

**Columbus Catholic High School Booster Club  
Constitution  
(Updated December 12, 2018)**

**Purpose:** The rationale for the existence of the Columbus Catholic High School Booster Club is to provide parent/guardian support for and involvement in Columbus Catholic High School. The primary purpose of the Columbus Catholic High School Booster Club is to facilitate and enrich the academic environment of the school and to promote extracurricular activities for the students of Columbus Catholic High School. The funds raised by the Booster Club are not intended to cover expenses typically included in the school's annual operating or capital budgets. Through social events and fund-raising activities, the Columbus Catholic High School Booster Club contributes to the total school community and through service and support its members become active participants in the basic Catholic Christian philosophy of the Columbus Catholic School Community.

**Article I  
Membership**

**Section I** All alumni, parents of past, current or future students and friends of Columbus Catholic High School are considered eligible for membership. A member the Columbus Catholic High School is defined as any person who has made a monetary donation to the Columbus Catholic High School Booster Club in the current school year.

**Article II  
Representation**

**Section I** The Columbus Catholic High School Booster Club operates under the governance of and is responsible to the Cedar Valley Catholic Schools Board of Education.

**Section II** The Columbus Catholic High School Booster Club Executive Board is the decision-making body of the Columbus Catholic High School Booster Club. The Executive Board shall consist of the Chairperson and one other representative of each of the following Booster Club Committees: Academics, Athletics, and the Arts, the Chairperson of the Alumni Committee, the Treasurer and one representative from each of the following Booster Club functions: Concessions, Columbus Stuff, and Membership. There should be a total of 11 voting members on the Columbus Catholic High School Booster Club Executive Board. The Columbus Catholic High School Principal and Activities Director shall serve as ex-officio members. The Treasurer shall be agreed upon and appointed by the President of the Booster Club and the Columbus Catholic High School Principal jointly. One person cannot serve in multiple voting positions.

**Section III** In May each committee (Academics, Athletics, Alumni and the Arts) shall elect or appoint its Chairperson who shall serve on the Executive Board for the following year for a one-year term.

### **Article III Voting**

**Section I** Only members of the Executive Board have voting power on all Booster Club policies and decisions.

**Section II** Each member of the Executive Board shall have one vote. The Principal and Activities Director are non-voting members of the Executive Board.

**Section III** All decisions impacting the operation of the school are subject to the approval of the principal. (e.g. use of space, changes to buildings, etc.)

**Section IV** A quorum of Board members must be present in order to conduct official business. A quorum shall consist of six (6) voting members of the Executive Board. A majority vote of the quorum present shall carry a decision.

**Section V** A two-thirds vote of the entire voting membership of the Executive Board is required for adding to or changing the Constitution.

**Section VI** Incoming members of the Executive Board will have the voting rights in the August meeting following the election of officers by the outgoing Executive Board.

### **Article IV Officers**

**Section I** Election of officers of the Columbus Catholic High School Booster Club Executive Board shall take place each August.

**Section II** Elected officers of the Columbus Catholic High School Booster Club Executive Board shall serve for a one-year term.

**Section III** With the exception of the Treasurer and the representative from the Alumni Booster Club, all members of the Executive Board must have a son or daughter currently enrolled as a student in Columbus High School. Members of the Executive Board may complete a term after a child graduates from Columbus Catholic High School. (for example, if a child

graduates in May, the Member of the Executive Board will complete their term in August.)

**Section IV** The members of the Columbus Catholic High School Booster Club Executive Board shall elect officers for a one-year term for the upcoming school year at their August meeting. The August meeting shall serve as the final meeting of the year and shall be attended by the current and the incoming members of the Executive Board. The officers shall be elected from incoming Executive Board members for the upcoming school year. The elected officers shall consist of President, Vice-President and Secretary. Officers shall be voted on by outgoing voting members of the Executive Board. Officers may be re-elected for an unlimited number of terms provided they continue to serve as a member of the Executive Board. New officers and Board members shall assume their duties at the August meeting following the election of officers.

