

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

ARTICLE I – NAME *[Add Operative Clause, Addendum B, #1, Page 11]*

The association, located in Dallas, Paulding County, Georgia organized under the name of North Paulding Lady Wolfpack Volleyball, LTD and hereinafter referred to as the "Association, Club, Booster Club, or Organization" is formed as a service club, not contemplating financial gain or profit.

ARTICLE II - OPERATING PARAMETER

As provided in the bylaws of the Georgia High School Association, this Club will be responsive to the policies of the Paulding County Board of Education and the Principal of North Paulding High School. Any provision herein contained which conflicts with the bylaws of the Georgia High School Association, the policies of the Paulding County Board of Education, or the policies of the Principal of North Paulding High School shall be null and void and the provisions of the aforesaid Georgia High School Association bylaws, policies of the Paulding County Board of Education or the policies of the Principal of North Paulding High School shall govern.

ARTICLE III – OBJECT *[Add Operative Clause, Addendum B, #2, Page 11]*

The object of this organization shall be to foster and promote interest in the volleyball program at North Paulding High School (NPHS). This organization shall have as its prime concern, the best interests of the students of NPHS who participate in, or who are associated with, or who are interested in volleyball activities of NPHS.

ARTICLE IV - MEMBERSHIP AND DUES

SECTION 1- Eligibility

Any person who has a student participating in one of the established volleyball teams at NPHS that are current on all annual dues, members of the licensed teaching staff of the Paulding County School System, and board certified community coaches shall be considered voting members of the organization. The Principal and Assistant Principals shall be non- voting, advisory members of the organization.

Varsity team captain(s) and one student from each remaining team may be selected to act as Student Representatives/Advisors in a non-voting capacity.

SECTION 2 – Membership Meetings

There shall be at least one general annual meeting of membership in August at which time officers are elected. Such additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as determined by the Executive Board or at the request of ten (10) or more members in writing to the Executive Board.

SECTION 3 – Membership Term

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

The annual membership term shall run from August 1st to July 30th.

SECTION 4 – Dues *[Add Operative Clause, Addendum B, #3, Page 11]*

All regular members of the Club shall be required to pay membership dues. Annual membership dues shall be set by the Board of Directors at the last meeting in the spring semester of the school year, hereinafter defined in ARTICLE VIII, SECTION 1. All applications for membership shall be submitted by the first meeting of the school year and all dues shall be paid by the date determined by the Board of Directors. Any exceptions to this payment plan require approval by both the President and Treasurer.

SECTION 5 - Voting Rights and Responsibilities

All members possessing voting rights according to ARTICLE IV, SECTION 1 that are present at any regular or special meeting will be allowed to vote at meetings. Members are encouraged to serve on committees and be nominated and elected to office.

SECTION 6 – Quorum

The members present at any membership meeting of the organization, provided at least five (5) members are present, shall constitute as a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present shall be discussed and decide by the Executive Board.

SECTION 7 — Loss of Membership

Any member of the Volleyball Booster Club may be censored or removed from the club, for cause, by two-thirds vote of those present, after a recommendation to the membership by the Board of Directors and notice is given to the affected member in writing.

SECTION 8 – Members At Large

Voting members elected by the general membership who represent the whole membership. The body of Members At-Large will consist of (3) three to (4) four directors. Directors will vote on behalf of the general membership. Members At- Large will be a part of the Board of Directors.

ARTICLE V – OFFICERS of the EXECUTIVE BOARD

SECTION 1- General

The officers of the club shall be a President, Vice President (not required), Secretary and a Treasurer.

These officers shall be elected or re-elected annually from the membership and shall serve for a term of not less than one year. Elections will be held at the first meeting of the regular season of volleyball activities following tryouts and team commitment.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

An officer who resigns shall be replaced by election from the membership. At the next scheduled meeting after notice of such resignation is received, the vacancy shall be announced to the membership. The vacancy shall be filled by election at the next meeting following such announcement.

SECTION 2 - Duties of the President

The President shall be the Principal Executive Officer of the organization. When present, the President shall preside at all meetings of the club and shall appoint the chairpersons of all Standing or Special committees as hereinafter defined and specified. They shall present to the membership an annual report on the affairs of the club. This report shall be at the same meeting at which new officers for the ensuing year take office. The President shall serve as Chairman of the Board of Directors (ARTICLE VI) and as ex-officio member of all committees. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall be responsible for the adherence of all Booster Club policies as set forth in these bylaws and any addenda herein attached. The President shall assume responsibility for and supervise all projects of the club. The President shall serve as Second Signer for the purposes of financial responsibility required by the bank.

SECTION 3 — Duties of the Vice President

The Vice President (if elected and position filled, not required), in the absence of the President, shall perform all duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Board.

SECTION 4 — Duties of the Secretary

The Secretary shall keep and report the minutes of all meetings to the membership, the Board of Directors, and any other meetings which the Secretary is designated by the President to attend. Such minutes shall be maintained electronically in a manner as approved by the Board of Directors. A printed copy should be maintained in a binder in a manner as approved by the Board of Directors. All minutes are to be read and approved by the club at the next meeting after the minutes are made. The minutes are to be approved and signed by the Secretary and a President. No action is taken by the club or its officers except as these sections appear in the approved minutes or as set out in these bylaws. These minutes shall be committed to the hands of each newly elected Secretary to provide a running history of the club and of the affairs of the organization. Further, the Secretary shall examine these minutes and keep the membership advised of previous transactions which by their context infer continuing attention of the club. The Secretary shall perform such duties as may be designated by the President.

