

**Beckman High School Girls Volleyball Booster Club
By-Laws**

Amended and Restated as of April 2018

Article I-Name

The name of this organization shall be the Beckman Girls Volleyball Boosters Club

Article II-Purpose

- Develop and operate a parent run booster club for girls' volleyball that promotes and builds a volleyball program at Beckman High School to support and coordinate with the coach's objectives.
- Encourage participation by parents from every team level in the operations of the booster club to insure smooth transition of officers and division and equal sharing of responsibilities. *(Idea: Senior parents ideally would hold no board positions – enjoy daughter's senior year and be mentors for new board members and committee chairs)*
- Maintain financial integrity by building reasonable budgets, controlling costs, and implementing acceptable fundraising to achieve the program's objectives. Leave a financial cushion of at least 10% of the annual budget for the next season.
- Openly and clearly communicate the program's objectives and financial obligations to all members of the booster club so parents can understand the resources, costs and commitments required to support the program.
- Collaborate with and listen to all willing booster club members on ideas, observations, and concerns to make the girls volleyball booster club the best parent run organization at Beckman High School.

Article III-Membership and Dues

Members are the parents of Beckman High School volleyball team players. Advisors or any person interested in the Beckman High School girls' volleyball program upon approval by the Executive Board.

No dues are required to be a member for the booster club, however, donations are accepted and appreciated. Funds received from donations will be used for tournament fees, equipment, supplies, team events and activities, and other costs incurred to operate the volleyball program.

Article IV-Officers and Elections

1. The following Officers shall be elected from among the members of the Girls Volleyball Booster Club membership in accordance with Section 2 of this Article. These elected officers shall comprise the Executive Board.

President
Secretary
Treasurer
VP of Fundraising
VP of Activities
VP of Media
Ex-officio-Coach (non-voting)

2. The Executive Board will appoint a Nominating Committee consisting on one parent from each team (Preferably the current Team Parent). The Coach and the outgoing President will also be on the Nominating Committee. The nominating committee will solicit booster members they deem are able and willing to accept and carry out the duties and responsibilities of each office. The nominating committee shall present the slate of officer candidates to the members of the organization at the regularly scheduled meeting in November and additional nominations may be made from the floor. Elections will be held at the November Booster Club meeting with the nominating committee presiding over the election. Officers are elected by a majority of the votes present at the meeting.
3. Officers shall serve for a term of one year ending at the end of the volleyball season which is usually in November.
4. No officer shall be eligible to hold the same office for more than two years.
5. No officer can hold more than one Executive Board office at one time but officers are allowed to serve on any committee.
6. Newly elected officers shall assume their duties on December 1st.
7. A vacancy in any office shall be filled for the remainder of the unexpired term by a person selected by the Executive Board.
8. Officers shall not be related by blood or marriage or live in the same household.

Article V-Officer Duties

President:

- Plan, coordinate, and preside at all monthly booster club meetings and Executive Board meetings.
- Prepare meeting agendas and send to all booster club members.
- Work with the coach and Treasurer to prepare budget and strategic plans.
- Monitor the budget by reviewing monthly financial reports and bank reconciliations from the Treasurer.
- Liaison between parents and coach.
- Provide guidance to other board members and committees to clarify their roles and make sure the club's agenda and objectives are implemented.
- Hold officers, committee chairs, and team moms accountable for their responsibilities.
- Approve all expenditures before payment.
- Approve "Scholarship" players.
- Act as ex-officio (non-voting) member of all committees.
- Sign checks.
- Attend Super Booster Meetings.
- Review and amend bylaws as needed.
- Review and modify calendar of activities as necessary.

Secretary:

- Record the minutes of the booster and executive board meetings.
- Submits meeting minutes to be posted to the website.
- Maintains and archives minutes for all meetings.
- Prepares and maintains team rosters and parent rosters.
- Sends out communications to the booster members i.e. booster meetings, fundraisers, special events, game schedules, etc.
- Attends to all booster club business correspondence.
- Maintains and archives the official records of the booster club.
- Provides list of officers to Super Boosters.

