

# Walla Walla Catholic Schools Booster Club Charter

## Walla Walla Catholic Schools Mission Statement

The Walla Walla Catholic Schools are a ministry established by the three Catholic Parishes in Walla Walla to provide a Christian-based education for pre-school through high school aged children regardless of religious affiliation. Providing an "Education for Life," by educating the whole person, spiritually, academically, physically, and socially, the Walla Walla Catholic Schools foster the values of faith, hope, charity, and justice.

## Walla Walla Catholic Schools Booster Club Statement of Purpose

The Walla Walla Catholic Schools Booster Club is an organization of interested adults who voluntarily assist in the furtherance of the athletic program and approved activities at Walla Walla Catholic Schools. Working in the light of the Mission Statement of Walla Walla Catholic Schools, the Booster Club works as an independent organization of the Walla Walla Catholic Schools.

### **Article One: Name and Function**

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**Name-** The name of the Club is the Walla Walla Catholic Schools Booster Club. (WWCS Booster Club)

**Function-** The function of the WWCS Booster Club is:

- To foster and promote the athletic program and other approved activities associated with Walla Walla Catholic Schools.
- To assist and support the administration of Walla Walla Catholic Schools in the execution of the schools' athletic program and other approved school activities.
- To raise funds for the Walla Walla Catholic Schools' athletic program and approved activities.

### **Article Two: Membership**

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**Eligibility-** Regular Membership (no voting privileges) is granted to all parents of the Walla Walla Catholic Schools and to any adult who subscribes to the objectives of the Club and the mission of the Walla Walla Catholic Schools.

**Becoming a Voting Member-** A membership drive is conducted at the beginning of each school year. *Regular members can become Voting Members upon receipt of dues, or by other arrangement.*

Voting Members are allowed to vote during WWCS Booster Club Executive Board elections.

## **Article Three: Officers and Directors**

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### **Officers**

**Athletic Director-** The High School Athletic Director shall act in an advisory capacity for the club. Duties shall include but not be limited to:

- Serve as an advisor non-voting member of the WWCS Booster Club Executive Board.
- Serve as a liaison between WWCS Administration, WWCS Coaches and the WWCS Booster Club.
- Keep the WWCS Booster club updated on pertinent WIAA and District 9 issues.
- Work in concert with the WWCS Booster Club Treasurer on the WWCS Booster Budget reports.
- Work with coaches to develop an annual budget for presentation to the WWCS Booster Club Executive Board.

**Assumption School Athletic Director** or his designee- Duties shall include but not be limited to:

- Serve as a non-voting member of the WWCS Booster Club Executive Board.
- Work as a liaison to the High School Athletic Director
- Work as a liaison to the Assumption School Coaches.

**WWCS Booster Executive Board** – The WWCS Booster Club Executive Board shall consist of a President, Past President, Vice President, Secretary, Treasurer, and up to 3 at large members chosen from the Voting Membership.

- The primary duty of all WWCS Booster Club Executive Board members is to serve as a liaison between the WWCS Booster Club members, the WWCS coaches, WWCS School Board, and the WWCS administration.
- The WWCS Booster Club Executive Board members are the only voting members for WWCS Booster club decision-making. Input is welcomed from all members.

**President-** The President of the WWCS Booster Club shall serve from March of the year he/she is elected, until June of the following school year. He/she shall oversee all aspects of the WWCS Booster Club activities. Duties shall include but are not limited to:

- Serves as a liaison between the WWCS Booster Club and the WWCS Board of Directors.
- Set the agenda for all regular meetings in consultation with the High School Athletic Director.
- Run WWCS Booster Club meetings.
- Ensure that the duties and responsibilities of other offices are completed.
- President will cover with WWCS Booster Club Executive Board requests for purchases. When request is permitted and purchase taken place Booster President will sign a check for payment.

**Past President-** The Past President of WWCS Booster Club will serve minimally one year immediately following his/her service as president on the Executive Board of the WWCS Booster Club. Duties shall include but are not limited to:

- Serve as an advisor to the new WWCS Booster Executive Board.

**Vice-President-** The Vice-President of the WWCS Booster Club shall serve from March of the year he/she is elected, until June of the following school year. He/she shall assist with duties as assigned by the President. Duties shall include but are not limited to:

- Serve in place of the President in his/her absence.
- Attend all WWCS Booster club meetings, and is responsible for beginning each meeting with prayer.
- Be primarily responsible for the WWCS Booster Club membership drive.

**Secretary-** The Secretary of the WWCS Booster Club shall serve from March of the year he/she is elected, until June of the following school year. He/she shall be responsible for all Booster Club correspondence. Duties shall include but are not be limited to:

- Recording and publishing minutes of all meetings.
- Recording and publishing all Booster Club correspondence.
- Be primarily responsible for the WWCS Booster Club newsletters.

**Treasurer-** The Treasurer of WWCS Booster Club shall serve from March of the year he/she is elected, until June of the following school year. He/she shall be responsible for all the financial duties of the WWCS Booster club. Duties shall include but not be limited to:

- Depositing and retaining records of Booster Club monies.
- Assist in development and implementation of the approved annual budget.
- Inform Executive Board of expenditures, including review of invoices at monthly meetings.
- Prepare and deliver monthly reports at the WWCS Booster Club regular meetings.
- Prepare checks for payment and signature.

### **Up to 3 At Large Board Members**

- Each at Large Board member will be a voting member of the WWCS Booster Club Executive Board.
- At Large Board Members will take on duties as designated by the WWCS Booster Club Executive Board.

**Directors-** The WWCS Booster Club Officers shall identify specific projects proposed to the WWCS Booster Club throughout the calendar year. After approving the various projects, the WWCS Booster Club Executive Board may select directors to organize and complete these identified projects. All projects will be done in concert with the WWCS administration and WWCS School Board.

