

Willis Volleyball Booster Club

Constitution and By-Laws

Article I – Organization Name

The Name of the organization shall be the Willis Volleyball Booster Club, herein referred to as “The Volleyball Booster Club”.

Article II – Purpose

(a) The Willis Volleyball Booster Club shall operate as a not-for-profit organization with its primary function and purpose to assist and support the volleyball program of Willis High School.

This will include but not be limited to:

1. Increasing school spirit and sportsmanship among students, faculty, staff, administration, parents, and the community at large,
2. Fostering and promoting the general welfare of student athletes, and
3. Raising money and promoting the general welfare through various activities deemed proper to support the purposes of the club

(b) The Volleyball Booster Club will do nothing to violate the rules of Willis High School, the policies of the Willis School System, or any other scholastic organization of which Willis High School is a member.

(c) The Volleyball Booster Club will operate in full support of the school principal and volleyball coaches at Willis High School. At no time will the Volleyball Booster Club make recommendations or become involved with the day-to-day operations of the school athletic programs. At no time will it be the organization’s purpose to interfere with the policies, methods, eligibility requirements, or other practices of the Willis High School athletic department or administration.

Article III – Membership

(a) Membership of the Volleyball Booster Club shall be extended to the following:

1. Each parent or guardian of current sub varsity and varsity volleyball players of the Willis High School volleyball program,
2. Former players and/or parents or guardians of former players,
3. Other members of the community interested in the health and improvement of the Willis High School Volleyball Program, and
4. The Principal of Willis High School or their designee as well as Willis Faculty Volleyball Coaches.

(b) Members of the Volleyball Booster Club from category 4 of this section shall be exempt from paying dues, and shall have no voting privileges

(c) No member of the Willis High School or any Willis ISD faculty, administration, or staff may the office of President or Treasure.

(d) The Board of Directors shall be entitled to grant membership to any other persons the Board deems desirable, without payment of any dues. Persons who are granted membership under these conditions shall be non-voting members and will not be eligible to hold elective office or serve as a chairperson of any committee.

(e) Dues are as follows:

1. Annual dues, proposed by the Board of Directors and confirmed by the Volleyball Booster Club, shall be per player.

(f) The membership year shall run from August 1st until July 31th of the following year.

Article IV – Voting Rights, Voting Procedure, and Notice

(a) Voting Rights and Procedures

1. Voting shall be herein distinguished between general voting (including but not limited to election of officers and board members as well as standard business and motions) and Amendments (revision or replacement of the by-laws).
2. Only members in good standing shall have the right to vote on Volleyball Booster Club business. Voting membership is reserved to the parents and guardians of the volleyball players with each player getting a single represented vote.
3. In general voting, a simple majority shall carry the vote.
4. In voting on the revision or replacement of the by-laws, a two-thirds majority shall be required to carry the vote. Revisions or amendments can be passed with a majority vote by the Board of Directors after proposed revisions and/or amendments have been presented to the general membership prior to voting by the Board of Directors.
5. At all meetings of the membership, there shall be no transaction or resolution of business without the favorable vote by a majority of the voting members of the Volleyball Booster Club membership present at the meeting or represented in proxy. A quorum shall be declared by the secretary if voting members in good standing from eight (8) families of current members of the Volleyball Booster Club are present or represented by proxy.
6. A quorum of the Board of Directors, consisting of a majority of the members of the Board, must be present for voting purposes at Board meetings.
7. Voting at a meeting of members shall be by a show of hands except where a ballot is demanded by a member either before or after a vote by show of hands. Voting on any contested election of officers shall be by ballot.
8. Voting by proxy shall be allowed. The general proxy of any member in good standing may only be voted by another member in good standing. All proxies shall be in writing, and shall be submitted to the secretary at the beginning of the meeting. Any proxy shall be valid only for one meeting and shall count toward determination of a quorum.

(b) Notice

1. Notice for all meetings shall be made via email communication, school correspondence or web site posting or social media.

Article V – Election

(a)

(a) Persons interested in holding an office in the Volleyball Booster Club shall contact the volleyball head coach by July 15th to be considered for a board position in the following season. Board of Director candidates may be subject to an interview by team and/or school representatives. The volleyball head coach also has the authority to solicit candidates at their discretion. At the first Volleyball Booster Club meeting of the year, the head coach will present

the slate of officers for vote by the general body. The slate of officers will be approved by a plurality vote.

(b) Should the head coach not be available to complete a slate of officers, the existing Board of Director members may offer a slate of candidates for vote at the first meeting of the year.