Treasurer:

- Handles all monetary receipts and makes deposits in a timely manner.
- Pays approved invoices timely.
- Provides cash controls for snack bar and other cash transactions.
- Maintains Cash Box.
- Process expense reimbursements.
- Coordinate signatories at the bank. (Treasurer, President, VP, Super Boosters Treasurer)

- Order bank supplies as needed.
- Prepare the budget with the assistance of the President and Coach.
- Revise budget if necessary.
- Prepare monthly financial statements and bank reconciliations.
- Present Treasurers Report at each booster meeting.
- Prepare Actual to Budget Analysis monthly and inform President immediately of material discrepancies.
- Prepare annual financial statements and submit to Super Boosters.
- Attend Super Boosters meetings.

Vice Presidents:

- Chair various committees as determined by the Executive Board.
- Provide committee reports to the boosters at regularly scheduled meetings.
- Keep the President informed of committee activities, questions, concerns, or issues.

Article V-Committees

Committees may be formed to assist in implementing the booster club's duties and responsibilities. The Executive Board may appoint a Chairperson for each committee if no one volunteers. Chairpersons will hold the title of Vice President of their respective committee. Current committees consist of Fundraising, Media, and Activities. The Chairperson may solicit as many volunteers as needed to perform the duties of their committee.

Committees may be deleted or added by the Executive Board as they deem appropriate.

In case of resignation or termination, each chairperson shall turn over to the President without delay all the books and records and other material pertaining to the chairperson's committee and shall return to the Treasurer without delay all funds belonging to the organization.

See Exhibit A for a list of current committees and sub-committees and a description of their duties. Exhibit A may be amended from time to time as necessary, separately from these bylaws, to reflect the club's most current committees.

Article VI-Conduct of Business

1. The organization's meeting shall be held once a month on a consistent day and time during all 12 months of the year. The Executive Board has the authority to cancel a meeting if it is

- their opinion that no new business exists or no other matters need to be brought to the floor for the booster members to consider.
2. Meeting dates and times should be published on the team website.
 3. Notice of any change in time or date of a regularly scheduled meeting must be given to the entire membership at least 5 days in advance.
 4. The Booster club's meeting in November shall be the annual election meeting at which time officers shall be elected. Members should be given at least a 30 day notice before an election meeting.
 5. The annual budget requires review, approval, and ratification by the membership. The budget should be presented at the organization's March meeting. Members should be given a 30 day notice in advance of the budget meeting.
 6. Special meetings may be held by or called by the Executive Board to include only the Executive Board and/or the members. At least a 5 day advance notice should be given for Special Meetings.

Article VII-Executive Board

1. The Executive Board shall consist of the officers of the booster club and the VP's of any committees established by the Board. Currently the VP of Fundraising, the VP of Activities, and the VP of Media.
2. The executive board:
 - a. Shall transact necessary business between meetings of the booster club and other business referred to it by booster club members or other organizations.
 - b. May authorize the payment of the club's bills within limits of the budget approved and adopted by the members.
 - c. May authorize payment of unbudgeted bills not to exceed 10% of the total budget on a cumulative basis. Ratification of payment of these bills must occur at the next organization's meeting.
 - d. Shall create or dissolve committees as deemed appropriate to carry on the work of the organization.
 - e. Shall fill interim officer vacancies.
 - f. Shall receive a financial report from the Treasurer at each meeting.

Article VIII-Review and Amendment of Bylaws

1. These bylaws shall be reviewed annually by the Executive Board and may be amended as deemed necessary by the Board. Amendments must be presented to the members at the organization's next general meeting and ratified by a majority of the members present.

Article IX-Fiscal Year and IRS Number

1. The fiscal year of the organization begins June 1st and ends May 31st.
2. This organization is an auxiliary club of the Beckman High School Super Boosters organization, recognized as a nonprofit 501 (C) (3) organization. The Employer Identification Number is 55-0862096.

These bylaws, as completely restated as of April 2018 have been duly adopted by the organization's members this _____ day of _____, 2018.

