



# **Northern Girls' Volleyball Boosters**



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## **BYLAWS**

### **2015-2016**

### **HS and MS season**



# Northern Girls' Volleyball Boosters



## MISSION STATEMENT

The Northern High School Girls Volleyball Booster Club is a non-profit volunteer organization composed of parents, coaches, and others in the community who are interested in supporting the Northern Girls Volleyball program. Our mission is to raise funds to enhance and expand the Girls Volleyball Program, support the athletes, their coaches, and the administration in order to allow the Northern Girls Volleyball teams to achieve their full potential.

## ARTICLE I – NAME

This organization shall be known as the Northern Girls' Volleyball Boosters Organization.

## ARTICLE II – OBJECTIVE

**Section 1.** The objective of this organization is to promote the following fundamentals to the Northern Girls' Volleyball student athletes. They are as follows:

- A. Sportsmanship
- B. Mental and Physical Health
- C. Character
- D. Citizenship
- E. Cultural and Scholastic Achievement
- F. The overall pursuit of maintaining a long-term quality High School Volleyball Team that represents our school.

**Section 2.** These objectives will be promoted and supporting by the Volleyball Boosters. By incorporating the following activities on a yearly basis:

1. Various Fund Raising Activities as Approved by the School District.
2. Aid Students/Athletes with College Contracts, Reference Letters, Visits, and Information and Guidance with the College Application Process. School drafted for application process: ie: SAT scores, reference letters, etc.
3. Recruiting for Future Teams (Promotion of New Players)
4. Coordination with Elementary and Middle school and the High School Volleyball program's long Term Goals.
5. Generate News Articles to Promote Students/Athletes and Northern Volleyball.
6. Manage Indoor Training Facility.
7. Organize Annual Summer Team Camp.
8. Booster members are to report inappropriate fan conduct to proper district authorities as soon as possible.
9. Set-up: Maintain Website
10. Represent Volleyball Student Athletes in Scholarship Selections.
11. Unconditional support of Players/Coaches.



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## ARTICLE III – MEMBERSHIP

Membership will be open to all participants' parents, as well as any individuals interested in our Association and residing within our school district. Officers shall be selected by the Northern Girls' Volleyball Booster Membership every year.

## ARTICLE IV – GOVERNMENT

- Section 1.** The government of the Organization shall be under the supervision of the Board, (4 elected officers). If an Officer resigns; the newly elected officer shall fill the remainder of the resigning officer's term.
- Section 2.** At the meeting of the Board to be held in the Fall of each year, the officers shall be elected. The Board shall elect from its own membership (in accordance with Article VII) a President, Vice President, Secretary and Treasurer. Nominations will be recommended by the Nominating Committee which will consist of two officers assigned by the president and the head coach. Nominations from the floor will also be accepted. Nominations will be made in October and Election will be in November.
- Section 3.** Said Association is organized exclusively for charitable, educational, and recreational purposes. Organized as a fund raising organization for the support of the Northern Girls' Volleyball Team.
- Section 4.** No part of the net earnings of the Association shall be ensured to the benefit or be distributable to its members, trustees, directors, officers, or other private persons, except that of the association/ organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- Section 5.** Upon dissolution of this Association, assets shall be distributed to the Northern York School District.
- Section 6.** However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of this Association shall be distributed to a fund, foundation, or corporation organized and operated exclusively charitable, educational, and recreational purposes.



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## ARTICLE V – ATTENDANCE AND OTHER REQUIREMENTS

- Section 1.** To maintain voting status, all elected Officers & Voting Members must attend sixty (60%) percent of the regular scheduled meetings in any fiscal year (August thru June). Any officer not in compliance with attendance policy **WILL** be dropped from the Board until the Officers and Voting Members can review the situation. All absentee officers should notify any member **PRIOR** to the meeting with a reason for absence.
- Section 2.** Excused absences are defined as work-related, illness, family emergencies, other sporting commitments, and/or reasons pre-approved by an elected board member upon requested leave of absence.
- Section 3.** If an absence is deemed unexcused, written notification of unexcused absence will be issued to said officer as a violation of the terms of the Volleyball Boosters By-Laws under Article V, Section 1. Three (3) such violations will result in forfeiture of said Officer's position.
- Section 4.** Officers and the membership must support annual fund raisers and/or provide time or funds proportionally to achieve budget goals.

## ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1.** PRESIDENT – It shall be the duty of the President to preside over all meetings; to appoint the chairman and members of the various committees; and to perform all other duties usually pertaining to said office.
- Section 2.** VICE PRESIDENT – The Vice President shall serve in the absence of the President. In the event of disability of President, the Vice President shall assume the duties of the President.
- Section 3.** SECRETARY – It shall be the duty of the Secretary to give notice of the meetings, attend, and keep record of the meetings, keep a register of the members of the Organization with their names, addresses, date of election, and length of the term on the Board, shall notify all elected officers and voting members of special meetings upon request of five or more voting members and perform all other duties which are usual to the office. The Secretary shall convey all official records to successor upon the expiration of term. The Secretary shall be the Parliamentarian according to Robert's Rules of Order.
- Section 4.** TREASURER – The Treasurer shall have charge of all money, securities, and valuable papers and deposit same in the name of the Organization in the bank within the boundaries of the Association, make disbursements of the funds by check, keep suitable books of account which books shall be closed annually as of May 31, and submitted to the Officers. The Treasurer shall surrender all official records and books to the successor upon the expiration of the term. There is no bonding of the Treasurer.



