Vice-President, Treasurer and Secretary) and appointed committee chairs in the areas of Membership, Concessions, Apparel, Marketing, Fundraising and Events. Each of these voting members shall be entitled to one vote at any and all meetings where a vote is required. In the case of a shared appointed chair committee position, the position holds one vote. If an Officer of the Executive Board and/or an appointed committee chair holds a paid staff position at St. Elizabeth Ann Seton Catholic High School, that member shall not be considered a Voting Member.

ARTICLE 4: GOVERNANCE

4.1 Executive Board

4.1.1 Eligibility: The Executive Board (Officers) shall consist of elected Officers and shall include the President, Vice-President, Treasurer and Secretary. Executive Board positions are limited to parents, grandparents or guardians of students that currently attend the School. Exceptions may be made in the case of a parent with a graduating Senior. 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.

4.1.2 Nomination: The Executive Board shall be nominated for positions a month prior to the Annual Meeting. Nominations are open to all members in good standing. Nomination of officers will be determined by General Members of The Booster Club. Individuals nominated for Executive Office will be contacted in advance of the Annual Meeting to determine desire and eligibility.

4.1.3 Election: All General Members of The Seton Booster Club are invited to attend the Annual Meeting and vote for the Executive Board. Each member shall have one vote. Any vacant Board positions will be appointed by the current Executive Board.

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

4.2 Officers

4.2.1 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 be in charge of the meeting agendas, including school funding requests approved and forwarded from school administration. The President consults with the School's leadership to keep them informed of Booster Club affairs. The President acts as a spokesperson for The Booster Club and establishes subcommittees 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.

4.2.2 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.

4.2.3 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.

4.2.4 Treasurer: The Treasurer shall be a member of the Executive Board. The Treasurer oversees and records all monies 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 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. The Treasurer will be responsible for ensuring compliance with 501(c3) requirements, including any and all filing and reporting requirements.

4.2.5 Term of Office: All Executive Board officers shall serve a minimum term of two (2) years. All other Board appointed positions (Voting Members) shall serve a minimum term of one (1) year. Executive Board terms may be extended upon nomination.

4.2.6 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.

4.2.7 Removal: In the event that an Executive Officer or Voting Member does not meet requirements or expectations, the Executive Committee (4.3.2) reserves the right to remove them via special meeting and quorum vote (4.5). In the event there is a removal, the Executive Committee may choose a replacement.

4.2.8 Vacancy: A vacancy in the position of an Officer or Voting Member may be filled by the affirmative vote of the majority of the remaining Officers and Voting Members. An Officer or Voting Member who fills a vacancy shall serve for the unexpired term of the predecessor.

4.3 Committees

4.3.1 General Committees: Committees 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. Committees include Membership, Concessions, Apparel, Marketing and Events. Each committee shall have up to two appointed chairpersons (but with one shared vote), and must be dues paying members. Committee chairpersons shall serve a minimum of one (1) year terms. The President will attempt to appoint his or her committee chairpersons following the Annual Meeting.

4.3.2 Executive Committee: The Booster Club's activities, administration and fund requests/approvals are governed by the Executive Committee. The Executive Committee shall consist of Voting Members (General Committee Chairpersons) and the Executive Board. 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 the School. There are numerous benefits from being included in cross-functional planning activities with the School. Duties of the Executive Committee are 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 The 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.

4.4 Meetings

4.4.1 Place of Meetings: All meetings including Executive Committee and General Membership shall be at St. Elizabeth Ann Seton Catholic High School or at such other place as designated and communicated with as much advance notice as possible.

4.4.2 Regular Meetings: Regular meetings occur the second Tuesday of each month, beginning in September and ending in June. All members of The Booster Club are encouraged to attend. If required, Executive Committee (4.3.2) voting will occur immediately following the meeting in-person or online. Decisions will be communicated via meeting minutes and/or by request.

4.4.3 Notice of Meetings: The Secretary shall send an email notice stating the date, day, time and place of Executive Committee meetings to each Executive Committee member prior to the meeting. General Membership meetings will occur monthly, and require written notice with 3 days notification (i.e., the Sunday before the monthly meeting is to occur) via the weekly school

newsletter.

4.4.4 Annual Meeting: The annual meeting of the members shall be held in April each year at a time established by the Executive Board for the purpose of electing Officers and transacting such other business as may properly come before the meeting.

4.4.5 Special Meetings: Special meetings may be held at the direction of the President and/or the Executive Board of the Booster Club. Advance notice will be provided via school newsletter or email.

4.4.6 The Executive Board Meetings: Additional meetings will occur as needed to prepare for general membership meetings and to conduct the affairs of the organization.

4.4.7 Action by Members Without a Meeting: 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 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.

4.5 Quorum

4.5.1 Two thirds (66%) of the Executive Committee entitled to vote shall constitute a quorum at a meeting of the members in person, online or by proxy.

ARTICLE 5: FUND REQUESTS

5.1 Request for Funds

5.1.1 All St. Elizabeth Ann Seton Catholic High School athletic, academic, performing arts and other extracurricular activities/programs can request funds.

5.1.2 General fund requests from The Booster Club membership must be submitted to the Executive Board for routing and approval using the appropriate forms. Additional information may be submitted via email or other written communication.

5.1.3 All fund requests from faculty and/or staff from the School must be approved by the School 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.

5.2 Fund Consideration

5.2.1 All requests must be completed using the Fund Request form and submitted to the President prior to the General Meeting of that month to be considered. The Executive Board maintains the right to request more information and/or wait until the following month to review the Fund Request if not submitted in a timely manner (recommended one-week).

5.2.2 The Executive Board may request that a representative of the activity or program requesting funds be present at the Board Meeting if determined necessary.

5.2.3 Fund requests are presented at General Meetings with time allotted for discussion. The Executive Board maintains the right to approve or reject emergency or unforeseen requests without discussion.

5.2.4 Funds will be approved by the Executive Committee. Approval must be by majority vote.

ARTICLE 6: ADMINISTRATIVE PROVISIONS

6.1 Banking

6.1.1 All monies raised by The Booster Club organization are kept in business bank accounts. 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. A balance of at least \$10,000 should be maintained at all times.

6.2 Checks and Deposits

6.2.1 All checks for the payment of money on behalf of The Booster Club are signed by the Treasurer, President, Secretary or bank account signer as designated by the Executive Board. The Executive Board shall review and approve all disbursements prior to checks being written.

6.2.2 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.

6.3 Books and Records

6.3.1 The Treasurer shall present a financial report at each meeting 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.

6.3.2 It is the desire of The Booster Club that all monies raised by The Booster Club be collected and disbursed by following best practice, including transparent reporting. All potential conflicts of interest, including member transactions 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.

6.4 Accounting Year

6.4.1 The accounting year of the corporation shall be the twelve months ending June 30th..

ARTICLE 7: AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a majority of the number of Officers in office at any meeting of the Board.

ARTICLE 8: DISSOLUTION

Upon the dissolution of this organization, assets shall be distributed to the School. If the School is no longer in existence, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Dissolution can occur by quorum vote from the Executive Committee or by an absence of the Executive Board for a period of no less than one (1) year. In the case of an absent Executive Board, the past year's Executive Board will oversee the dissolution process.

These are the bylaws of the St. Elizabeth Ann Seton Catholic High School Booster Club, as put forth herein, and were adopted by the Executive Committee by the vote of a majority of the committee members in office at a meeting held on the 15th day of February 2023.

Lisa Ackerman (Lisa Ackerman)

President

Joanna C slamkestrom (Joanna C. Hamanuntian)

Treasurer

Suthern Erina Bradshaw,

Secretary