

CONSTITUTION
OF THE
PENINSULA
CATHOLIC
HIGH SCHOOL
BOOSTER CLUB

MAY 2008

FOREWORD

This is the Constitution of the Peninsula Catholic High School (PCHS) Booster Club. Comments or recommended changes to this Constitution should be forwarded to the Board President or any other Board member.

Article 1: Name and Objective

Section 1. The name of the organization shall be the Peninsula Catholic High School Booster Club, herein known as the PCHS Booster Club.

Section 2. The objectives of the organization shall be to support Peninsula Catholic High School, its athletic teams and other school sanctioned organizations through fundraising and service. As designated below, allocation of Booster Club funds will be at the discretion of the PCHS Booster Club Board of Directors, herein know as the Board of Directors or Board, with final approval of the PCHS President.

Article 2: Membership

Section 1. Any PCHS Parent, PCHS Alumni, or PCHS Supporter is eligible for membership. A member is considered an active booster ONLY if they support a minimum of nine Booster Club events annually.

Section 2. Although not actual members of the Booster Club PCHS Students can support the Booster Club by selling concessions during Knights of Columbus bingo and, with the approval of the school, receive service hours for their support.

Article 3: Organization

Section 1. The PCHS Booster Club shall consist of a President and six other members:

- a. The President and at least two other board members must be parents of PCHS Students and must be active boosters.
- b. The remaining board member may be a PCHS parent, PCHS alumni or PCHS supporter as long as he/she is an active booster.
- c. The PCHS Faculty will provide the remaining three board members. Unless voted differently by the Board, these members are the Principal, the Athletic Director and one other faculty member designated by the PCHS President. Faculty Booster Club Members have voting privileges only if they are active boosters.

Section 2. The Booster Club Board will:

- a. Manage, by proxy, the affairs of the entire organization.
- b. Designate a Bingo Coordinator (normally the Board President)
- c. Act as proxy voters for the entire Booster Club when authorizing disbursement of funds.
- d. Serve as chairpersons of any committee the Booster Club Board creates.

Section 3. The President shall preside at all meetings of the organization and the Board of Directors. The President shall establish any committees deemed necessary for normal operation of the PCHS Booster Club. The President shall be an ex-officio member of all such committees. The President shall be a voting member of the Board of Directors. If the President is unable to attend a meeting he shall designate a Board Member to act as President Pro Tem. The President is usually the Bingo Coordinator and thus responsible for Team Assignments and Scheduling.

Section 4. For the purpose of Booster Club business, the PCHS Business Manager will be the designated Booster Club Treasurer. The Treasurer will receive all funds for the organization and maintain funds in an account approved by the Board of Directors. The Treasurer shall pay all bills or Board approved outlay of funds only after approval by the Booster Club President or his/her designated representative, unless this requirement would result in undue delay of a payment and result in a default. All checks written on the Booster Club account must bear the signature of one non-faculty Board member (generally the Booster Club President) and one Faculty Board member (generally the PCHS president) unless this requirement would result in undue delay of a payment and result in a default. Financial reports will be made available to the Booster Club on an annual basis.

Section 5. A Board member will be the designated recorder for any PCHS Booster Club meetings.

Section 6. The PCHS Booster Club Board will meet at least once, in person, annually. There is also a need to pass Booster Club information to the Booster Club annually. However, unless there are pressing needs requiring personal participation the Board can decide to hold the annual meeting, including voting for Board members, electronically using e-mail. The election of PCHS Booster Club Board members will be during the annual meeting. Meetings notwithstanding, it is inherent upon the President to keep Board members up to date on all items affecting the Board in a timely manner.

Section 7. The term for all Board members, including the President will be for a minimum of two (2) years. All Board members are eligible for re-election every two years as long as they continue to meet the requirements outlined in Section 1 a & b above. Any Board member who resigns or fails to maintain active Booster Club membership will be replaced for the rest of their term by appointment of the Board President with the approval of the rest of the Board members.

Section 8. The Board of Directors shall meet in person when called by the President or by the agreement of any three board members.

Section 9. Decisions on any questions posed to the Board, in person or electronically, will be decided by a simple majority of those who vote. Any members who do not show up for a meeting or who fail to respond to an e-mail request in ten (10) days will be considered to have abstained. If a vote remains tied after two votes the Board President will make a final decision on the outcome.

Article 4: Fund Raising

Section 1. The PCHS Booster Club's primary method of fund raising is by providing workers to support Knights of Columbus (KofC) Council 5480 Thursday Night Bingo. For this effort the Knights of Columbus provide quarterly payments to the Booster Club. There are two types of workers who participate in KofC Bingo – Floor Workers and Concession Workers. Floor Workers must be over 18 years old. When new Boosters are recruited, it will be up to the Bingo Coordinator (normally the Board President), in conjunction with Team Leads, to assign the new Boosters to a team to support Bingo.

