

# **Foothill Boys Volleyball Booster Club Bylaws**

## **Article I - Name**

The name of this organization shall be the Foothill Boys Volleyball Booster Club

## **Article II - Purpose**

The Foothill Boys Volleyball Booster Club exists as an organization of parents and community persons dedicated to supporting, encouraging and advancing the Boys Volleyball program at Foothill High School.

The Booster Club shall promote projects to improve facilities and provide equipment necessary to the Foothill Boys Volleyball program.

The Booster Club shall not seek to influence or direct the activities or policies of the school administration/officials who are responsible for conducting and/or overseeing athletic programs.

The Booster Club shall do nothing which violates the rules of the Foothill High School Athletic Program or in any way jeopardizes the membership of the school district in its athletic association.

## **Article III - Membership**

The Booster Club membership shall be the parents and legal guardians of FHS students enrolled in the Foothill Boys Volleyball program.

Any other interested party who is interested in promoting the purpose of this organization shall be eligible for membership upon approval of the Board of Directors.

## **Article IV - Board of Directors**

### **Section I**

The following Officers shall be elected by the Booster Club Membership at the May General Meeting and shall comprise the Board of Directors.

President

Vice President, Ways & Means

Vice President, Communications/Volunteer Coordinator

Secretary

Treasurer

The Head Volleyball Coach shall serve as an ex-officio, non-voting advisor.

## Section II

The Board of Directors' duties shall be as follows:

**President:** The President shall preside over the meetings of the Board of Directors and Booster Club. The President shall work with the Head Volleyball Coach and all Board Members and Committee Chairpeople to further the purpose of the organization. The President, or its designee, shall represent the organization at any Foothill High School or Tustin Unified School District meetings.

**Vice-President, Ways & Means:** The Vice-President, Ways & Means shall assist the President and assume the duties of the President should the need arise. The Vice-President, Ways & Means shall be in charge of organizing and executing the Foothill Boys Volleyball Tournaments, and shall supervise all fundraising activities.

**Vice-President, Communications/Volunteer Coordination:** The Vice-President, Communications/Volunteer Coordinator shall assist the President and Head Volleyball Coach with the organization and dissemination of program wide communications. The Vice-President, Communications/Volunteer Coordinator shall assist the Tournament Director with assigning Volunteers for the Tournaments and oversee the Team Representatives (Team Parents).

**Secretary:** The Secretary shall keep an accurate record of all meetings of the Booster Club and Board of Directors. Minutes of meetings shall be available to Booster Club members upon request.

**Treasurer:** The Treasurer shall have charge of all funds of the Booster Club organization and shall be responsible for the collection, deposit and accounting of all monies. The Treasurer shall pay all expenses and shall prepare a monthly statement of income and expenditures. The Treasurer and President shall have signatory authority of the organization's bank account. The Treasurer and President will prepare a budget in August/September for approval by simple majority of the Board of Directors.

**Head Volleyball Coach, Ex Officio-Advisor:** The Head Volleyball Coach shall be responsible for communicating to the Board of Directors all coaching assignments, program schedules (off-season, practice and games), rules and regulations and any other pertinent information relating to the successful implementation of the Foothill Boys Volleyball Program. The Head Volleyball Coach shall work with the Tournament Director in planning and executing the Foothill Boys Volleyball Tournaments. The Head Volleyball Coach and all other coaches are encouraged to work with the Booster Club in all endeavors throughout the year. The more coaches become involved in Booster Club fundraisers and projects, the more it will strengthen goodwill between the Booster Club and the athletic department.

## **Section III**

**Committees** of the Foothill Boys Volleyball Booster Club shall include but not be limited to:

**Fundraising Committee:** Shall coordinate all fundraising events approved by the Board of Directors.

**Snack Bar Committee:** Shall coordinate the purchasing, scheduling and staffing of the Snack Bar for all Home Tournament dates and any Home in season games applicable.

**Senior Night Committee:** Shall coordinate all Senior Night activities including but not limited to budget planning, decorations, program and awards.

**Banquet Committee:** Shall coordinate all planning for the end of season Banquet including but not limited to budget planning, location, menu, decorations, program, video and awards.

