



Wheeler High School Volleyball Booster Club By-laws

Introduction

These by-laws are intended to govern and direct all normal Volleyball Booster Club business and activities at Wheeler High School, including officer roles and elections, conduct of meetings, committee formation, and budgeting, collection, and disbursement of dues and other funds. Guidelines regarding adopting and amending these by-laws are contained in Article VII herein.

Article I - Booster Club Purpose and Membership

Section 1. The Wheeler Volleyball Booster Club is a private, voluntary, self-funded organization not directly affiliated with Wheeler High School or the Cobb County School District.

Section 2. The purpose of the Club is to provide positive support for the school's Volleyball program, including its players, coaches, facilities, game day experience, reputation and relationship within the community.

Section 3. Meetings and business of the Volleyball Booster Club will be conducted according to the provisions of its By-Laws and applicable school and Cobb County guidelines. Where no specific guidance is available from these sources, Club Officers will consult with designated school officials and

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Roberts Rules of Order to determine the course of action most supportive of the Club's stated purpose.

Section 4. Membership in the Club is a privilege and has no bearing on eligibility of students to participate in the Volleyball program at Wheeler High School. In order to be a member in good standing, individuals must either be current in their fees or actively participating in a payment plan that has been approved by both the Booster Club President and Treasurer. In no case will an individual who is more than three months behind on their payments be considered a member in good standing. Unless otherwise noted, any subsequent reference to "member" in these by-laws will refer to a "member in good standing".

Section 5. Membership in good standing is required to vote on Booster Club decisions or other Club sponsored activities. Former members who are delinquent in fees can be reinstated at the discretion of the President following payment of all outstanding fees. Any reinstatement is contingent upon becoming and remaining current with fees (including any fees not paid during the period of expulsion).

Section 6. Any person may be named an "honorary member" of the Booster Club through unanimous approval of the Officers. "Honorary members" may attend Booster Club functions (including Club meetings) but shall not have voting privileges nor any other formal rights, duties, or obligations in the management of the Club.

Section 7. Should any officer want to remain on the Board without a player on any Wheeler Volleyball team, they will be allowed only when all other officers unanimously vote to accept that officer to remain. This officer may be removed from the Board at anytime with a majority vote of the other officers.

Article II - Meetings

Section 1. Regular meetings of the Club shall be held quarterly at 6:30 p.m. during the following months unless otherwise ordered by the President.

August
November
February
April

No additional notice to membership is required regarding regularly scheduled meetings to be held at this date and time. The exact date and meeting location will be posted on the Wheeler Volleyball Website and sent out on the Booster Club email blast.

Section 2. Special meetings – as well as changes to the time or location of Regular meetings - may be called by the President, with at least 48 hours notice provided by posting on the Wheeler Volleyball website along with either a broadcast e-mail or text message or calling post phone message to all primary contacts.

Section 3. No defined quorum count will be required to vote or conduct other business at any regularly scheduled meeting, nor at a Special meeting which has met the notification requirement outlined in Section 2. If the notification requirement in Section 2 has not been met, then in order to hold official and binding votes, a quorum must be present as defined below:

- At least one representative present from 2/3 or more of the families of active Varsity and Junior Varsity players, or
- At least one representative present from 2/3 or more of the families of returning players if the meeting occurs before rosters for the current school year have been determined.

Section 4. The President, or any other authorized and designated person running all or a portion of a Club meeting, is expected to conduct the meeting in such a manner as to expedite the conduct of required business and information sharing, allowing a reasonable amount of open dialogue among members to achieve clarity of understanding. Towards this objective, the President (or authorized designee) is fully empowered and expected to “call the question” when needed, asking for a vote, establishing an ad hoc committee, or tabling discussion until a later point in time should circumstances so warrant.

Article III - Duties of Officers

Section 1. Elected Officers shall be President, Vice President, Secretary, Treasurer, Program/Event Coordinator and Uniform Coordinator.

Section 2. The President shall: Preside at all meetings of the Club, be an ex-officio member of all committees and perform such other duties as may be prescribed in these Bylaws or assigned by the Club. If the President is not in attendance at a meeting, then, with the concurrence of the rest of the officers in attendance, another elected officer may act on the President’s behalf and preside over the

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meeting.

Section 3. The Vice President shall: Preside at all meetings of the Club in the absence of the President. The Vice President is expected to work closely with the president to develop meeting agendas and help coordinate all activities of the club.

Section 4. The Secretary shall: Keep an accurate record of all meetings of the Club, attend to the correspondence of the Club including email communication and website management, and perform such other duties as may be delegated to this office.

Section 5. The Treasurer shall: Prepare a budget to be approved by majority vote of the elected booster officers for each school year, keep an accurate record of all receipts and disbursements, showing each activity separately as well as a complete record of all funds and pay only bills contained within the Budget or specifically authorized by vote of the Club members, present a Treasurer's Report at each Regular Meeting showing actual income and expenditures along with any changes in projected income or expenses, and prepare any budget amendments for Club review and consideration as outlined in Article VI below.

