

# **WILDCAT VOLLEYBALL BOOSTER CLUB, INC**

## **BYLAWS**

---

### **ARTICLE I – ORGANIZATION**

This organization shall be a non-profit, incorporated Wildcat Volleyball Booster Club, unless state laws require differently.

**Name of the organization:** Wildcat Volleyball Booster Club

**School Name:** Booker T. Washington High School

**School Address:** 6000 College Parkway, Pensacola, FL 32504

### **ARTICLE II – PURPOSE**

The Wildcat Volleyball Booster Club exists to broaden the involvement of students, students' families, and the school faculty/staff in the Wildcat Volleyball program. To achieve this goal, the Booster Club encourages the active participation of as many parents as possible in the Booster Club program and works closely with the volleyball coaches, the athletic director, and the principal of Washington High School.

- To support, promote, and maintain a high standard of integrity and good sportsmanship in the volleyball program.
- To foster and promote good will and fraternal spirit among the Booster Club members.
- To promote and encourage better attendance at all volleyball activities by the parents, friends of athletes, students, and faculty/staff of the high school.
- To promote and encourage more young women to get involved in volleyball, either as an active participant or as a volunteer assistant (e.g., manager, statistician)
- To raise funds to assist the volleyball program through concession stand sales, selling of advertisements, donations, or any other legitimate method as determined by the Executive Board.

### **ARTICLE III – BOOSTER CLUB MEMBERSHIP**

#### **Section 1 – General Membership**

Parents and/or guardians of present student athletes participating in the Booker T. Washington High School volleyball program shall be eligible for membership in the Wildcat Volleyball Booster Club.

## **Section 2 - Coaches**

The Head Varsity Volleyball Coach shall be an ex-officio, voting member of the Booster Club and the Executive Board of the Booster Club. Other active Booker T. Washington High School volleyball coaches shall be ex-officio, non-voting members of the Wildcat Volleyball Booster Club.

# **ARTICLE IV – EXECUTIVE BOARD**

## **Section 1 – Membership**

The Executive Board shall consist of a President, Vice President, Treasurer, Secretary, and Head Varsity Volleyball Coach. Membership may also include standing or special committee chairpersons and other officials as the President may appoint from time to time.

## **Section 2 – Appointment of Officers**

Officers will be appointed annually by the Head Varsity Volleyball Coach.

## **Section 3 – Terms**

Officers shall serve for one year and not for more than four years consecutively.

## **Section 4 – Installation**

Installation of officers occurs at the first Executive Board meeting, at which time the new officers shall take over their duties in all matters affecting the next school year.

## **Section 5 - Officer Removal and Resignation**

The Board may remove an officer at any time, with cause, by majority vote. Any officer may resign by giving written notice to the Board. As determined by the Board, the resignation will take effect on the date of receipt of the notice or as specified in the notice. The Head Varsity Volleyball Coach will appoint a new officer to fill the vacancy.

## **Section 6 – Executive Board Duties**

The duties of the Executive Board shall be as follows:

- To transact necessary business in the intervals between Wildcat Volleyball Booster Club meetings and other business as referred by the Wildcat Volleyball Booster Club.
- To create standing and special committees, as needed.
- To approve the work plans of all committees.
- To present status reports at the regular meetings of the Booster Club.
- To prepare a budget for the fiscal year and submit the budget to the Booster Club for approval.
- To manage approved expenditures and bills within the limits of the budget.
- To review and update Booster Club bylaws annually.
- To present the bylaws to the Booster Club members for approval, if there are changes.
- To forward the annual budget and the annual financial audit of the previous year to the Vice-Principal of Facilities.

## **Section 7 – Meetings**

The first meeting of the Executive Board ordinarily occurs in June. At the first meeting, all annual reports shall be presented. The retiring officers shall transfer all books and documents belonging to the Wildcat Volleyball Booster Club to the new administration and advise the new administration as to the status of the affairs of the Booster Club.

Regular meetings of the Executive Board shall be held at least monthly during volleyball season. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board members.

### **Section 8 – Quorum**

A majority of the Executive Board members shall constitute a quorum.

### **Section 9 – Voting**

Motions will be passed with a majority vote of the Executive Board membership. The President will be the tie breaking vote, if needed. Votes can be registered by proxy or other methods of communication.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 1 – President**

It shall be the duty of the President to preside at all regular and special meetings and all Board meetings. The President shall perform all duties of the office and shall be an ex-officio, voting member of all committees. The President shall also sign all contracts, subject to the approval of the Executive Board. The President shall have meetings with the Head Varsity Volleyball coach, school principal, and athletic director, as needed.

### **Section 2 – Vice President**

The Vice President shall act as President, in the event of his/her absence or incapacity and shall assume his/her duties for the balance of his/her term unless replaced by the Head Varsity Volleyball coach. The duties of the Vice President shall be determined by the Executive Board.