#### Responsibilities of the President

1. Preside at all meetings of the Executive Board.
2. Prepare and disseminate the agenda.
3. Call emergency meetings, when applicable
4. Work with the Columbus Principal and Activities Director to prioritize items of importance for the Booster Club to consider.

#### Responsibilities of the Vice-President

1. To fulfill the responsibilities of the president in his/her absence.

#### Responsibilities of the Secretary

1. Record meeting minutes and distribute to board members.
2. Submit meeting minutes to the appropriate resource to post to the Columbus Website/Booster Club section

#### Responsibilities of the Treasurer

1. Working with the school bookkeeping guidelines/process and consistent with the Archdiocesan guidelines (ABE #3400), receive and disburse the funds of the Booster Club, keeping proper accounting records which shall be open to inspection by the Executive Board members and the Cedar Valley Catholic Schools Controller/Business Manager upon request. The Treasurer shall have an appropriate accounting background to serve in this position.
2. Prepare and submit monthly and annual financial reports to the Booster Club Executive Board and the Cedar Valley Catholic Schools Controller/Business Manager.

**Section II** In the event that an officer is unable to fulfill his/her term, a replacement shall be elected by the Executive Board. The replacement shall be chosen from the remaining Executive Board members.

## **Article V Meetings**

**Section I** The Executive Board typically meets the first Wednesday of each month. Individual Booster Committees may meet at times as scheduled by their Chairperson.

**Section II** Special emergency meetings may be called by the President.

**Section III** All members are welcome to attend the open portion of the Executive Board meetings. Only topics relating to the “Purpose” of the Columbus Catholic High School Booster Club shall be placed on the agenda. School/Parish Administrative governance items and Board of Education governance items shall not be allowed on the agenda or discussed at the Booster Club Meeting.

**Section IV** The ordinary agenda for the Booster Club regular monthly meetings shall be:

**Open session:**

- A. Calling of roll
- B. Prayer
- C. Approval of agenda and approval of minutes
- D. Treasurer’s Report
- E. Board Requests
- F. Principal’s Report; Activities Director’s Report
- G. Committee reports on activities

**Executive session:**

- H. Old Business
- I. New Business
- J. Adjournment

**Section V** In the event that a committee chairperson cannot attend a Board meeting, he/she may designate another member of the relevant committee to present the committee report. However, the designated individual shall not have voting rights.

## **Article VI Financial Support**

**Section I** The financial support of the Columbus Catholic High School Booster Club shall consist of an annual membership drive and Booster Club fund-raising activities. The fiscal year shall run July 1-June 30.

**Section II** The expenditures of the Columbus Catholic High School Booster Club funds shall be determined by the Columbus Catholic High School Booster Club Executive Board. At the beginning of each year, the Executive Board shall decide upon and allocate a dollar amount to each Committee. Each committee (Academics, Athletics, Alumni and the Arts) shall prepare a budget of proposed expenditures not to exceed the allocated amount and submit it to the Board by the October meeting. Expenditures for Board-approved items may be made by the respective Committees without further Board action. Any proposed expenditure not included in the budget must go through a separate approval process as outlined in Section III (below). The Board shall maintain sufficient assets in savings equal to the previous years allocated Committee budgets.

**Section III** Non-budgeted requests shall follow the following procedure:

1. Initial presentation of request is made to the Board verbally and in writing.
2. Discussion takes place
3. Request is tabled for one month to allow further research and discussion.
4. The request is voted on at the following meeting.

The President of the Executive Board has the authority to request that a vote take place earlier than the following meeting if there is a compelling reason for an earlier vote that does not involve lack of planning.

**Section V** Procedure for Miscellaneous Financial Procedures.

1. Teacher Requests for trip funds must follow Addendum B – **Teacher Education Block Grant.**