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## ARTICLE VII – SUB COMMITTEES

**Section 1.** The President shall appoint the members of the following Standing Committees by October of each fiscal year, and the Committee appointments are to be spread among the members and coaches:

- Year-End & Awards
- Concession Stand
- Equipment
- Fund Raising
- Programs
- Publicity
- Representative to School
- Student/Athlete College Aid
- Recruiting
- Representative to Elementary and Middle school Volleyball
- Indoor Training Facility
- Special Instructors/Camps
- Summer Training Trip
- Northern Volleyball Website
- Photography/Collage
- Nominating Committee

**Section 2.** If any Standing Committees shall be formed, the Officers under the direction of the President, shall appoint a member by asking for volunteers first.

## ARTICLE VIII – MEETINGS

**Section 1.** Meetings will be held in the months of August through June. The day for the meeting in each month will be the first Monday of each month (unless there is a volleyball match scheduled or this happens to be a holiday Monday then the meeting will be held at another determined day and time). Other meetings shall be called at the discretion of the President, the Head Coach, or by five voting members directing the Secretary to call a meeting.

**Section 2.** The May meeting shall close the Board's fiscal year. The Treasurer shall have closed the books as of May 31 and will present the books for the annual audit.

**Section 3.** Robert's Rules of Order, newly revised, shall be used as the parliamentary authority for conducting all meetings and business of the Association.



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## ARTICLE IX – QUORUM

A simple majority of existing Officers and voting membership shall constitute a quorum. A simple majority of Committee members shall constitute a quorum for any Committee meeting. A two-thirds vote of the Officers and voting members shall govern, except when otherwise provided for in the By-Laws.

## ARTICLE X – ORDER OF BUSINESS

Section 1. Meeting Call to Order  
Roll Call  
Distribute Agenda  
Read & Approval of Previous Months Minutes  
Treasurer's Report & Approval  
Communications  
Report of Head Coaches  
Committee Reports  
Old Business  
New Business  
Adjourn Meeting

Section 2. The order of business at any meeting may be changed by the Officers.

## ARTICLE XI – FINANCIAL POLICY

Section 1. The Officers shall decide all matters pertaining to finances of the Volleyball Team and shall place all income in the organization's treasuries, directing the expenditures of same to fulfill their purposes of the Booster Club with the Officers retaining the right to oversee all monies.

Section 2. All monies raised or held under the auspices of the Northern Girls' Volleyball Boosters will be deposited in the Officer's Treasuries, by the Treasurer and subject to a monthly review by the President, and all voting members. All monies will be managed and placed in a named depository as outlined under the Rules of Incorporation in the State of Pennsylvania.

Section 3. All money due for fundraisers must be remitted in the form of either cash, or a single check (or money order) from the seller. Cash payments must be given directly to the treasurer and will be counted in the presence of the seller and a receipt will be issued from the treasurer to the seller. Sellers will be charged any bank service fees that are imposed on the boosters as a result of a returned check.



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## ARTICLE XII – RULES

- Section 1. The Officers may sponsor educational programs for coaches with cost not to exceed an amount approved by the Officers.
- Section 2. Head Coach, School Athletic Director and School administration are invited to attend all Booster meetings before and during the season. Their participation and discussion will be welcomed.

## ARTICLE XIII – DISCIPLINARY PROCEDURES

- Section 1. All representatives of the Volleyball Booster Organization shall conduct themselves in such a manner as not to bring disgrace, disrespect, or dishonor upon this Organization.
- Section 2. A written, signed report of the alleged misconduct must be submitted to the President within 48 hours of the alleged incident. Upon receiving the report, the President shall notify the accused member(s), by certified mail, the misconduct has been filed against him/her, and what the misconduct pertains to. Within five days of the filing of the misconduct report, a special meeting shall be called with the date and time to be set by the President.

At this meeting, a board of review (consisting of the President and all Officers) will convene and a full and complete hearing will take place. The accused, witnesses, and interested persons will relate to the Board of Review only the information, which concerns the incident. Upon gathering of information, the Board of Review shall vote by secret ballot. If the decision is that misconduct did occur, the voting membership will, by a majority vote on a secret ballot, set forth the recommended penalty.

## ARTICLE XIV – AMENDMENTS

These by-laws, or any section thereof, may be amended or repealed by an affirmative vote of two-thirds members of the Officers and voting members voting at any stipulated regularly called meeting provided that written notice of such proposed changes over the signature of the Secretary shall be distributed to each officer and voting member at least ten (10) days prior to the meetings at which such proposed changes shall be submitted to vote.