

BY-LAWS OF
LADY EAGLES VOLLEYBALL BOOSTER CLUB
Rowlett High School
Rowlett, Texas

Article I—Name

The name of this organization shall be the Lady Eagles Volleyball Booster club.

Article II—Mission Statement

The Rowlett High School Volleyball Booster Club is dedicated to the enhancement of the athletic experience of Rowlett High athletes, their teams, and their fans through the promotion of athletics, school spirit, and the development of competitive teams, academically successful student-athletes, and a community awareness of their athletic achievements.

Article III—Membership

All persons interested in the principles of this organization shall, upon payment of dues, become members. This shall include such honorary members as designated by the officers.

Article IV—Officers

Officers must be members of the Lady Eagles Booster Club and will consist of the following positions and duties.

President

- The President shall preside at all Lady Eagle Volleyball Booster Club meetings and fund raising events.
- Shall work with the Athletic Director / Coaches to develop meeting agendas.
- Shall ensure that representatives effectively perform their duties.
- Shall coordinate the activities of representatives and shall perform other duties usually pertaining to the office of President.
- Shall prepare handouts / flyers with information about Booster Club meetings to distribute to parents / coaches.

Vice President

- The Vice President shall assist the President and shall preside over any meeting or event in the absence of the President.
- Shall coordinate with the sub committees on events.
- In the event that the President cannot complete the designated term, the Vice President shall complete the remainder of the term in the position of President.

Secretary

- The Secretary shall keep a written record of all Lady Eagle Volleyball Booster Club meetings.
- Shall present Minutes of all Meetings on a monthly basis for review and approval of the Athletic Director / Coaches.
- Shall handle all correspondence (thank you notes, invitations, etc.).
- Shall maintain a current email list of all members / parents and inform the club members / parents of booster meetings.
- Shall maintain a copy of the By-laws.
- Shall add any amendments to the By-laws.

Treasurer

- Shall maintain a positive balance in the account.
- Shall prepare a monthly financial report that is distributed at the booster club meetings.
- Shall prepare at the end of the year an audit of the books.
- Shall maintain the checking and savings account in a bank or savings institution approved by the booster club, depositing funds as directed by the President.
- Shall define who is authorized to withdraw funds besides the Treasurer.
- Note: For tax purposes, the local Section is covered under Section 501 (C3) because of its educational activities.

Historian

- Shall keep a recorded history of the Booster Club.
- Shall publicize the Lady Eagles Volleyball Team and activities to the community, parents, athletic director, and coaches.
- Shall accurately inform members of the booster club / volleyball teams about accomplishments, both past and present.
- Shall take photographs at all volleyball events and activities.
- Develop and maintain a chapter multimedia presentation and present it at the end of the year banquet.
- Record each activity that the Lady Eagles Volleyball Booster Club conducts and compile these to pass on to the incoming officers at the end of the year.

Booster Club Sub Committees

- Banquet/ Social Committee
 - It shall be the duty of the Banquet / Social Committee to organize all socials and the end of the year banquet which includes, but not limited to, obtaining donated or discounted food, set up the location, gather volunteers, organizing programs events, printing and sending of invitations, deciding the menu and price of tickets, decorating.

- **Tournament Committee**
 - It shall be the duty of the Tournament Committee to organize all tournaments and concessions for all tournaments being held at RHS which include, but not limited to, organize and oversee any out of town tournaments, all concession opportunities for the GISD Varsity Tournament and Midseason Madness Tournament, to make sure that concessions area is properly cleaned and stock is maintained on an as-needed basis, to get food donated or discounted for hospitality rooms, decorating hospitality rooms, maintenance of the hospitality rooms, gather volunteers to work concessions and hospitality.
- **Program Committee**
 - It shall be duty of the Program Committee to oversee and design the program for the volleyball season, which includes, but not limited to, taking head shots and team pictures of all players, designing the program, and find a company to donate the money for the printing of the programs.
- **Fundraising Committee**
 - It shall be the duty of the Fundraising Committee to solicit and oversee fundraising projects that include but not limited to: obtaining sponsors / donations to help further the volleyball programs needs, membership, and T-shirt designs, selling T-shirts at all RHS volleyball events, ordering of T-shirts.
- **Locker Room / Spirit Committee**
 - It shall be the duty of the Locker Room / Spirit Committee to solicit and oversee projects that include, but are not limited to, decorations for lockers / locker rooms, spirit items for teams, and pre-game spirit activities.
- **Meal Plan Committee**
 - It shall be the duty of the Meal Plan Committee to solicit and oversee projects that include but are not limited to taking and placing orders, gathering money for orders, and delivering the food to certain locations.
- **Team Mom Committee**
 - It shall be the duty of the Team Mom Committee to maintain communication with all players and parents of their respective teams, involve parents in activities, bring to the booster club any concerns or issues that a team may have, and assist in booster club activities.