**Team Liaisons-** Each program is strongly encouraged to provide a liaison to represent each program at regular monthly Booster meetings.

## **Article Four: Election to WWCS Booster Executive Board**

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All officers of the WWCS Booster Club constitute the WWCS Booster Executive Board. They are elected annually as follows:

- The WWCS Booster Club will hold an Annual Meeting in February.
- At this meeting a slate of officers will be determined for the upcoming elections. Only Voting Members can run for office.
- Elections will be held at the March meeting by Voting Members for the Executive positions.

The newly elected officers should attend the regular April and May WWCS Booster Club meeting as *interim officers* before officially taking their office at the June WWCS Booster Club meeting. All officers will serve a 15 month term through June 30 of the following calendar year. Current officers may seek re-election to a WWCS Booster Club office.

## **Article Five: Meetings**

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**Annual Meeting:** Annual meetings of all WWCS Booster Club members shall be held at a date determined by the WWCS Booster Club Executive Board. At least one annual meeting will be held in February where the development of a slate of officers for the next school year will be one of the agenda items.

**Regular Meetings:** The WWCS Booster Club shall have regular monthly meetings. The date, time and location of these meetings will be a matter of public record.

**Special Meetings:** The WWCS Booster Club shall have special meetings when determined necessary by the WWCS Booster Club Executive Board or the WWCS Administration.

## **Article Six- Accounting and Budgeting**

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### **Accounting**

Accounting records on all Booster deposits and expenditures will be kept and updated monthly. This will be the responsibility of the Athletic Director and the WWCS Booster Treasurer.

All expenditures by the WWCS Booster Club must be approved (signature) by the WWCS Booster Board and the WWCS administration. Once the Annual Athletic Budget is approved by the WWCS Booster Executive Board, this **approval** will constitute a **signature** by the WWCS Booster Executive Board.

Requests for funds above or beyond the Annual Athletic Budget must be submitted in writing to the WWCS Booster Executive Board. Such expenditures must be approved (signature) by both the WWCS Booster Club Executive Board and the WWCS administration.

### **Team Accounts**

*Team Accounts* allow each program to earn money as a team for team use. The purpose of the team accounts is to help pay for summer programs, sport specific equipment, team gear, or other requested uses.

The money collected for *Team Accounts* will be deposited in the Booster Club account and tracked separately. All team fund-raising shall be endorsed by the WWCS Booster Club Executive Board and approved by the WWCS President prior to submitting budget. Monies collected by fundraisers, not endorsed by the Booster Executive Board and the President, shall be dispersed at the WWCS Booster Club Executive Board's discretion.

As identified in the Development of the Budget teams will submit a team account budget by June 15.

Team accounts shall be capped at \$5,000, unless the team has a project approved by the WWCS Booster Executive Board and the President of the WWCS.

### **Memorial Accounts**

Memorial Accounts within the Booster Monies can be established for specific purposes with a \$1000 minimum. The purpose of the account should be in writing and publicly known. Any expenditure that deviates from the purpose must have the approval for those who established the Memorial Accounts.

## **Development of the Budget**

An Annual Athletic Budget will be developed each year. Information pertinent to the formulation of next school year's athletic budget shall be presented to the WWCS Booster Club by June 15. The budget will include all normal and necessary expenditures for each of the programs throughout the year.

- The Athletic Director must submit a detailed list of general athletic needs for the coming year (such as training supplies, letter awards, travel, professional development...)
- Coaches, with assistance from the Athletic Director, must submit a detailed list of needs for their program. It is required for the coaches to be available if questions arise.
- Coaches should provide a summary of their team account's anticipated expenditures and fundraisers to the WWCS Booster Executive Board for the year.

## **Fundraising**

All fundraising performed by the WWCS Booster Club and teams must be approved by the President of the WWCS.

## **Article Seven**

### **Decision Making**

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**Decision Making:** The manner of decision-making for the WWCS Booster Club shall be by consensus.

Purchasing of all uniforms, apparel, and team bags must be approved by the Principal and/or President pursuant to the Dress code policy approved by the WWCS Board of Directors prior to ordering, and must be in the budget submitted and approved by the WWCS Booster Club Executive Board.

### **Amendments**

**Amendments:** - Proposed amendments to this charter shall be submitted in writing to the WWCS Booster Executive Board for consideration. The Charter can only be amended upon approval by both the WWCS Booster Executive Board and the President of the Walla Walla Catholic Schools.

## **Article Eight**

### **Insurance**

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The WWCS Booster Club Executive Board shall purchase annually an officer and directors liability insurance policy to ensure that the WWCS is protected from liability resulting from decisions made by the executive board. The policy should provide for \$2 million in liability coverage.

## **Article Nine**

### **Game Management**

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The WWCS Booster Club Executive Board acknowledges that at the time this charter is being drafted, it does not have the membership capacity to take over all the duties that the Athletic Director does in preparing for home games and requests that the administration continue securing the necessary volunteers needed. It is the hope of the WWCS Booster Club Executive Board that in the future the WWCS Booster Club will grow in active membership and will be able to assist in game management. The WWCS Booster Club Executive Board reserves the right to revisit and amend this article in the future.

## **Article Ten**

### **Appeal Process**

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In the event that a team and/or coach feels that they have not been treated equally in the budget process, he or she can appeal to the principal who will convene a panel consisting of the Athletic Director, President of the WWCS Booster Club, President of the WWCS and the principal. The panel will hear the appeal and rule as to whether the WWCS Booster Executive Board must adjust its approved budget to treat all teams equally.

