

Centennial Volleyball Club
BYLAWS ADOPTED

September 16, 2025

ARTICLE I: NAME

The name of this association is the Centennial Volleyball Club (CVC), Lino Lakes, Minnesota. It is a local competitive youth volleyball club.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a “constituent organization” include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

ARTICLE III: PURPOSES

Section 1. The Objects of the Centennial Volleyball Club are to:

1. Provide opportunities for youth in the community to participate in the sport of volleyball, with emphasis on sportsmanship, teamwork, and personal growth, in a competitive environment that is positive and constructive.
2. Assist players in the development of their volleyball skills and game knowledge (IQ) in order to help them achieve their individual and team goals.
3. Raise and manage funds to support the leasing and operation of a training facility.
4. Communicate clearly and accurately with coaches, players, families, and the community regarding the programs and offerings of the Club.
5. Address and respond to individual concerns in a timely and respectful manner.
6. Hire and develop qualified coaches to support the growth and success of the Club’s programs.

Section 2. The Objects of CVC are promoted through a competitive program directed toward community youth and are governed and qualified by the basic policies outlined in Article IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE IV: BASIC POLICIES

The following are basic policies of CVC:

1. The organization shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the Objects of the organization.
3. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers, board members, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes outlined in Article III hereof.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
6. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be kept in place for up to 5 years to allow for a reopening of the organization if circumstances allow.

ARTICLE V: MEMBERSHIP AND DUES

Section 1.

- a. Athlete membership is defined as being a player who has participated in evaluations or tryouts, been placed on a team, the player's guardian(s) have accepted that placement, acknowledged the code of conduct and handbook rules, and dues have been paid or a payment plan has been initiated.
- b. Centennial Volleyball Club (CVC) is a recognized member of the Junior Volleyball Association (JVA) and USA Volleyball (USAV), operating within the North Country Region (NCR). CVC shall be governed by, and shall strictly adhere to, all rules, regulations, policies, and guidelines established by these organizations in connection with its programs, competitions, and operations.

Section 2. Membership of CVC shall be made available without regard to race, color, creed, religion, national origin, gender, age, marital status, familial status, disability, public assistance status, membership or activity in a local commission created for the purpose of dealing with discrimination, veteran status, sexual orientation, gender identity, or gender expression.

Section 3. Any parent or legal guardian of a current athlete enrolled in CVC can participate in any general open meeting.

Section 4. Any CVC coach can attend any general open meetings.

Section 5. There are no annual fees or membership dues for members of CVC outside of player dues required to participate.

ARTICLE VI: OFFICERS/BOARD MEMBERS AND THEIR ELECTION

Section 1. OFFICERS/BOARD MEMBERS

1. The officers/Executive board members of this organization shall consist of a President, Vice President, Secretary, Treasurer, Club Director, and Coaching Directors of both girls' and boys' programs.
2. Additional board positions may be created or removed as needed by the Executive Board.
3. Potential board members will be interviewed by the Executive Board to determine if their skills, intentions, and experience coincide with the role they are seeking. The Executive Board has the final say as to whether a candidate shall be placed on a ballot.
4. Officers/board members shall be elected by ballot in the month following any vacancy. However, if there is but one nominee for any office, the election for that office may be by voice vote.
5. Officers/board members shall assume their official duties immediately following the vote.
6. A person shall be eligible to serve more than one consecutive term in the same office.

Section 2. ELECTIONS

The positions of the officers/board members are the only elected positions.

Nominations/volunteers can be accepted at any time there is a vacancy for any position. The Executive Board has the authority to decide if a position is to remain open or needs to be filled. The Executive Board retains the right to ask an individual to fill a vacant position based on their skills, qualifications, and commitment to CVC. Voting will take place at a preannounced board meeting. A candidate must receive a majority of the votes to be elected. If there is a tie, a second vote will take place. If another tie, then the President will not vote. See Section 1 regarding the selection of a candidate for an open board position.

Section 3. VACANCIES

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the officers/board members, notice of such election having been given at least 1 week. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the election. See Section 2, Elections for the fulfillment of vacancy rules.

ARTICLE VII: DUTIES OF OFFICER/BOARD MEMBERS

Section 1. The President shall:

1. Chair monthly meetings.
2. Communicate with board members before monthly meetings to set the agenda.
3. Consult with the executive and general board.
4. Be informed of chairpersons for standing committees.
5. Be a representative of the organization.
6. Facilitate officer/board member election.
7. Work with other CVC officers/board members to ensure group functions are moving forward.
8. Serve as an approved co-signature on financial accounts.
9. In the absence of a Vice President, the President shall incur those duties.

Section 2. The Vice President shall:

1. Lead meetings when the President is not available.
2. Work with the Treasurer to confirm counts of money and perform checks and balances.
3. Learn the duties of the President during their term to succeed to the President if voted in as such.

Section 3. The Secretary shall:

1. Communicate with members by email, social media, newsletters, and/or apps as determined by CVC's marketing/communication plan.
2. Be responsible for taking attendance.
3. Create meeting agendas in collaboration with the President.
4. Formally document every meeting for future reference.
5. Maintain records of required waivers and training of club members and coaches.
6. Create necessary documents, update websites, and assist in officer/board member elections.

Section 4. The Treasurer shall:

1. Serve as an approved co-signature on financial accounts.
2. Be responsible for the payment of CVC's financial obligations.
3. Keep financial records of activities.
4. Accept approved expenditure requests.
5. Submit a budget at the requested time before the winter season each year.
6. Provide a financial update at monthly meetings.

