

Lakeville North High School Girls' Volleyball Booster Club Bylaws

Article I

NAME/REGISTERED OFFICE

Section 1: The Lakeville North High School Girls Volleyball Booster Club participates under the Lakeville North High School Booster Club. These Bylaws relate only to the operational aspects of the Volleyball Program.

Article II:

Purpose & Objectives

Section 1: The purpose of the LNHS Volleyball Booster Club (LNHSVBBC) is to promote the sport of girls' volleyball for the students of Lakeville North High School. The LNHSVBBC will establish an ongoing dialogue and working relationship with the LNHS Athletic Director and the LNHS Head Varsity Coach to ensure that the LNHSVBBC's participation in and support of the volleyball program is at all times consistent with the highest goals and aspirations of the athletic competition among high school students.

Section 2: The objective of the LNHSVBBC is to support the long-term growth of the LNHS Girls' Volleyball Program and to ensure that the students have proper training, equipment, and facilities in which to learn and compete. LNHSVBBC activities and fundraising are to be conducted solely on an as-needed and on-going basis (not for profit). The goals include but are not limited to the following:

To provide support (financial & otherwise); To develop a sense of pride and tradition for the students and parents; To promote and publicize the high school volleyball program in the community; To recognize accomplishments of the team, the players, and the coaches.

Article III

Membership

Section 1: Membership in the LNHSVBBC is open to the following: Parents or legal guardians of players and the coaching staff. Membership is automatic but voluntary. Membership is open to LNHS volleyball alumni and their families.

Section 2: The purpose of membership is to empower participation and involvement in the program for all eligible members.

Section 3: **The 8 officers** are each permitted one vote, and each family member with a participating player or players is / are permitted one vote.

Article IV

The LNHSVBBC Club Year

Section 1: The business year for purposes of budget management shall run from February 1st to January 31st.

Section 2: The business year for purposes of the term of offices and elections shall run from January 15th to January 14th

Article V

Officers and Directors

Section 1:

A: Officers. All officers shall be elected from the membership at its annual business meeting in January and shall hold office for one year, commencing on the 14th day of January. The officers shall consist of President, Vice President, Secretary/Communication, Finance Director, Volunteer Director, Special Events Director, Concessions Director and Tournaments Director. Officers may hold the same position for consecutive terms if re-elected.

B. Committee Directors. The Committee Directors shall be elected from the membership at its annual meeting in January and shall hold office for one year.

C. Executive Board. The Officers and Directors combined shall constitute the Executive Board. Vacancies will be decided by special election. If there are two or more nominations, special election will be held by ballot. If there is only one nomination, President can make the appointment.

Section 2.

A. The President shall preside at all LNHSVBBC meetings and shall perform other duties usually pertaining to the office of President. The President shall carry out the decisions of the general membership expressed by a majority vote of those present at vote. The President shall carry out decisions expressed by the majority of the Executive Board. The President shall vote only in the event there is a tie after a quorum is present. The President shall be authorized to direct the Treasurer to issue checks consistent with the budget (See Article IX). The President shall act as the liaison between the coaching staff, school administration/Athletic Director, and the LNHSVBBC. It is recommended that the President and other Officers meet with the Head Coach & Athletic Director at the beginning of every season to discuss general business items, roles & responsibilities, new policies, etc.

B. The Vice President shall act as the President in the absence of the President and when so acting have the power and authority of the President. The Vice President shall be responsible for other duties as assigned, including Apparel Coordinator, Photography and Alumni Coordinator. The vice-president position should be held by a non-senior parent intending to fill the presidential position the following year, assuming the vote supports the appointment.

C. Communications/Secretary: shall prepare and maintain full minutes of all meetings of the Executive Board and general membership meetings. The Secretary shall conduct and keep all correspondence of the LNHSVBBC, and perform such other duties that customarily pertain to the office of Secretary. The Secretary will keep and maintain the player and parent information including addresses, phone numbers and email addresses. They shall also keep a current list of alumni players. The Secretary shall also oversee aspects of Communication from the Booster Club to the membership. All communications sent on behalf of the Booster Club to the Membership are first to be cleared through the President, and all other communications distributed to the program must first receive prior approval by the Head Varsity Coach. This position oversees the website, Video Taping, Social Media, Community Promoter and provides support for a designee manager of the site as needed.

