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### **ARTICLE 1--NAME**

The name of the organization shall be the Huntsville High School Volleyball Boosters, Inc, an Alabama Non-Profit Corp, 501 (c)3 Tax Exempt. Operating under Tax ID# (Pending IRS Application Approval)

### **ARTICLE II--PURPOSE**

This organization is formed exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code. The purpose of this non-profit organization is to stimulate interest, provide support, and to instill the pursuit of academic and athletic excellence in the participants of the Huntsville High School Volleyball program at Huntsville High School, Huntsville, AL.

### **ARTICLE III--OPERATIONAL LIMITS**

These Bylaw articles supersede all prior organizational bylaws, agreements, operational processes stated, implied or assumed as a result of prior business practices.

No part of the net earnings of this organization shall inure to the benefit of, or be distributed to, its members, officers or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered. Any personal expenses incurred may be reimbursed with proof of expenses incurred via invoice and/or receipt and managed by the Treasurer for a minimum of three years from the date of the invoice/receipt.

No part of the activities of the organization shall endeavor to influence legislation or involve participation in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these Articles, the organization shall not participate in any other activities that are not permitted to be carried out by a non-profit organization exempt from the Federal Income Tax under Section 501(c)(3) of the Internal Revenue Service Code.



All activities of the organization shall be compatible with the policies and program objectives established by the appropriate officials and employees of the school district, and/or governing bodies of the Alabama High School Sports Association (AHSSA).

#### **ARTICLE IV--MEMBERSHIP**

Anyone interested in aiding, improving and supporting the Huntsville High School Volleyball Booster Club is eligible for membership. Eligible persons shall become members via recommended donation levels to support the non-profit and funding the recommended membership donations as determined each year NLT 30 Apr of the calendar year of the upcoming season.

Upon receipt of recommended donations levels, as required to sustain this non-profit entity, a member shall be considered in due standing and shall be entitled to any and all rights and privileges of membership.

Voting members shall be those members who are the parents or legal guardians of a student athlete on the Huntsville High School Volleyball team (Varsity, Junior Varsity or Freshman Team). Voting membership shall be given to no more than two votes per student athlete.

#### **ARTICLE V--EXECUTIVE BOARD**

Any Huntsville High School Volleyball Booster member in good standing is eligible to serve on the Executive Board. The Executive Board shall be comprised of the following officers: President, Treasurer, Secretary, Fundraising Chairperson and Tournament Chairperson.

Officers shall be elected at the last general business meeting at the end of each season or at the first team meeting the following season which shall be conducted not later than 15 Apr to allow for proper cross training between incoming and outgoing officers.

Newly elected officers will take office immediately and serve for a period not to exceed 365 calendar days from election. An individual may serve up to three consecutive terms in any one position but must be reelected annually. An individual may serve up to a cumulative of 5 years in any variety of officer positions and then must take a one year leave of absence before being considered for an elected officer position.



The nominating committee shall consist of the previous season's Executive Board who shall name a slate of officers and the floor will also be open for nominations as the first order of business at the parent meeting for the upcoming season.

A candidate's consent, verbal or email in the event said individual is unable to attend the election event. But candidate consent must be obtained prior to placing his or her name in nomination.

The officers will be elected by a simple majority vote of the membership present.

Should an office become vacant before new elections are held, the Executive Board shall appoint a member in good standing to assume the office for the unexpired term. A member in good standing is one whose annual dues are current without litigation pending involving the Huntsville City School System or other legal pending action that may present a conflict of interest as determined by the current elected officers.

The officers and their respective duties are as follows:

**President:**

It shall be the duty of the President to maintain a line of communication between coaches, parents, students and administration, to preside over all business meetings and to

- (1) direct / in coordination with other officers, assign actions of other Officers, committees, and volunteers
- (2) to prepare an agenda for each business meeting,
- (3) to appoint special committee chairpersons,
- (4) to sign and authorize all instruments which the organization authorizes to be executed,
- (5) to assist in the formulation of an annual budget
- (6) and in general, to perform all duties required of the office of President.

**Treasurer:**

It shall be the duty of the Treasurer to

- (1) prepare an annual draft budget,



- (2) to receive and/or deposit all monies of the organization,
- (3) to keep records of receipts and expenditures for a minimum of three years in a digital format
- (4) and to pay out funds only as authorized by the Officers,
- (5) to prepare monthly reports of monies received and disbursed and,
- (6) to distribute said reports monthly ~ within 7 calendar days of a banking statement closing via email to all HHS Volleyball Boosters Inc Officers and/or posting to a shared common drive such as "DropBox" for review.
- (7) shall coordinate the annual and/or as required filing of any necessary tax forms with a designated accountant to continue the organization's nonprofit 501(c)3 status.
  - Checks may be signed by the following officers: Treasurer, President or Secretary.