Beckman Girls Volleyball Secretary

Exhibit A-Girls' Volleyball Booster Club Committees

As of 2018-2019 Season

1. Fundraising - Determine fundraising activities to support the goals of the program. Plan and implement fundraisers. Get necessary approvals.

- **Spirit Wear**
 - Design Summer Camp T-shirts, order, and sell
 - Design season logo
 - Order team uniforms (every other year-2019 next)
 - Determine Spirit Wear items
 - Coordinate costs with budget and the Fundraising Chair
 - Secure quotes
 - Obtain President's approval
 - Design order form for players
 - Place orders
 - Collect payments
 - Deliver Spirit Wear to players and parents

- **Snack Bar**
 - Plan menu list and price boards
 - Collect donated snack bar items from players
 - Cash box and cash control sheet (*ask Treasurer for change*)
 - Set up and tear down at home games
 - Oversee volunteers

- **Sponsorships**
 - Design and sell sponsorship packages

- **Restaurant Nights**
 - Coordinate, approve, and promote restaurant nights.

- **Stussy Sale**
 - Coordinate, approve, and promote Stussy parking lot sale.

- **Registration**
 - Set up table and sell something at school registration
 - Determine what to sell
 - Coordinate work schedule

- **Season Yearbook/Memory Book**
 - Coordinate the publication and sale of the Season Yearbook

- **Other (?)**

2. Activities

- **Welcome Picnic**
 - Secure date
 - Secure Settlers Park
 - Plan agenda
 - Create Snack Bar Volunteer list
 - Solicit and assign a Team Parent to each team
 - Plan and execute team activities
 - Coordinate picnic communications with Secretary

- **Pink Ribbon and Tru Blu Games**
 - Secure dates (Oct)
 - Coordinate with ASB Sports Commissioner
 - Order Pink T-shirts and accessories (coordinate with Spirit Wear Committee)
 - Pass out pink t-shirts to players

- **Travel Tournaments**
 - Secure lodging
 - Secure transportation if needed
 - Plan and coordinate team dinners
 - Plan and coordinate team camps
 - Plan and coordinate breakfasts and lunches
 - Plan team events
 - Communicate travel plans, game times, and locations with players and parents
 - Enlist other parent helpers if needed

- **Senior Night**
 - Secure date and approve with ASB
 - Order balloon arch from ASB
 - Flowers for Mothers and Players
 - Write introduction scripts
 - Senior gifts
 - Senior letters from underclassmen (to be read at the banquet)
 - Senior speeches (to be read at the banquet)
 - Pictures / Picture stands

- **Banquet**
 - Secure date
 - Secure location
 - Plan agenda and enlist parent helpers
 - Determine menu
 - Decorations
 - Determine charge to parents
 - Program / Theme
 - Pictures
 - Banners
 - Communications and preregistration
 - Slide show presentation

- **Pancakes for Patriots**
 - Coordinate with Coach and boys team
 - Collect list of incoming freshmen
 - Sell Spirit Wear

- **Summer Camp**
 - Coordinate with Coach
 - Assist with registration and check in
 - Pass out program information sheet
 - Sell Spirit Wear

- **New Ideas for 2018-2019**
 - Parent Tailgate Party
 - Alumni Game

3. Media

- **Website**
 - Maintain team calendars
 - Update rosters
 - Post news, updates, pictures
 - Post the game results
 - Upload Sponsors Logos
 - Maintain links and contacts
 - Post booster meeting minutes
 - Post meeting notifications
 - Post forms and bylaws

- **Social Media**
 - Maintain Facebook, Instagram, and Twitter accounts

- **Photography / Banners**
 - Photos for gym banner
 - Roster board for the gymnasium
 - Sponsor banner(s)
 - Team pictures

4. Nominating Committee

- Solicit interest from boosters for serving as officers
- Collaborate and approve a slate of officer candidates
- Prepare voting ballots
- Count votes and announce new officers

5. Other

Team Parent:

- Follow up with parents on outstanding Spirit Wear orders/funds.
- Communicate with team regarding game times, events, transportation, etc.
- Plan team bonding event.
- Communicate problems, if any, with the coach or appropriate board member.
- Attend all booster club meetings.