

Westwood Volleyball

Booster Club Bylaws
Date approved: 04/2013
Changes approved: 10/07/2013

ARTICLE ONE

SECTION I: NAME

The name of the organization shall be the Westwood Volleyball Booster Club, hereafter referred to as the "Club."

SECTION II: PURPOSE

The purpose of the Westwood Volleyball Booster Club is to provide encouragement and generate support for the volleyball program of Westwood High School. This club is the only authorized athletic booster club for these teams.

The club will engage in, but not be limited to, the following activities:

1. Positive interaction between the club, social officials, coaching staff, student body, community, and general public.
2. Pre- and post-game rallies and ceremonies.
3. Fund raising activities.
4. Communication of Westwood volleyball news to the various media.
5. Communication of a positive image of the Westwood volleyball program to the community.
6. Working for the development of a constructive attitude by all students toward all levels of volleyball endeavors.
7. Promote and support the Westwood volleyball program.
8. Increase school and community involvement in the Westwood volleyball program.
9. Provide financial support to the volleyball program.

All Westwood Volleyball Booster Club activities will be conducted in accordance with U.I.L. guidelines, applicable laws, and the policies of the Round Rock I.S.D. and Westwood High School.

SECTION III: FISCAL AND BUSINESS YEAR

The fiscal and business year of the club shall be from January 1 through December 31.

SECTION IV: MEETINGS

Meetings of the general membership will be held before the start of the volleyball season in August and after the end of volleyball season in December. Additional meetings may be called by the President(s). A simple majority of the club officers must be present for conduction official business.

SECTION V: AWARDS PROGRAMS

An awards event shall be held each year to recognize volleyball athletes.

SECTION VI: NOTICES

Notices for club meetings will be posted on the club website and/or sent via e-mail. Other means of communication will be utilized when deemed appropriate by the President(s).

ARTICLE TWO

SECTION I: MEMBERSHIPS

Membership in the club shall consist of parents of active players who have paid dues and are interested in promoting greater interest in and support of the Westwood Volleyball program. All members shall be required to abide by the bylaws of the club.

SECTION II: VOTING

Any dues paying member with any rostered player(s) in the volleyball program of that fiscal year may vote in elections, or on any issue.

SECTION III: MEMBERSHIP DUES

Dues for each type of membership shall be established each year by the membership upon receipt of a recommendation from the officers.

SECTION IV: EXECUTIVE MEETINGS

The President(s) shall call meetings of the officers of the Club as deemed necessary.

SECTION V: QUORUM

A quorum shall consist of a simple majority of officers.

ARTICLE THREE

SECTION I: CLUB OFFICERS

The officers of the club shall consist of a President(s), a Vice President(s), a Secretary, and a Treasurer. Only 1 member of any family may be an officer at any time.

SECTION II: NOMINATION/ELECTION OF OFFICERS

A nominating committee composed of three members shall be appointed by the President(s). The nominating committee shall prepare a slate of candidates for presentation to the general membership at the December meeting. At least one candidate for each office must be presented by the nominating committee. In November, the general membership shall be notified that the nominating process has begun. Any dues paying member with an actively participating player(s) shall be eligible to serve as an officer.

The election of officers shall be held at the December meeting. Following the presentation of recommendations of the nominating committee, the floor shall be opened for nominations from the general membership. Officers will serve for a period of one year, and their term of office shall commence on January 1.

SECTION III: DUTIES OF OFFICERS

The President(s) shall chair both the general and business meetings, develop the agenda for the meetings, invite speakers, if appropriate, appoint the nominating committee, appoint other committees as may be necessary, and act as spokesperson for the Club. The President(s) can serve at most two consecutive years.

The Vice President shall preside over the general and business meetings when the President(s) is (are) not available. Additionally, the Vice President shall be responsible for overseeing the

Committee Chairpersons and supporting the various responsibilities of these committees. There are no consecutive term maximums for holding this office.

The Secretary shall be responsible for the written records of the Club and handle all clerical matters, including the keeping of minutes of all official meetings of the Club. Additionally, the Secretary shall be responsible for publishing information about meetings and events in local and school newspapers, organize the dissemination of notices about meetings and planned events. There are no consecutive term maximums for holding this office.