Article VI – Officers

(a) Members of the Volleyball Booster Club may vote on and elect other members to become officers of the Volleyball Booster Club. Those positions shall be titled President, Vice President, Secretary, and Treasurer. Team Parents are non-voting board positions and will be filled at the discretion of the head coach and Board of Directors.

1. President:

- a. The President shall be the active head of the organization and subject to the decisions of the Board of Directors and Membership and shall have general control and management of all its activities and affairs.
- b. Shall preside at all meetings,
- c. Shall make all other appointments that are required, and assign chairmanships for standing or other special function committees.
- d. Shall ensure yearly taxes forms are completed by May 1st or as deadlined by the IRS each year, and if not completed, shall be responsible to complete and file.
- e. Shall be one of two people on the Volleyball Booster Club bank account.
- f. Shall be responsible for ensuring compliance with UIL and WISD guidelines and that all necessary paperwork is filed according to WISD and Willis High school guide lines.

2. Vice President:

- a. The Vice President shall assist the President at all times with respect to special assignments or committees and in the absence, inability or resignation of the President, the Vice President shall assume the duties of the President.
- b. Shall be the responsible party for the official Volleyball Booster Club website.
- c. Shall assist the head coach with any spirit wear or materials as requested.
- d. Shall assist the head coach with any social media needs as requested.
- e. Shall be responsible for the business sponsorship setup and continued support of offered benefits to the donating business partners.
- f. Shall oversee fundraising committees as needed.

3. Secretary:

- a. The Secretary shall keep a record of all proceedings of the meetings and shall keep all non-financial records of the organization, issue notices of meetings and submit minutes of the previous meeting of the Board of Directors and members for approval, as well as general communication to members.
- b. Shall maintain the official membership list with all contact information with team distribution lists
- c. Shall assist the head coach with any meals arrangements for the team as requested

4. Treasurer:

- a. The Treasurer shall assume direction of all financial matters.
 - b. Shall keep a record of and have custody of all funds of the organization.
 - c. Shall keep a record of all monies received and paid out and all vouchers and receipts thereof.
 - d. Shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers and members and be available for monthly review meetings with head coach and/or Willis High school representative
 - e. Shall be responsible to file tax returns by May 1st or as deadlined by the IRS. Notification of completion of Tax submission will be provided to President and head coach at the time of filing.
 - f. Shall be responsible for financial reports and other information that is deemed necessary for meetings.
 - g. Shall be one of two people that are approved to be on the Volleyball Booster club bank account.
5. Team Parent (up to 4) position
- a. Each volleyball team will have one parent representative and will be determined at the first Volleyball Booster Club meeting of the year.
 - b. Responsible for dissemination of any communications from the Volleyball Booster Club or coaching staff as needed.
 - c. Coordination of team food for tournaments
 - d. Assist in the collection of any outstanding Volleyball Booster Club fees
 - e. Assist with follow-up on committee member interest from team member's parents.
 - f. Assist with fundraising committees as needed.
 - g. **Varsity only** – coordinate and schedule weekly district pre-game meal nights.

(b) Officers shall serve a term of one year.

(c) Officers shall serve no more than three consecutive terms in one position.

(d) Officers elected at the beginning of the season will serve starting at the beginning of the fiscal year (August 1st) through the end of the next year (July 31st). An officer appointed outside the normal election to replace one who cannot continue serving will start service immediately upon appointment and will serve until the end of the fiscal year.

Article VII – Board of Directors

(a) The administrative body of the Volleyball Booster Club shall be the Board of Directors. The Board of Directors of the Volleyball Booster Club shall consist of the officers of the organization plus a non-voting representative of the Principal of Willis High School (typically the Varsity Volleyball Coach).

(b) The Board of Directors shall be authorized to name any standing committee or special committee as it shall judge necessary. The Board will also appoint Committee Chairs who will then become non-voting members of the Board of Directors, for specific support committees and operating groups within the Volleyball Booster Club. These committees will change and expand as the business dictates. Committee Chairs must be active members in good standing of the Volleyball Booster Club.

(c) The Board is the sole authority for interpretation of these Bylaws and the decision of the Board upon any question of interpretation, or upon any matters affecting the association and provided for by these Bylaws and regulations made there under, shall be binding on all the members.

(d) If there are no members of the Board, any ten members of the Volleyball Booster Club may call a meeting and elect Directors for the purpose of serving as a nominating committee and for calling a general meeting to elect members of the Board.

(e) In the event of a Board vacancy other than the President, the volleyball head coach will nominate and the Board will approve a person to fill the vacancy until the next general election.

Article VIII – Calendar and Meeting Information

(a) The Volleyball Booster Club shall operate on a fiscal year that runs from August 1st - July 31th of the following year.

