

EAGAN HIGH SCHOOL VOLLEYBALL BOOSTER CLUB

BYLAWS

5/15/2006

ARTICLE I – NAME AND JURISDICTION

The name of the organization shall be the Eagan High School Volleyball Booster Club, hereinafter called EHSVBC. The area included within the jurisdiction of this Chapter shall be defined as attendance/participation at Eagan High School.

ARTICLE II – MISSION AND PURPOSE

The **Mission** of the EHSVBC is to support, through volunteerism and fundraising, the success of the Eagan Volleyball program. The **Purpose** of the EHSVBC is to conduct fundraising to help insure that athletes have proper equipment with which to learn and compete, and to provide recognition of their accomplishments. It is the intent of the Booster Club to generate and maintain an enthusiastic level of interest by parents and to encourage participation by younger volleyball athletes.

The EHSVBC is not organized for profit and earnings shall not directly benefit any member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

Members of the EHSVBC shall be interested supporters of the Eagan Volleyball program residing in the City of Eagan and/or who have youth attending or participating at Eagan High School. Criteria for membership shall not be limited other than to share the common belief in the mission and purpose of the EHSVBC.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

The fiscal and administrative year shall be from September 1 through August 31.

ARTICLE V – EXECUTIVE COMMITTEE

The governing body of the Chapter shall be the Executive Committee, consisting of:

- a. *The Officers*, which consists of the President, Vice President, Secretary, Treasurer and Fund Raising Coordinator with an elected term of one administrative year.
- b. *The Directors*, which consists of members from each of the formed teams, serve as Directors with an elected term of one administrative year. The Directors shall be a parent/legal guardian of a team member and shall be nominated from each of the formed teams. An individual can serve simultaneously as an Officer and a Director. Probable teams consist of:
 - i. Varsity
 - ii. Junior Varsity
 - iii. B Squad
 - iv. 9th Grade - A
 - v. 9th Grade - B

No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in the EHSVBC. In the event of a vacancy on the Executive Committee, the remaining members of the Executive Committee shall have the power to appoint a member to fill the unexpired term of office.

The Executive Committee shall manage all of the affairs of the Club in accordance with the rules and regulations of these Bylaws of the EHSVBC, and the "Rules Governing Chapters" of Booster Clubs as specified by Eagan High School and its Athletic Director.

The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by the EHSVBC.

ARTICLE VI – DESCRIPTION & DUTIES OF EXECUTIVE COMMITTEE MEMBERS

The EHSVBC shall have as its Executive Officers, a President, a Vice President, a Secretary, a Treasurer and a Fund Raising Coordinator. The EHSVBC shall also have Chapter Directors serving on its Executive Committee.

The **President** shall be elected as the Chief Executive Officer of the Chapter and shall serve a term of one administrative year. The President shall preside at all membership and Executive Committee meetings and shall chair the Executive Committee. The President shall issue the call for regular or special Executive Committee meetings. The President shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. The President shall see that these Committees function and shall cooperate with the Committee Chairs to that end. The President shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

The **Vice President** shall be elected annually to serve a term of one administrative year. The Vice President shall be responsible for arranging the tentative program of activities for the current administrative year, shall perform such other duties as assigned by the President or the Executive Committee, and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

The **Secretary** shall be elected annually to serve a term of one administrative year and shall keep all records and correspondence of the EHSVBC. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of membership meetings. The Secretary shall prepare and submit to the EHSVBC such reports as may be required. At the expiration of the Secretary's term of office, the Secretary shall turn over to his/her successor all books, records, papers, executed contracts, documents, other property of the EHSVBC in his/her custody, and other valuable effects belonging to the EHSVBC, taking a receipt therefore from the successor.

The **Treasurer** shall be elected annually to serve a term of one administrative year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the EHSVBC. The Treasurer shall receive all monies due the EHSVBC, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the EHSVBC. All checks and vouchers must be signed by the Treasurer and the President. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Audit Committee. The Treasurer shall prepare and submit to the EHSVBC such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, records, papers, executed contracts, documents, monies, securities or other property of the EHSVBC in his/her custody, and other valuable effects belonging to the EHSVBC, taking a receipt therefore from the successor.

The **Fund Raising Coordinator** shall be elected annually to serve one administrative year and will be responsible for coordinating the fund raising activities of the EHSVBC. The Fund Raising Coordinator shall provide general direction, arrange for coordination of volunteers, and exercise discretion over volunteer activities to insure consistency with the mission and purpose of the EHSVBC.

The **Directors** shall be members of the Executive Committee in order to provide direction to the EHSVBC. Each Director shall serve a one year term, with the Directors being elected each year at the beginning of the year upon determination of the teams. The Directors shall serve as the primary communication conduit from the Executive Committee to the teams and from the teams to the Executive Committee. Each Director shall be responsible for filling concession assignments for their team and other assignments as prescribed by the Executive Committee. Each Director shall attend all membership and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

All Executive Committee Members, except as otherwise provided, shall serve for their respective terms or until their successors are elected or appointed and installed. The terms of office shall begin as specified in Article XII of these Bylaws.

ARTICLE VII – COMMITTEES

Standing Committees and/or Special Committees will be designated by the President as approved by the executive committee to encompass the subject areas including but not limited to those listed below.