Section 2. Any proposal for a fund raising activity other than KofC Bingo should be brought before the Booster Club Board for their consideration.

Article 5: Budget

Section 1. The PCHS Booster Club Fiscal Year shall coincide with the PCHS Fiscal Year. It will begin July 1st and end June 30th of the following year. A report of Booster Club finances will be made to the PCHS Booster Club Board annually.

Section 2. The Booster Club, through the Treasurer, will maintain a checking account from which funds will be disbursed in support of PCHS, their athletic teams, and their sanctioned organizations. Additionally, with approval of the Board, Booster Club funds may be used to support a designated charity. The Board President and Treasurer will ensure that the balance never falls below \$2,000 unless needed for emergency funding. If the checking account falls below \$2,000, the first priority after new funding arrives will be to replenish the checking account. All checks written on the Booster Club account must bear the signature of one non-faculty Board member (generally the Booster Club President) and one Faculty Board member (generally the PCHS president) unless this requirement would result in undue delay of a payment and result in a default.

Section 3. The Booster Club will make a quarterly donation to the school of \$8,000 or the total amount of the quarterly check from the Knights of Columbus, whichever is less. However, the goal is to provide the school \$32,000 annually, so a larger quarterly check in one quarter will be used to offset any quarter where the Booster Club was unable to pay \$8,000. This money goes to the PCHS General Fund and is considered part of the PCHS budget.

Section 5. Any additional funds generated by the Booster Club can, after expenses, be donated to PCHS, the athletic teams, or school sanctioned organizations based on a vote by the Booster Club Board of Directors. The school can submit a request for an individual item or they can submit a prioritized list of needs. The Board will evaluate and vote on individual items. For list the Board can evaluate and if necessary re-prioritize. They can also add and/or delete items if they see fit. For expensive items it is imperative that realistic cost estimates are determined prior to submittal to ensure that cost overruns do not negatively impact the Booster Club budget.

Section 6. The Booster Club shall be responsible for the costs of maintaining the Athletic Wall of Fame. These costs include routine maintenance and the cost of framing and mounting a jersey and plaque for any new inductees.

Section 7. (Through FY 2009) The Booster Club will award two \$500 scholarships annually. These will be given to the two most deserving seniors whose parents are active Boosters and have been active Boosters for two or more years. Caveat – If there are seniors whose parents has been active Boosters for only one year due to active duty military commitment, they will be given due consideration. Awardees will be determined by the faculty based on academics, extra-curricular participation, and service. If fiscally feasible the Booster Club will award \$100 scholarships to all other seniors whose parents are active Boosters and have been active Boosters for two or more years.

Section 8. (Through 2009) The Booster Club will attempt to have \$8,000 in the checking account when the school year begins. Every official school athletic team or sanctioned organization will be able to request up to \$500 annually (one request per school year) from the Booster Club. This money should be for unexpected, unbudgeted expenses and not considered in any team's or organization's budget. The purpose of this donation is to prevent parents from paying out-of-pocket for pop-up expenses. The team or organization will present a written request, with detailed cost estimate, to the Board President who will then forward to the Board for their vote. A simple majority vote is all that is necessary for approval. The school President will have final approval authority on these donations.

Section 9: For any permanent, tangible items that the Booster Club provides to the school, it is the school's responsibility to place a marker (for example a placard) annotating that the item was purchased for the school by the Booster Club.

Section 10. The Booster Club will maintain two investment funds:

- a) The first is a "rainy day" or emergency fund that is capable of providing one year of payments to the school in case Bingo funding becomes unavailable. This investment portfolio will be very low risk and very liquid, consisting primarily of CDs, short term bonds and money market accounts. Since the annual amount the Booster Club must pay the school is \$32,000 that is the minimum that must be maintained in the account. If these emergency funds are needed they will be liquidated only enough to pay the school in \$8,000 quarterly increments.
- b) The second account will have investments primarily in a well-balanced mutual fund portfolio. This investment account will be maintained with an eye towards long-term growth and goals. To ensure the growth of this fund, if it is fiscally feasible, the Booster Club will contribute \$2000 annually, in perpetuity, or until the goal is reached and the fund is cashed out.

Article 6: Amendments to the Constitution

Section 1. Amendments to this Constitution may be made by a simple majority vote of the PCHS Booster Club Board of Directors. To prevent delay of enacting important amendments Board members may respond via e-mail. Failure to vote within 10 days will be considered an abstention.

Article 7: Dissolution of the Booster Club

Section 1. The dissolution of the PCHS Booster Club is possible through a unanimous vote of all Board members.

Section 2. Distribution of PCHS Booster Club funds upon dissolution. In the event of dissolution of the PCHS Booster Club, their funds will be distributed in the following order:

- a. To PCHS, evenly split between the general fund and the athletic department to do with as they see fit, or
- b. To Knights of Columbus Council 5480 with the provision that the funds be used solely for the purpose of furthering Catholic Education.