Section 6. The Program/Event Coordinator shall: be responsible for coordinating Senior Night, End of Year Banquet, coordinate concessions, and organize team meals for both high school teams.

Section 7. The Uniform Coordinator shall: Ensure the teams have an adequate quantity and quality of uniforms/equipment at the start of and throughout the season. They shall work closely with the head coach and with the selected vendor(s) to procure any needed new uniforms/equipment and shall coordinate the distribution of existing and new uniforms/equipment to the players at the beginning of the season.

Article IV - Elections

Section 1. Elections will be held at the November Club meeting or at the next Special (called) meeting or Regular meeting following the November Regular meeting date.

Section 2. Terms for all elected officers shall be one year.

Section 3. A vacancy occurring in an office shall be filled by a majority vote at the next Regular or Special (called) meeting. Until the vacancy has been filled by election, the minimal duties of the vacant

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office will be carried out by one of the other officers or a volunteer member appointed by the remaining officers.

Section 4. To be eligible to be an officer he/she must be in good standing with all dues paid in full and have a player participating on a Wheeler volleyball team.

Article V - Committees

Section 1. Special committees shall be established, and their chairs appointed, by the President. Each chair is responsible for soliciting volunteers to serve on that committee, for planning and carrying out the business of that committee, and reporting on committee activities at each Club meeting. Examples of special committees include a Fundraising Committee (chaired by the Treasurer), a Program Committee (chaired by the Program/Event Coordinator), and any others as established by the President.

Section 2. Committee chairs shall report to the Treasurer in advance of the Regular Meeting, providing full details of all monies collected or disbursed by any committee member. The financial impact of each committee will be integrated into the Treasurer's Reports described in Article VI Section 3.

Article VI - Finances

Section 1. The Treasurer, with input from the Head Volleyball Coach, Booster Club elected officers, and others as needed, is responsible for preparing a budget detailing by line item all projected income and required expenses for the upcoming school year. This budget is expected to be accurate and comprehensive based on best information available at the time it is prepared. The approved budget should be presented to members at the first meeting of the school year

Section 2. Fundraising targets will be included in the budget. The elected officers will vote on and will present the approved fundraising options for the upcoming season at commitment night and/or at the first meeting of the season

Section 3. At each Club meeting, the Treasurer will present the Treasurer's Report, which will detail the most recent actual income and expenditure levels for each line item in the Budget, along with any

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changes in projected amounts for each line item.

Section 4. If significant changes in projected income or expenses should so warrant, the Treasurer may submit one or more mid-year amendments to the Budget and, if necessary, may propose a change (in either direction) in the amount or timing of fees or fundraising targets. Each amendment proposed will require a majority vote by elected booster club officers for approval.

Article VII - Adoption and Amendment

The Bylaws may be adopted or amended by a two-third (2/3) majority of members present and voting at any Regular meeting. Any amendment must have been presented in writing at the preceding Regular meeting of the Club, or distributed to the full membership by an Officer at least 14 days prior to the meeting at which voting occurs.

Article VIII – Wheeler Junior Volleyball Program (WJVBP)

Section 1. Management: The JR program is a private, voluntary, self-funded organization not directly associated with Wheeler High School or the Cobb County school system. The management of the program will fall under the umbrella of the high school booster club officers/volunteers and the head coach of the high school program, The high school elected officers in collaboration with the head coach will vote on the junior budget, fundraising, uniform/equipment needs, hiring community coaches, and other items as needed, etc.

Section 2. Meetings: The meeting schedule and business (officer duties, elections, finances) of the JR program will be conducted according to the provisions of the same high school by-laws and cobb county guidelines. Where no specific guidance is available from these sources, Officers will consult with Wheeler High School officials to determine the best course of action most supportive of the Club's stated purpose. The JR program's meetings will be quarterly and occur simultaneously at the end of the high school meetings. The JR program will be listed as an agenda item to update on progress and financials.

Section 3. Finances: The JR program will maintain a separate bank account from the high school account and will utilize a separate budget that will be voted upon by elected officers each year.

Section 4. Liability: The Booster officers, coaches, parents, and any other supervisory personnel are not responsible for any injuries to participants. Players participate at their own risk. Any player that is injured during participation should notify the coach immediately and the coach will notify the parents and document the injury. Any serious injuries or a concussion will require clearance by a physician prior to further participation. The JR program will maintain liability insurance at all times that will be paid from the junior program's bank account each year.

Section 5. Player eligibility: the player may tryout if enrolled in 6th, 7th, or 8th grades and residing in the Wheeler district leading into the current season OR attending East Cobb Middle School by school of choice leading into the current season. Players must pass and submit current physical signed by a physician and complete all registration documents in full. If a position on the team is offered, all fees must be paid by the deadline in order to reserve the player's spot on the team.

***Exceptions to eligibility will be considered if the parent is a Cobb County School District employee at East Cobb Middle or Wheeler High School OR if the player's sibling is currently enrolled for the following season at Wheeler High School Magnet Program or by school of choice. ***

Section 6. Coaching Staff: All persons considered for a coaching position must pass a mandatory background check. Coaching assignments will be for one season at a time. WJVBP maintains the right to deny any person a coaching position.