- a. Audit
- b. Awards
- c. Membership & Activities
- d. Communications
- e. Fund Raising

The Chair of each standing committee shall be a member appointed annually by the newly elected President. Each appointed Chair shall select committee members for his/her committee. Each standing committee shall report to the Executive Committee its activities at least once annually or more frequently if directed by the President or the Executive Committee.

The President as approved by the Executive Committee may appoint, within the administrative year, other special committees or task forces as may be desirable for the conduct of the business of the Chapter.

No committee shall obligate the EHSVBC or issue a public proclamation or policy news release without specific authorization from the President.

Committees exist for the purpose of implementing the mission, vision, and goals of the EHSVBC. While it is expected that the leadership and membership of such committees will be members of the EHSVBC, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Committee chair.

ARTICLE VIII – AUDIT COMMITTEE

The President shall annually appoint an Audit Committee consisting of at least three members who shall examine the financial records and books of the EHSVBC. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee.

The duties of the Audit Committee shall be to examine the financial records in order to meet the requirements of the EHSVBC. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Audit Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard copy format provided by the EHSVBC.

ARTICLE IX – MEETINGS

An organizational meeting of the Chapter for the purpose of nominating individuals for election as officers of the Chapter shall be held on the First Monday after selection of the teams, the date and place to be determined by a majority of the outgoing Executive Committee. The Past President or his/her designee from the outgoing Executive Committee shall conduct said meeting for the purpose of gathering nominations for election at the Annual meeting.

The Annual Meeting of the Chapter, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held no later than two weeks after the organizing meeting, the date and place of which shall be determined by a majority of the outgoing Executive Committee. The Past President or his/her designee from the outgoing Executive Committee shall conduct said meeting for the purpose of election at the Annual meeting.

Other General Membership Meetings for the transaction of business may be called by the duly elected President upon the President's own volition, upon request by the duly elected Executive Committee, or upon the written request of 66% of the membership in good standing. The membership shall be notified at least one (1) week in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

The Executive Committee shall meet monthly during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee. Meetings of the Executive Committee may be conducted in person, by means of a telephone, video or other electronic conference connection, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws.

The President shall formally notify each member of the Executive Committee and post the notice on the Chapter's web site at least one (1) week prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report, resolutions, or other actions to be considered at such meetings, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

The President shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

An unofficial draft copy of all Executive Committee meeting minutes shall be filed on the Chapter's web site within thirty (30) days of the meeting date. These draft minutes shall be replaced with the official approved minutes within thirty (30) days of formal adoption by the Executive Committee.

ARTICLE X – QUORUM

A simple majority of the voting members of the Executive Committee shall constitute a quorum at all Executive Committee meetings. For General Membership meetings of the Chapter involving a formal business agenda a majority of the executive committee and one other member shall constitute a quorum for the transaction of business provided that no more that seven (7) members of the Executive Committee are deemed part of the quorum.

ARTICLE XI – DUES

The Executive Committee may establish dues for its members in accordance with these Bylaws. All dues are payable to the EHSVBC annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – ELECTION OF OFFICERS

The outgoing Officers of the Executive Committee serving as ex-officio non-voting members shall oversee the nomination process. The most recent Past President having current membership shall serve as Chair of the nomination process. The Past President shall report the names of the nominees for each office to the general membership no later than two (2) weeks after the organizational meeting at the duly called annual meeting. One or more nominations shall be made for each office standing election. In addition, any member of the Eagan Chapter may submit a nomination by the First Monday after selection of the teams for consideration.

The Past President and outgoing Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The Past President and outgoing Executive Committee shall also be responsible to count and validate all ballots. All ties in voting results shall be settled by a flip of the coin tossed by the Past President. The Teller's report and annual election shall be held at the same time and place as the annual meeting.

Newly elected Officers, Directors and members of the Executive Committee shall assume office immediately upon their appointment.

In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Directors extended for up to one full month.

ARTICLE XIII DISSOLUTION OF THE CHAPTER

When necessary and when directed by the EHSVBC or the Eagan High School Athletic Director, the EHSVBC may be dissolved. In the event of the dissolution or final liquidation after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the EHSVBC shall be conveyed, assigned and transferred to Eagan High School Athletic Department to administer according to rules and regulations governing School Districts.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XV – AMENDMENTS

Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not fewer than 66% of the membership in good standing, or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership after approval by the Executive Committee, at either the next scheduled General Membership meeting, or by letter ballot within sixty (60) days of said Executive Committee approval, as may be determined by the Executive Committee. Within sixty (60) days after receipt of any amendment proposed by petition, the Executive Committee may return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is submitted to the EHSVBC for approval. If the proposed amendment is resubmitted in writing and signed by not fewer than eight (8) members of the original petitioners it shall be presented to the membership as stated above with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast by the membership shall be necessary for the adoption of a proposed amendment.

These Bylaws and such amendments as may be made from time to time shall become effective upon approval by the Executive Committee and adoption by the membership.

CERTIFICATION OF BYLAWS

These Bylaws were adopted by the members of the Eagan High School Volleyball Club at a duly called meeting on May 15, 2006 with a quorum present as prescribed by these Bylaws.

The minutes of this meeting are on file with the Secretary and the Eagan High School Athletic Director.

President – Patricia Sparks

Secretary – Jill Lanners

APPROVED:

Executive Committee: May 15, 2006
EHSVBC: May 15, 2006
EHS Athletic Director: , 2006