7. Distribute an annual report at the Annual General Meeting (AGM).
8. Receive all CVC monies and make all deposits.
9. Complete and file any necessary tax forms.
10. Work with the chairs of committees for financial statements at their events.
11. Monitor and manage any and all state organizational filings.

Section 5. The Club Director shall:

1. Lead the overall direction of the operation of Centennial Volleyball Club (CVC).
2. Serve as the primary point of contact for the club.
3. Collaborate with the Coaching Director and evaluation team to form club teams based on evaluation standards.
4. Work closely with the Coaching Director to establish the club calendar and determine tournament participation for each team.

Section 6. The Coaching Director(s) shall:

1. Recruit, hire, evaluate, develop, and terminate coaches, including determining their compensation.
2. Serve as the primary liaison between the coaching staff and the Executive Board.
3. Work closely with the Club Director and evaluation team to form club teams based on evaluation standards.
4. Work closely with the Club Director to establish the club calendar and determine tournament participation for each team.

Section 7. Standing Committees:

The Chairperson of Standing Committees, such as, but not limited to, Fundraising Coordinator, Community Engagement Coordinator, Tournament/Event Coordinator, and others designated by the Executive Board. Each chairperson will be provided with detailed information regarding his or her event. Past reports and notes that are available will be included in the materials. The chairperson will delegate responsibilities to volunteers for his or her events. The chairperson is responsible for scheduling and running planning meetings and wrap-up meetings for his or her event. All meeting notes must be sent to the Secretary in a timely fashion, and the President must be copied on all correspondence with volunteers. CVC records must be updated and finalized within 30 days of the event being completed.

Section 8. All officers/board members shall perform the duties outlined in these bylaws and those assigned from time to time by the Executive Board. Upon the expiration of the term of office or in case of resignation, each officer/board member shall turn over to the President, without delay, all records, books, and other materials about the office, and shall return to the Treasurer, without delay, all funds about the office.

Section 9. All voting board members have a responsibility to attend monthly board meetings. Two unexcused absences within their term will require the board member to abdicate their position and forfeit any remaining due reimbursement/compensation. Exceptions can be made by majority vote of the Executive Board.

Section 10. All board positions that receive any form of compensation or reduction of player season fees must follow their duties as set forth by the Executive Board in their job description. It is at the discretion of the Executive board to make any adjustments to those payments or credit based on the performance and execution of duties by the board member receiving compensation or a fee reduction.

ARTICLE VIII. REMOVAL OF A BOARD MEMBER

Section 1. Grounds for Removal:

The Executive board will define what constitutes a valid reason for removing a board member, such as, but not limited to: misconduct, unethical behavior, or illegal activities, neglect of duties, such as failing to attend meetings or fulfill responsibilities, breach of fiduciary duty or acting against the organization's best interests, conflict of interest that compromises effectiveness or engaging in actions detrimental to the organization's reputation or mission.

Section 2. Procedural Steps:

The Executive Board will include the Community Engagement Coordinator (CEC) in the details of the situation and can choose to allow the CEC to lead the investigation. The Executive board/CEC will inform the board member in writing about the potential removal, including the specific reasons and the meeting where the vote will occur. The Executive board/CEC will give the board member a fair opportunity (one week) to respond to the allegations or explain their actions before the vote takes place. After the opportunity to respond, the Executive board/CEC will schedule a formal board meeting for the discussion and vote on the removal, in which a majority of the board must vote to remove in order to pass. After the vote, the Executive Board/CEC will inform the board member in writing if the removal action has been taken.

ARTICLE IX. MEETINGS

Section 1. Regular general meetings of CVC shall be held once a month. Exact dates, times, and locations will be determined by the officers/board members the month prior and published on the CVC webpage calendar. If a monthly meeting is not possible, for whatever reason, it will be published on the website for the general public to have notice.

Section 2. Special meetings of the CVC general board may be called by the President or by a majority of the officers/board, 1 day's notice having been given, unless circumstances require an immediate meeting. Executive board meetings do not need to be published beforehand, and those meeting minutes are held by the secretary.

ARTICLE X: COMMITTEES

Section 1. Only family members of CVC players shall be eligible to serve in elective or appointive positions, unless the Executive Board votes otherwise.

Section 2. The officers/board members may create or eliminate such standing committees as they may deem necessary to promote the objectives and carry on the work of CVC. The Executive Board will set the terms for each board position.

Section 3. The chairperson of each standing committee shall present a plan of work to the board for approval. No committee work shall be undertaken without the consent of the Executive officers/board members.

Section 4. The power to approve special committees and appoint or elect their members rests with the CVC Executive Board (unless the bylaws delegate this power to the President or the officers/board members).

Section 5. The President shall be a member ex officio of all committees.

ARTICLE XI: FISCAL YEAR

- A. The fiscal year of CVC shall begin on July 1 and end on the following June 30.
- B. CVC will maintain a minimum \$50,000 cash reserve from the end of one fiscal year to the next fiscal year.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern CVC.

ARTICLE XIII: AMENDMENTS

1. Bylaws will be reviewed at a minimum, every 3 years for necessary revisions. These bylaws can be amended at any time, as seen fit by the Executive Board.
2. These bylaws may be amended at any regular meeting of CVC by a majority vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.
3. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a CVC meeting, or by a two-thirds vote of the officers/board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.