### **Section 3 – Secretary**

It shall be duty of the Secretary to keep a record of all regular and special meetings, and all Board meetings. All meeting minutes shall be forwarded to the Vice Principal of Facilities. It shall be the duty of the Secretary to handle the formal correspondence of the Wildcat Volleyball Booster Club, keep a list of membership contact information (e.g., email addresses, phone numbers), and send out notices and special letters, as determined by the Executive Board. The Secretary shall retain all monthly bank statements. The Secretary shall retain other Booster Club documents, as determined by the Executive Board.

### **Section 4 – Treasurer**

It shall be the duty of the Treasurer to receive all monies paid to the Wildcat Volleyball Booster Club and deposit same in a place approved by the Booster Club. The Treasurer shall keep an accurate and detailed accounting of all monies received and paid out. The Treasurer shall prepare and file reports and returns required by all governmental agencies, e.g., taxes and Florida non-profit, tax-exempt form. The Treasurer shall disburse the funds of the Wildcat Volleyball Booster Club only for purposes approved by the Executive Board. The Treasurer shall present a statement of the financial account at all Executive Board meetings and shall provide a full report of the account and proposed budget at the annual Booster Club meeting.

## **ARTICLE VI – BOOSTER CLUB MEETINGS**

### **Section 1 – Annual Meeting**

The annual meeting of the Wildcat Volleyball Booster Club shall be held once a year, normally in August before the beginning of volleyball season, unless otherwise specified by the Executive Board. Communication by the Executive Board shall be conducted via e-mail to all members of the Booster Club.

### **Section 2 – Special Meetings**

Special meetings shall be called by the Executive Board, as needed.

### **Section 3 – Quorum**

A quorum shall consist of a majority of the voting-eligible Booster Club members and a majority of the Executive Board members.

### **Section 4 – Voting**

Motions will be passed by a majority vote of members who are present at the meeting.

## **ARTICLE VII – STANDING AND SPECIAL COMMITTEES**

### **Section 1 – Purpose**

The Executive Board may create standing and special committees, as needed, to promote the objectives and carry on the work of the Wildcat Volleyball Booster Club.

### **Section 2 – Membership**

Members and chairpersons of such committees will be appointed by the Executive Board. The term of each chairperson shall be one year, or as determined by the Board. The President shall be an ex-officio, voting member of all committees.

### **Section 3 – Work Plan Approval**

The chairperson of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

## **ARTICLE VIII – PROPERTY RIGHTS**

Membership in this Wildcat Volleyball Booster Club shall not title or vest any of the Booster Club members with any property rights or rights having monetary value, except in situations approved by the Executive Board as reasonable compensation for services rendered or products provided.

## **ARTICLE IX – PROHIBITED ACTIVITIES**

### **Section 1 – School Policy**

At no time should the Booster Club make recommendations or become directly involved in the day to day operation of the school athletic program. The Booster Club serves only to support the school volleyball program and has no involvement in or influence on policy established by the school principal or athletic director.

### **Section 2 – Political Activity**

The Booster Club will not attempt to influence legislation or be involved in political campaigning activities or other activities prohibited by the organization's non-profit, tax-exempt status.

## **ARTICLE X – DISSOLUTION OF BOOSTER CLUB**

Property and/or monies collected by the booster club reverts to the internal funds account of the B.T. Washington High School Volleyball Team upon dissolution of the Wildcat Volleyball Booster Club.

## **ARTICLE XI – FINANCIAL POLICIES**

- The Head Varsity Volleyball Coach and President shall be able to approve disbursement of funds up to \$500.00 without other officer approval. Any amount greater than \$500.00 shall be voted on by the Executive Board.
- The Executive Board will authorize three Board officers as signatories for the Wildcat Volleyball Booster checking account. A Board officer, without signatory authority, will be designated to receive the monthly bank statements. Escambia County School District employees and the Head Varsity Coach shall not be authorized to sign checks. Persons authorized to sign checks shall not be related or reside at the same address.
- Two signatures of authorized Board officers shall be required on all checks. A Board officer can not sign or co-sign a check that is payable to him or her.
- For home volleyball games, the accounting of monies collected for tickets and at the concession stand must each be signed off by two Booster Club members at the end of the night. A report will also be completed to summarize all monies received at each home volleyball game.
- An annual audit of the Booster Club financial accounts and information shall be completed by an individual (not the Treasurer) or committee assigned by the President.
- Any allegations of misuse or misappropriation of funds shall be reported by the Executive Board to the school athletic director. The athletic director will contact the principal and school district superintendent, as needed. Local law enforcement will be notified as appropriate.
- The Booster Club fiscal year is January 1 through December 31.

## **ARTICLE XII – DOCUMENT RETENTION**

Documents of the Booster Club shall be retained as follows:

- Board and committee meeting minutes - at least 3 years.
- Financial information and tax records - at least 7 years.
- Audit reports, bylaws, articles of incorporation, IRS forms - permanently.

## **ARTICLE XIII – ACCOUNTABILITY**

All Board and committee meetings, minutes, and documents shall be open to the public, except where the Executive Board passes a motion to make any specific portion confidential.

## **ARTICLE XIV – BYLAWS**

The Executive Board shall review the bylaws annually and suggest amendments as needed. Any additions, changes, or deletions shall be presented for approval by the Booster Club members.