**Secretary:**

It shall be the duty of the Secretary to perform but not limited to:

- (1) Maintain and record the minutes of all Club proceedings and post to the HHS webpage digital repository within 96 hours of a meeting
- (2) To handle all correspondence (thank you notes, invitations, acknowledgments, etc.),
- (3) Request agenda items,
- (4) To maintain an email list of all parents,
- (5) To see that all notices are given in accordance with these bylaws, or as required by law,
- (6) To be the custodian of the records of the organization, and in general, to be perform all duties incident to this position.
- (7) The Secretary shall also be responsible for oversight, maintenance and updating of the organization's website and social media outlets. The secretary is not required to be a "computer programmer" but merely to update online the text information on the HHS Webpage.

**Fundraising Chairperson:**

It shall be the duty of the Fundraising Chairperson to:



- (1) solicit and oversee fundraising projects to enable players to facilitate methods to empower them to meet donation requirements to fund the non-profit program and/or to perform any duties attendant thereto that may be assigned by the President or the Executive Board.
- (2) Fund raising events shall be on a twelve-month annual and recurring basis, with one fund raising event ~monthly to support the HHS Volleyball Booster, Inc. non-profit organization

**Tournament Chairperson:**

It shall be the duty of the Tournament Chairperson to organize and oversee any tournaments sponsored by this organization.

**ARTICLE VI--NON-OFFICER DESIGNATIONS**

Various non-officer positions shall be designated and filled by majority vote of the Executive Board. Those positions include but are not limited to the following:

**Junior Varsity Representative:**

It shall be the duty of the Junior Varsity Representative to maintain communication with all JV players and their parents, to involve JV parents and assist in Booster club activities and to coordinate transportation to all JV games and tournaments.

**Concessions Chairperson:**

It shall be the duty of the Concessions Chairperson to

- (1) organize, schedule and oversee all concession opportunities including all home games and tournaments.
- (2) In addition, the Concessions Chairperson shall be responsible for purchasing and maintaining all inventory to be sold and to ensure that the concession area is properly cleaned and the inventory secured.
- (3) Accountability of funds via the Square payment system

**Banquet and Hospitality Chairperson:**



It shall be the duty of the Banquet and Hospitality Chairperson to coordinate and organize Varsity Senior Night and the End of the Season Banquet.

These duties shall include but are not limited to,

- (1) Selection of venue not later than 31 Jul due to the high demand for space in the Nov time frame as the season concludes in Oct-Nov annually
- (2) organizing the program/events to include player recognition; senior recognition, other per coordination with Booster Officers and Head Volleyball Coach,
- (3) coordination of meeting space to host said events,
- (4) printing and sending invitations,
- (5) menu, decorating et al.

**Public Affairs / Marketing and Promotion Chairperson:**

It shall be the duty of the Publicity Chairperson to make known the HHS Volleyball Program exists for the benefit of students in their pursuit of academic and athletic excellence. Other volunteers will assist, but the Chairperson leads the efforts is the intent. Actions shall include but not limited to:

- (1) Publications. Publication in local media feature articles of the HHS Volleyball Program such as the periodicals 35801, Al.com, HSV Times. It is advocated to include players in the development of such articles as these in turn can be advocate as being published when completing collegiate applications.
- (2) Huntsville City Schools ETV. Coordination with the Huntsville City Schools Education Television (ETV) Communication Department for the live TV and web broadcast when Huntsville High hosts the annual season opener "Tri-Match". Additionally, this allows family members out of the area, whom donate to our program.
- (3) Community Outreach. Coordinate for the HHS Volleyball Team to conduct Community Outreach to the local schools that provide junior students to Huntsville High School and to other schools to advocate the importance of academics; to strive for excellence in all pursuits and to consider the sport of



volleyball for a life long activity.

(4) Senior Game Night. Coordinate for the event hosted during a home game to recognize the Huntsville High School Seniors and those of the opposing team.

(5) Team Activities. May include participation in but not limited to:

- a. Tinsel Trail
- b. Veterans Day Parade

(6) Promotional items. Efforts include but not limited to:

- a. Renewal of team banners in the school gym: Ceiling mounted and wall mounted.
- b. Game Day Banners installed and removed prior to and at the conclusion of games.
- c. Standing Team Banner. Install and removal of Standing Team Banner at game day ticket counter and install at the HHS Café at the end of the season.
- d. Magnetic Fall Athletic Game Schedule. Production of the magnetic schedule and distribution to other sports to include but not limited to: Volleyball, Swimming, Cross Country, Football, Basketball.
  - i. Not later than 09 Jul: Provide ~300 copies to HHS Principal for distribution at the incoming Freshman Class orientation event.

**Videographer and Photographer Chairperson:**

Duties primarily to include support for Varsity and Junior Varsity:

1. Recording of games, from a prescribed position to facilitate the integration and analysis by the Krossover Software for game analysis.
2. Uploading of games to the Krossover website within 48 hours of the conclusion of a game.



3. Assume lead in either personally or through appointment, of videotaping the games and coordinating photographs of the players and uploading pictures to the Zenolio webpage for all parents and players to access.