D. The Finance Director/ Treasurer shall receive, deposit and give account of the current assets of the LNHSVBBC; have charge of all funds, securities and financial records of the LNHSVBBC; maintain appropriate records; make payments for all LNHSVBBC liabilities; submit a financial statement at each monthly Board meeting; submit a fiscal year-end statement and provide a budget prior to the April General Membership Meeting.; and interface with the LNHS Booster Club as appropriate. The Finance Director/ Treasurer shall perform such other duties as usually pertain to the office of Finance Director/Treasurer including overseeing Alumni Giving/Sponsorship, Concessions Planner, Concessions Facilitator and Silent Auction/Fundraising. In addition, the Finance Director/Treasurer shall be in charge of planning, recruiting subcommittee chairpersons, organizing and optimizing revenue stream from events such as Tournament Ticket & Concession Sales, overseeing other fundraising event(s), as well as finding new sources of revenue; and other duties as assigned.

E. The Volunteer Director shall be responsible for all aspects of recruiting volunteers for all volunteer needs of the LNHSVBBC including interacting with other LNHSVBBC officer and members to understand volunteer needs, creating a map of volunteer needs for each season, creating signup and reminder communications, and reporting to status and needs to the Executive Board on a frequent basis; and other duties as assigned.

F. The Special Events Director shall be in charge of planning and organizing all special events of the season as well as supporting, guiding and directing subcommittee chairpersons for all special events such as the Fall Kick Off Meeting, Parent Night, Year End Banquet, Fan Appreciation, Youth Teams, Youth Night, Feed My Starving Children; and other duties as assigned.

G. The Tournament Director shall oversee and organize all aspects of Tournament Operations with the guidance of the Varsity Head Coach and the on-site LNHSVB tournament Head Coach. The Tournament Director will post and maintain all visible tournament brackets, programs, signage and operations during tournament events. The Tournament Director oversees the Hospitality Coordinator Room (Bachman Invitational Only) and the LNHSVB Beach Tournament (July) Fundraiser Coordinator and gives direction and assistance as needed; and other duties as assigned.

I. The Concessions Coordinator shall be in charge presenting all menu ideas to the board for approval, completing all the planning and shopping for each concession event, overseeing operations of concessions the day of events, coordinating clean-up of events and restoring area to the acceptable standard of the school staff.

Section 3:

A: Any officer or director may resign at any time by giving written notice of such resignation to the President and/or Secretary. Unless otherwise specified in such written notice, resignation shall take effect upon receipt thereof by the Executive Board of Directors, and the acceptance such resignation shall not be necessary to make it effective.

B: Any elected officer or director may be removed by two-thirds (2/3) vote of the Executive Board of Directors, subject to limitations imposed by law. The Secretary shall notify any officer or director who misses three (3) consecutive regular meetings that their removal shall be automatically proposed and voted upon at the next Executive Board Meeting.

C: When a vacancy occurs in the office, the vacancy shall be filled as soon as possible by the majority voting members present (a quorum having been established) at the next scheduled business meeting. The individual elected shall hold office until the end of the term and may run for the same or other office for the next year.

Section 4:

The Executive Board shall have the option of collecting dues from members at any time during the year.

Article VI

Dues

As written in Article II Section 1 and 2, the LNHSVBBC supports the players and the program both financially and in other ways. In order to do this, dues may be collected from the parents of the players at the start of each season or during the season. These funds go directly to the following items plus many more:

1. Team trips to tournaments
2. Special Events during the season to honor the players and their families such as Senior & Parent Night, Youth Night, etc.
3. End of Year Banquet (player's dinner)
4. Budget for team uniforms/supplies/balls, etc.
5. Capital budget needs as voted upon by Executive Board and/or membership
6. Coaches' salaries and honorariums for volunteer coaches
7. Sponsor individuals/team for State Honors and State Tournament

Article VII

Nominations and Elections

Section 1: Nominations to serve as an officer or director are to be accepted by the Executive Board at the January business meeting. All nominations must be accepted and consented by the nominees. Elections will take place immediately after nominations have ended.