Article V—Elections of Officers

Section 1: All officers shall be elected by a simple majority of those members present and voting at a meeting prior to the end of school annually. Newly elected officers win assume office June 1. Officers shall be limited to a maximum of three one year terms. Officers who complete the maximum amount of terms served could still be a member and work on one of the sub committees.

Article V—Meetings

Meetings shall be held once a month from August to May of each school year. Time and locations may be determined by the officers. Special meetings may be called by the President, Officers, or at the written request of 8 members.

All committee members must attend all meetings. After 3 absences have occurred, the President and Booster Club may revoke your position.

Article VI -- Amendments

Any Article, except this Article, of these By-Laws may be amended at any meeting by two-thirds vote of the membership present after the amendment has been presented in writing, read and filed with the Secretary at a previous meeting; or presented to the membership by either regular mail or email five days prior to a schedule meeting.

Article VII -- Operational Limits

Section 1. No part of the net earnings of the: organization shall inure to the benefit of its members, officers or other private persons.

Section 2. 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.

Section 3. Notwithstanding any other provisions of these Articles, the organization shall not participate in any of the activities 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.

Section 4. Monies from fund-raising activities of the organization shall be limited in use to projects not normally funded by the Garland Independent School District.

Section 5. All activities of the organization shall be compatible with the policies and the program objectives established by the appropriate officials and employees of the school district.

Article VIII -- Dissolution Procedures

Section 1. Formal dissolution of the Club occurs after approval of the Officers and by a two thirds (2/3) vote of the membership of the Club present at a general meeting.

Section 2. Upon the dissolution of the organization, the Officers shall make provisions for the payment of all the liabilities of the organization and for the disposal of all the assets of the organization.

Section 3. 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 Service Code.

Section 4. Should any assets not be disposed of by the: Officers of the organization, the state court of appropriate jurisdiction shall provide for the disposition of such assets to a qualifying organization or organizations.

Article IX -- Conduct of Business

Section 1. The membership present at any given meeting shall constitute a quorum. Business can be transacted by majority vote.

Section 2. The rules contained in Robert's Rules of Order Newly Revised (or latest version) shall apply in the conduct of the club's business in all instances where applicable and where not covered by this document.

These By-laws were presented on June 1, 2007 and approved by the Booster Club on August 10, 2007. Adoption of the by-laws will be recorded in the official minutes of the August 2007 Booster Club Meeting.

Appendix A

Introduction to Robert's Rules of Order

Organizations using parliamentary procedure usually follow a fixed order of business. For example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special Orders -- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motion.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are motions presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Ask to be recognized by the Meeting Chairman (usually the President) for the purpose of making a motion.
 - c. Wait until the Meeting Chairman recognizes you.

2. Make your motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, “I move that we do not ...”.
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion and the Meeting Chairman will call for a second.
5. If there is not second to your motion, it is lost.
6. The Meeting Chairman states your motion
 - a. The Chairman will say, “It has been motioned and seconded that we ...”, thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes “assembly property”, and cannot be changed by you without the consent of the members,
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the meeting chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Meeting Chairman.
8. Putting the Question to the Membership
 - a. The Meeting Chairman asks, “Are you ready to vote on the question?”.
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move, the previous question may be adopted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations. They are:

1. By Voice - The Chairman asks those in favor to say, “Aye”, those who opposed to say “no”. Any member may move for an exact count.
2. By Roll Call- Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent - When a motion is not likely to be opposed, the Chairman says, “If there is no objection” The membership shows agreement by their silence, however if one member says, “I object,” the item must be put to a vote.
4. By Division - This is a slight verification of a voice vote. It does not require a count unless the Chairman so desires. Members raise their hands or stand.
5. By Ballot—Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other methods that are commonly used that relate to voting:

1. Motion to Table - This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. Motion to Postpone Indefinitely - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings, but, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.