## **ARTICLE VII--COMMITTEES**

The Executive Board shall appoint or dissolve such special committees as it deems necessary at any time with a simple majority vote.

## **ARTICLE VIII--MEMBERSHIP DONATIONS TO SUSTAIN THE NON-PROFIT**

Donation level required. The amount of membership donations required to support the program shall be determined by the Executive Board on an annual basis and shall be for the current school year. The total program amount will be amortized over the entire number of players equally.

- (1) The donation level per player shall be provided at the first parent meeting, ~April, following the team selection.
- (2) Donation methods. Due to recurring expense that must be funded in the May-Jul time period, parents donations may be made in the following manner:
  - a. Donation. Lump Sum Support Plan. A discount for lump sum payment may or may not be extended and the Booster Officers, at the recommendation of the treasurer will vote to confirm or deny if a one time payment discount will be extended.
  - b. Donation Monthly Support Plan. A payment plan of 4 equal payments of the total due on the following schedule:
    - i. 30 Apr
    - ii. 30 May
    - iii. 30 Jun
    - iv. 30 July
  - c. Donation Payments. Player donation requirements are required regardless of the amount of funding one might assume will be raised via



fund raisers. This is required due to the upfront expenses incurred by the HHS Volleyball Boosters to include tournament registrations, travel and lodging reservations, fees for officials, etc.

- d. Reimbursement for Funds Earned via Fund Raisers. Fundraiser Funds Earned in lieu of parental donations by parents, in support of their respective player, is required regardless of funds earned via fund raisers. Once fund raising activities are completed, any proceeds due to to a parent/guardian/sponsor shall be made on/after 30 Oct – 20 Nov of the year in which paid. Payments will be made sooner if financial status of the non-profit supports.

Refunds. Refunds of any member donations shall be considered on a case by case basis by the officers. Example that may warrant a refund action is: Injury to player that precludes their play any more during the season – essentially, the player is done for the season. In the event of injury, the donations refunded will be on a prorated basis reflecting the remainder of the season of play remaining from the time the officers of the HHS Volleyball Boosters are notified in writing, email constitutes written notification.

The position of “no refunds” is not with malice. The fact is this non-profit budgets and receives funds sufficient to operate annually and a goal amount is on a per player basis. Therefore, for every player that is refunded any donations made, then a higher contribution level is then required by those remaining players with the team.

This donor amount of funding per player is required in order to meet fiduciary obligations to support the HHS Volleyball program to include but not limited to tournament registrations; payment for recurring services as reflected in the annual budget, etc. These are non-negotiable expenses and without payment, will result in our program not being able to perform selected games, tournaments, etc.

The HHS Volleyball Booster program maintains a strong fiduciary obligation to ensure funds are accounted and spent for the program. Annual costs in 2017 dollars is ~\$50-60K, this amount is amortized over the number of players that are selected to play in ~March of each year. Should a player be offered a refund then all remaining players would in turn have to incur a higher cost to absorb the loss of donations from the player who is no longer with the team.



Therefore, it is not deemed equitable to potentially continually raise donations level requirements should refunds be granted. Budget constraints drive this position of the HHS Volleyball Boosters Inc.



#### **ARTICLE IX--AMENDMENTS**

Any Article, except this Article, of these Bylaws may be amended at any meeting by two-thirds vote of the membership present after the amendment has been presented in writing to the membership by either regular mail or email to the HHS Volleyball email address of [HHSPantherVolleyball@gmail.com](mailto:HHSPantherVolleyball@gmail.com), five days prior to a scheduled meeting.

#### **ARTICLE X--MEETINGS**

Meetings shall be held at such times and locations as may be determined by the Officers. Special meetings may be called by the President, Officers, or at the written request of ten members who are in good standing.

#### **ARTICLE XI--CONDUCT OF BUSINESS**

The membership present at any given meeting shall constitute a quorum. Business can be transacted by a simple majority vote.

The rules contained in Robert's Rules of Order Newly Revised (or latest revision) shall apply in the conduct of the organization's business in all instances where applicable and where not otherwise provided in this document.

#### **ARTICLE XII--DISSOLUTION PROCEDURES**

Formal dissolution of this organization occurs after approval of the Officers and by a two-thirds (2/3) majority vote of the membership present at a general meeting.

Upon the dissolution of the organization, the Officers shall make provision for the payment of all the liabilities of the organization and for the disposal of all the assets of the organization.

Disposition of the assets of the organization shall be to an organization or organizations qualifying for Federal Income Tax Exemption under Section 501(c)(3) of the Internal Revenue Code.

Should any assets not be disposed of by the Officers, the state court of appropriate jurisdiction shall provide for the disposition of such assets to a qualifying organization or organizations.



Certificate of Secretary

I certify that I am the elected and acting secretary of the Huntsville High School Volleyball  
Booster Club and that these bylaws were duly adopted at a meeting of the Executive Board held  
on \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_