Section 2: If there are two or more nominees for the same position, an election by ballot will take place at the general business meeting. A quorum having been established, election decisions shall be made by a majority vote of the voting members present at the general meeting.

Section 3: If there is only one nominee unopposed for a position, the president shall deem the nominee duly elected at the general business meeting. No ballot election is necessary for a nominee unopposed.

Article VIII

LNHS Volleyball Booster Club Meetings

Section 1: General membership meeting dates and times shall be determined by the Executive Board. One annual general business meeting shall be required for the purpose of the nomination and election of officers, and it shall be conducted in January. Written, electronic, or telephone notice of the time, place and purpose of special meetings shall be given 3-5 days prior to the scheduled meeting. A quorum is equal to more than half of the Executive Board and is necessary for a motion to be passed. A quorum having been established, decisions shall be by majority vote of the voting members present at the general meeting.

Section 2: Executive Board meetings (Officers and Directors) shall be held no more than 10 times per year from February to October. No notice of these meetings is required. A quorum is equal to one more than half of the Executive Board and is necessary for a motion to be passed.

Article IX

Budget and Finance

Section 1: The LNHSVBC shall be empowered to receive, hold and expend funds on monies acquired by the organization to support LNHS Girls' Volleyball programs, provide such transferred property or funds are used for the purpose intended and the LNHSVBC makes no financial claim or interest in such property or funds (non-profit).

Section 2: No person shall serve the LNHSVBC with compensation.

Section 3: All revenues of the LNHSVBC will be used strictly to further the purpose of the LNHSVBC in a manner consistent with the goals (see Article II, Section 2) and approved budget or the expressed wishes of the voting membership.

Section 4: An annual budget shall be prepared by the coaching staff and the Treasurer. The budget shall be presented to the LNHSVBC for approval no later than the general business meeting in April.

Section 5: The President shall be authorized to direct the Treasurer to issue checks consistent with the budget which do not exceed \$1,000 in accordance with the Executive Board approval.

Section 6: There shall be a specific process followed for management of cash boxes throughout the season requiring double counting and verification of content of the cash boxes at the beginning and ending of all shifts (VB Tournament Ticket Sales & VB Tournament Concessions).

Article X

Rules of Governance

Section 1: Rules contained in the current edition of the Roberts Rules of Order shall govern the organization in parliamentary authority.

Article XI

Dissolution & Liability

Section 1: The LNHSVBC shall be dissolved in the following manner:

Voting member requests dissolution in writing to the Executive Board at least 30 days prior to the annual business meeting. Executive Board must notify membership of vote of dissolution at least 10-15 business days prior to the annual business meeting.

If the majority vote is in favor of dissolution at the annual business meeting, the Treasure must proceed with final disbursement of the funds and interact as appropriate with the LNHS Booster Club to which the LNHSVBBC is a member.

Article XII

Adoption and Revision

Section 1: The following are hereby adopted as the Bylaws of the Lakeville North High School Volleyball Booster Club. They shall be reviewed annually after election; be subject to amendment, alteration, and revision under MN Statute 317A.181 Subd 2 (Needs to be verified and coordinated with the LNHS Booster Club Bylaws), and be dated to indicate when last revised. At least ten percent of the members with voting rights may propose a resolution for action by the membership to adopt, amend or repeal bylaws adopted, amended or repealed by the Board. The resolution must contain provisions proposed for adoption, amendment or repeal. The limitations and procedures for submitting, considering and adopting the resolution are provided under MN Statute 317A.133 (Needs to be verified and coordinated with the LNHS Booster Club Bylaws).

Section 2: Said Bylaws of the Lakeville North High School Volleyball Booster Club were adopted by the Executive Board on 1/29/18 at the Executive meeting and to be effective immediately.

Lakeville North High School Volleyball Booster Club (LNHSVBBC)

Adopted:

Name	Title
Jessica Wolfe	President
Kari Thompson	Vice President
Amy Wheatcraft	Finance Director/Treasurer
Delana Wherland	Secretary / Communications
Sarah Hornyak	Volunteer Director
Mary Pat Blascziek	Special Events Director
Heidi Winter	Tournaments Director
Michelle Polzin and Heidi Kolden	Concessions Director
Jackie Richter	Head Coach
Mike Zweber	Athletic Director