

**THOUSAND OAKS HIGH SCHOOL
GIRL'S VOLLEYBALL BOOSTER CLUB
BY-LAWS**

ARTICLE I. NAME.

The name of the organization shall be the THOUSAND OAKS HIGH SCHOOL GIRL'S VOLLEYBALL BOOSTER CLUB.

ARTICLE II. DEFINITIONS.

- A. "Board" refers to the THOUSAND OAKS HIGH SCHOOL GIRL'S VOLLEYBALL BOOSTER CLUB, its elected officers, committee chairpersons, and team representatives.
- B. "Club" refers to the activities and business of the THOUSAND OAKS HIGH SCHOOL GIRL'S VOLLEYBALL BOOSTER CLUB, its Board, coaches, and general membership.

ARTICLE III. OBJECTIVES.

- A. To support the Thousand Oaks High School girl's volleyball program.
- B. To raise funds to supplement the financial support provided to the girl's volleyball program by Thousand Oaks High School.
- C. To foster a spirit of camaraderie among parents of players and other supporters of the girl's volleyball program.
- D. To participate, as appropriate, in the overall support of activities at Thousand Oaks High School.
- E. To sponsor a program of activities designed to provide support for the girl's volleyball program.

ARTICLE IV. MEMBERSHIP

- Section 1. Membership shall be open to all persons who have an interest in and a desire to support Thousand Oaks High School girl's volleyball teams.
- Section 2. Honorary membership shall be awarded at the discretion of the Board.
- Section 3. The membership year shall run from September 1 through August 31.

ARTICLE V. FUNDS

- Section 1. Any changes in annual donations shall be determined by the Board and approved by a majority vote of all elected officers. Annual donations are due by September 30 of the current school year.
- Section 2. The THOUSAND OAKS HIGH SCHOOL GIRL'S VOLLEYBALL BOOSTER CLUB'S fiscal year begins September 1 and ends August 31.

- Section 3. The Board is authorized to expend funds necessary for the implementation of the Club's business and for the support of the girl's volleyball program.
- Section 4. Annually, the Board shall commission an audit, no later than December 15. The old and new board members reviewing the financial status of the club will accomplish this audit.
- Section 5. The Board, prior to July 1 shall prepare a proposed budget for the new fiscal year. This budget shall be presented to the members for approval at a general membership meeting at the beginning of the season.
- Section 6. Line item amendments may be made to the budget at the discretion of the Board during the year, with a majority approval of the Board.
- Section 7. The following officers are approved to sign and issue checks: the Treasurer plus one of the following: President, Vice-President, or Secretary. Two signatures are required on all checks.

ARTICLE VI. OFFICERS

- Section 1. The elected officers of the THOUSAND OAKS HIGH SCHOOL GIRL'S VOLLEYBALL BOOSTER CLUB shall be:
- A. President.
 - B. Vice-President.
 - C. Treasurer.
 - D. Secretary.
- Section 2. Duties include but are not limited to the following:
- A. The President shall direct the activities of the Club in accordance with provisions of its by-laws. These duties include presiding at all Board and general membership meetings, and appointing team representatives and committee chairpersons for the operation of the Club's business.
 - B. The Vice-President shall assist the President and assume responsibilities in the President's absence, or upon his/her resignation, or inability to continue in office. This officer shall be responsible for all fund-raising programs once approved by the Board, to include the management of all fund-raising committee activities.
 - C. The Treasurer shall keep all financial records, see to the orderly collection and deposit of membership donations and any other monies, and make those expenditures approved by the Board. At each Board meeting, the Treasurer will provide a written report of the current financial status of the Club.
 - D. The Secretary shall keep accurate and current records of all Board and general membership meetings. These records will be maintained in an orderly manner, so that they will be available for future reference. The Secretary will handle correspondence as directed by the President in the conduct of the Board's activities.

- Section 3. **Election of Officers.** A nominating committee, of at least three current Board members shall present a slate of officers to the Board for the general membership meeting held in conjunction with the Annual Thousand Oaks High School girl's volleyball banquet. These nominated officers will be presented at the general membership meeting and a vote will be conducted. Additional nominees may be addressed from the floor to the general membership. All Club members, per Article IV, are eligible to vote. Candidate election shall be accomplished by a majority of votes cast; unless there are more than two candidates, in which case, a plurality of votes cast will sufficient to elect. The election of Board officers will be completed no later than December 15.
- Section 4. **Term of Office.** The elected officers term shall be one year in length and run from December 15 through December 14. Elected officers are restricted to serving two consecutive terms in the same elected position.
- Section 5. **The Board.** The Board shall consist of all elected officers, appointed chairpersons, and team representatives. All Board meetings shall be open to any member of the Club. In the conduct of Club business, voting shall be restricted to only Board membership. Head coaches shall not vote, but will attend board meetings as informational resources. A majority vote of attending Board members is required to pass any motion.
- Section 6. **Vacancies in Elected Offices.** The President, with the approval of the Board, shall appoint a member to fill any vacancy in an elected office.

ARTICLE VII. TEAM REPRESENTATIVES.

- Section 1. Each team will have a volunteer or co-volunteers (parent or guardian) to represent the teams.
- Section 2. Duties include but are not limited to the following:
- A. The Team Representative shall be responsible for reminding parents or guardians of their snack shack duties, dates, and times.
 - B. The Team Representative shall distribute to and collect the girl's volleyball program advertisements and money from their respective teams. This duty needs to be accomplished in a timely manner according to the Coach's or Board's time-line.
 - C. The Team Representative shall notify their team parents or guardians of any schedule changes as directed by the Coach.
 - D. The Team Representative shall be responsible for obtaining sign-ups for organized team activities, such as: pre-game dinners (when approved), team parties, after-game snacks or treats, and so on.

ARTICLE VIII. MEETINGS.

- Section 1. The number and schedule of meetings for the Board and general membership shall be left to the discretion of the Board. It will be the

Secretary's duty to notify all Board members of meeting dates and attendance requirements.

Section 2. A quorum for the Board meetings shall be fifty percent (50%) of the Board members.

ARTICLE IX. AMMENDMENTS.

Section 1. The by-laws of the Club are subject to amendment or revision by a two-third majority vote of the members attending a general membership meeting.

Section 2. Any member of the Club may propose an amendment, in writing, to the Board no later than one week prior to a general membership meeting.

ARTICLE X. RULES OF ORDER.


When not specifically detailed in these by-laws, the rules of order to be used are those found in the latest edition of *Robert's Rules of Order*.

ARTICLE XI. PROCEDURAL GUIDES.

A procedural guide may be adopted by the Board to carry out the provisions of these by-laws and any other appropriate Club business.


ARTICLE XII. ORGANIATION CLOSURE.

Upon the dissolution of the THOUSAND OAKS HIGH SCHOOL GIRL'S VOLLEYBALL BOOSTER CLUB, the Board shall pay or make provision for the payment of all liabilities and distribute any remaining assets to the Thousand Oaks High School girl's volleyball program.



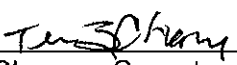
Rick Kent, President

8/31/15
date



Rebecca Coger, Vice President

8.31.15
date



Terri Chaney, Secretary

8-31-15
date



Charles Beck, Treasurer

8/31/15
date