The Treasurer shall have custody of all money and shall maintain all financial records as directed by the Club, including a record of all money received and disbursed. The Treasurer shall report at any meetings. The Treasurer can serve at most two consecutive years.

SECTION IV: VACANCIES

If an officer vacates a position, except for the President(s), the President(s) shall appoint someone to fill the vacant office. The appointee shall serve for the remaining term of office. In the case of the President(s) position becoming vacant, the remaining officers, by a majority vote, shall elect a replacement for the unexpired term.

ARTICLE FOUR

SECTION I: COMMITTEES

Club officers shall appoint committee chairpersons. The chairpersons and committees shall be under the direction of the Vice President.

Standing committees are listed in Appendix One, including suggested duties and responsibilities for each of the committees. The officers may add committees and appoint chairpersons as deemed necessary.

ARTICLE FIVE

SECTION I: APPROVAL FOR DISBURSEMENT OF FUNDS

The disbursement of Club funds shall require two signatures from the President(s) and Vice President(s).

SECTION II: ANNUAL STATEMENT

An annual statement and expense reconciliation shall be presented at the end of each fiscal year.

SECTION III: AUDIT

An audit shall be performed at the end of the fiscal year by the audit committee.

SECTION IV: BUDGET

The budget will be proposed by the School Sponsor and Treasurer, and the board will vote to approve the proposed budget. Once the proposed budget is approved, the booster club will vote on the budget. A simple majority approval of attendees is required to approve the budget.

ARTICLE SIX

SECTION I: AMENDMENTS

These bylaws may be amended wholly, or in part, by the vote of the majority of the membership in attendance at any general meeting. If possible, the proposed amendment and the vote on the amendment should be posted prior to the meeting. The amendment must be read aloud at the meeting, and an opportunity for discussion must be provided prior to voting on the amendment.

APPENDIX ONE

AUDIT COMMITTEE

A chairperson and two other committee members shall be responsible for conducting an audit of the Club's financial records at the end of the year and reporting the results to the Club at the completion of the audit. Committee members should be members of the organization, excluding officers. They will be responsible for verifying the accuracy of the Treasurer's financial records and ensuring the Club's procedures for financial matters have been followed.

BANQUET COMMITTEE

A chairperson will oversee the end of season banquet to recognize the players, coaches, and managers for their accomplishments during the season. This committee will be responsible for securing a location for the banquet, organizing the catering for the banquet, and preparing award certificates as appropriate.

CONCESSIONS COMMITTEE

A chairperson will oversee the concession stand to ensure that it is stocked for all volleyball games and related events. The committee will be responsible for all financial reporting of the concession stand proceeds on a weekly basis during the regular season. The concession stand will be open during all home games and tournaments. A standardized menu will be developed and posted. Merchants can be solicited for donations.

FUND RAISING COMMITTEE

A chairperson will organize any fund raising events for the club. They will coordinate with school officials as necessary and work closely with any or all booster clubs in Westwood High School.

NOMINATING COMMITTEE

A nominating committee composed of three members shall be appointed by the President(s). The nominating committee shall prepare a slate of candidates for presentation to the general membership at the December meeting. At least one candidate for each office must be presented by the nominating committee.

PROGRAMS COMMITTEE

A chairperson will work with the booster club members, coaches, and players to develop a volleyball program. Duties include selling advertising, obtaining schedules, arranging or pictures taken of players and coaches, and arranging for printing. A suggested source is RRISD Print Services.

PUBLICITY COMMITTEE

A chairperson will coordinate with coaches to arrange for all publicity, including statistics for varsity, junior varsity, and freshman teams, articles, and pictures in the Austin American Statesman, Round Rock Leader, and Hill Country News.

SPIRIT COMMITTEE

A chairperson will coordinate with booster club members, coaches, and players to promote a strong Team Spirit. Duties include coordinating the production of volleyball yard signs for players, hanging of banners in the gyms, and updating bulletin boards with player information as necessary.