(b) An annual general and organizational meeting of the Volleyball Booster Club membership shall occur during each year. If not accomplished during the July meeting, a general meeting to consider the budget shall be held prior to the end of May each year.

(c) Additional general meetings of the Volleyball Booster Club shall occur as determined by the President or when requested to do so in writing by at least ten percent (10%) of the voting members. Meetings shall be open to the public.

(d) Subject to the presence of a quorum, all business conducted at the annual general meeting, any general meeting, or a specifically called meeting shall require a simple majority vote to pass a resolution.

(e) The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which these are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Club may adopt.

(f) All meetings will be held at Willis High School, unless an alternate location is set by the Board of Directors at least ten (10) days in advance and due notice is given to all members.

Article IX – Finances

(a) The Treasurer will prepare a yearly budget

(b) The Board of Directors will establish prudent, written money-handling practices of the Volleyball Booster Club and review these practices each year. Each member that has responsibility for handling, collecting or depositing funds for the Volleyball Booster Club will be given a written copy of these policies. Such members shall also be bonded. The Treasurer shall oversee adherence to these policies.

(c) The Treasurer shall make the following special reports:

1. At the general organizational meeting in July, projections for the current year.
2. At the Final year end meeting, an estimate on the prior year's financial matters.
3. A budget shall be presented and voted on as soon as possible after the general organizational meeting in July.

(d) All Funds of the Volleyball Booster Club must be deposited in the Volleyball Booster Club's bank account.

(e) All disbursements from the Volleyball Booster Club bank account must be issued by check, credit card, or approved financial application such as Venmo and shall be properly documented.

(f) All checks issued from the Volleyball Booster Club bank account over the amount of one hundred dollars shall bear the signatures of the President and the Treasurer. In the event of the unavailability of the President, a check may be issued bearing the signatures of the Vice President and the Treasurer.

(g) Any and all financial obligations incurred by the Volleyball Booster Club shall be solely that of the Volleyball Booster Club.

(h) Appropriate tax forms shall be submitted by May 1st for each year, or 15 days prior to the IRS required filing date. Failure to complete and file taxes will result in loss of non-profit status and a significant cost to organization. It is the responsibility of the Treasurer to file the taxes, and notify the President and head coach upon the submission. If the Treasurer is unable to, or fails to submit the tax forms by the May 1st deadline, the President shall submit the tax forms in the following 7 days and before the IRS deadline.

(i) All fundraising events must comply with Willis High School and WISD mandates. These mandates stipulate the number of approved events each year and filing instructions.

Article X – Dissolution of the Volleyball Booster Club

In the event the Willis Volleyball Booster Club dissolves, all club funds and property will become the property of Willis High School. When deposited in a school account, the Volleyball Booster Club relinquishes all control of these funds.

Article XI – Effective Date of By-Laws

The Constitution and By-Laws shall be effective upon adoption, which occurred August 3, 2019.

Revisions – List of changes and effective dates of By-Laws

1. July 31st, 2023 –
 - a. Removal of term “Ladykat” from document as WISD no longer differentiates teams as “Ladykat” and “Wildkat”.
 - b. Article 3,
 - i. Section a, part 4 – added “or their designee” for clarity
 - ii. Section c – added clarification on offices WISD employees cannot hold due to policy change in the 2023-2024 season.
 - c. Article 4
 - i. Section a, Part 4 – clarification of rules for amending or changing by-laws.
 - d. Article 5
 - i. Section a – rewrite to rules for selection and voting of Board positions to give more authority to the head coach for selecting slate of officers to vote on by organization. This mimics more of the process used currently.
 - ii. Section b – contingency if head coach is unavailable to nominate board member slate.
 - e. Article 6

- i. Section a – removed fundraiser chair as position was no longer being filled and duties moved to other board member duties.
 - 1. Part 1 – added details to the tasks of the President
 - 2. Part 2 – added details to the tasks of the Vice President
 - 3. Part 3 – added details to the tasks of the Treasure
 - 4. Part 4 – added details to the tasks of the Secretary
 - 5. Part 5 – removed position of Fundraiser chair, added details on the position of the Team parent and the associated tasks.
- f. Article 7
 - i. Section e – added authority for the head coach to nominate replacement board members if position is vacated.
- g. Article 9
 - i. Section e – added verbiage to allow financial applications to be utilized by the organization.
 - ii. Section h – new section detailing instructions for tax form filing and timing with contingencies for responsibilities to ensure the forms are filed.
 - iii. Section I – new section for fundraising requirements from WISD administration.
- h. Ratified by General membership Vote on 8-3-23