**Team Representatives:** Each Team Representative shall be responsible for keeping parents informed of all Booster Club activities, all practice and game schedules, and Tournament volunteer needs (Home and Away). Team Representatives may be asked to assist with Team Photos/Videos and coordination of Team Dinners. Varsity Team Representative may be asked to coordinate Senior Posters. Team Representatives will need to work closely with Coaches to ensure accurate communication.

**Nominating Committee:** Shall be comprised of (3) members of the Booster Club general membership. The President is responsible for forming the Nominating Committee. The Nominating Committee shall meet during the month of April and nominate at least one (1) candidate each for President, Vice Presidents, Secretary and Treasurer.

## **Article V - Nominations and Elections**

### **Section 1**

The Nominating Committee shall present candidates for Board of Directors in writing at a Booster Club Board Meeting in Mid April, at least 30 days prior to the General Meeting in May. Nominations from the floor are also accepted.

The Booster Club members shall, at their Annual Meeting in May, elect new officers, by simple majority vote of those members present, from the slate presented by the Nominating Committee. When only one candidate per office is slated a voice vote is permissible. The newly elected Board of Directors shall take office at the close of the Annual Meeting.

### **Section II**

In case of a vacancy on the Board of Directors, the remaining members of the Board of Directors shall appoint by simple majority vote (50% + 1 vote), a person to fill the unexpired term. When an Officer's term of office expires, he/she may be re-nominated to run for additional terms.

## **Article VI - Meetings**

### **Section I - Board Meetings**

Board of Director Meetings shall be held January, April, May, June and September. The June meeting will be for organizational purposes and planning for the coming year. The September meeting shall include budget planning for the upcoming season.

All meetings should include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.

A special meeting may be called at any time by the President.

A quorum shall be 50% + 1

### **Section II - General Meetings**

General Booster Club Meetings shall be held in January, May, and in September during the Off Season Training period.

The Booster Club Meeting in January shall include a financial report and budget presentation.

Player Participation donations shall be collected in January and September.

The Booster Club Meeting in May shall include Elections of New Board of Directors and a President's Report and Coach's Report. A written financial report should be available for anyone who wishes to review it.

## **Article VII - Finances**

### **Section I - Budget**

Budget planning shall be done at the September Board Meeting. Player Participation Donation amount shall be set annually at that time.

The Booster Club Budget shall be approved by simple majority of the Board of Directors prior to the General Booster Club meeting in January.

The Booster Club Budget shall be presented to the general membership in January.

### **Section II - Funds Collection and Disbursement**

The Treasurer is responsible for collecting, depositing and accounting for all funds collected. A monthly deposit record shall be maintained.

The Treasurer is responsible for paying all expenses and shall maintain an accurate check register for monthly report.

The funds of the Boys Volleyball Booster Club shall be used to further the organization's purpose.

The Boys Volleyball Booster Club each year contributes many thousands of dollars to the volleyball program for the needs of the team which otherwise would not be available from the athletic department. Primarily, the funds of the Booster Club will be expended for capital improvements of the athletic facilities, program equipment and supplies, coaching stipends not covered by TUSD, tournament expenses, warm-ups and uniforms, team game day wear, Senior recognition and end of year Banquet and awards.

Only those expenses which have been budgeted for and approved can be paid.

The President shall have the authority to authorize expenditures up to one hundred fifty dollars (\$150.00) each month from the Booster Club funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting and updated in the budget report.

Disbursements greater than five hundred dollars (\$500.00) require the signature of two officers to be properly authorized.

Board Members or Committee Chairpeople shall make no commitments that financially bind the Booster Club without prior approval of the Board of Directors. (Banquet facility, tournament facility, uniform order, etc.)

This Booster Club operates as a non-profit organization per Section 501(3)c of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the Foothill High School Athletic Department.

## **Article VIII - Review and Amendment of By-Laws**

The Board of Directors shall review these bylaws every year.

These Bylaws may be amended or revised by a majority vote of members present at a General Membership meeting, upon approval of the Board of Directors.