The Secretary shall maintain a complete listing of all Club members complete with contact information, such as: address, email and phone number(s). It shall be the responsibility of the Secretary to maintain the approved Club email account so that communications are limited to eligible Club members. This person shall have the responsibility of notifying club members by telephone and/or email of all regular and special meetings and special events, including keeping the approved volleyball website up-to date, if appointed to do so by the President.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

SECTION 5 — Duties of the Treasurer

The Treasurer shall receive and have custody of all funds of the club; when necessary and proper s/he shall endorse on behalf of the club all negotiable instruments and shall deposit the same into the credit of the club at such bank as the Board of Directors may designate. S/he shall make disbursements only in amounts which have been approved by the Board of Directors and/or membership except in routine expenses associated with the operation of the concession stand. The Treasurer shall have responsibility to ensure that the Volleyball Booster Club Management of Funds Policy (ADDENDUM A) is strictly adhered to and enforced. All disbursements (receipts) shall require the signature of the Treasurer and the President. In the event of an emergency and the Treasurer or President is unable to act, disbursements may be made with the signature of any two duly elected officers of the club. The Treasurer shall present a Final Annual Report at the conclusion of each year's business, and made available upon request to every eligible Volleyball Club member. All money shall be turned over to the Treasurer immediately upon completion of a project. All checks and cash are to be deposited in a timely manner. All checks are to be copied prior to being deposited and copies kept for future auditing purposes. Bank statements are to be sent to the President of the Volleyball Club, who checks the statements, and then turns it over to the Treasurer. A record is to be kept as to the project the money is in response to. A record is to be kept on all students responsible for the funds being generated to the Club. If any of the above conflict with ADDENDUM A (Management of Funds), the above is to be considered null and void in preference to the Management of Funds Policy.

ARTICLE VI - BOARD OF DIRECTORS

The Board of Directors shall consist of the President, the Vice President (not required), Secretary, and the Treasurer of the Club, Members At- Large, as well as the Principal (or designee) of North Paulding High School. The Board of Directors shall have the responsibility for the establishment of policies and procedures with the approval of the membership. It shall not conduct the business of the club without approval from the membership. All decisions reached by the Board of Directors shall be presented to the membership for action. The Board of Directors, with the advice and counsel of the coaching staff, shall prepare an annual budget to be presented to the membership at the first scheduled meeting of the spring school semester. The annual budget shall include fundraising projects and projected income of same, projected expenses and purchases. The budget is mandated to be made with an end of year carryover of at least \$1000.00. By a majority vote, the Board of Directors may waive the carryover amount as long as it is deemed absolutely necessary to the survival of the Booster Club. The proposed budget will be voted on by the membership and adopted by a majority of the membership present. Once the budget is passed, it is the President's responsibility to ensure that all expenses are kept within the budget as approved by the membership. The President also has authority to deny approved expenses if the income is below projected levels. Once adopted, no deviation may be permanently made without a majority vote of the membership present at the meeting at which it is presented.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

Disbursements for expenses itemized in the approved budget need no further approval of the membership, provided funds are available and the expense does not exceed the amount approved and all procedures as stated in ADDENDUM A are followed.

ARTICLE VII - COMMITTEES

SECTION 1 — Standing Committees *[Add Operative Clause, Addendum B, #4, Page 12]*

The standing committees shall be Fundraising, Concession, Banquets, Home Coming, Driving Committees JV and Varsity, Game Meal and Food Tables for JV and Varsity, and Senior Appreciation. The President shall appoint chair(s) to these committees. The term for which each of these committees shall serve shall be the same as that of the officers. The duties of these committees are inferred by the name of each and are the same as is usual for service organizations of this type. However, the following specifically shall apply with respect to certain committees.

A. Fundraising — Shall limit its activities to affairs of the Club unless specifically authorized in other areas by the Board of Directors.

B. Concession — Shall be responsible for selecting and securing items to be offered for sale which are reasonable, practical and profitable. The chairperson(s) shall also be responsible for scheduling adequate help by Club members to operate the concession stand during all home games and tournaments.

C. Banquets — Shall be responsible for securing locations, scheduling volunteers, meal planning, organization of the event (with Coaching Staff), clean up and working with the Treasurer to buy approved items as needed at this event.

D. Home Coming – Work within the current year budget, prepare Home Coming float.

E. Driving Committees – *[Add Operative Clause, Addendum B, #5, Page 12]*

JV and Varsity volunteers to drive players to locations for games. Chairperson will organize and schedule volunteers.

F. Game Meals and Food Tables- *[Add Operative Clause, Addendum B, #6, Page 12]*

JV and Varsity chairpersons will organize volunteers and schedule meals prior to games and food table items for play dates.

G. Senior Appreciation – Organize and host Senior Night meal, events and appreciation gifts while working in current year budget.

H. Gates- *[Add Operative Clause, Addendum B, #7, Page 13]*

SECTION 2 — Special Committees

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

From time to time, the President may appoint special committees for specific purposes. When the function of such committee has been filled, it shall cease to exist.

ARTICLE VIII - MEETINGS AND THE CLUB YEAR

SECTION 1- Club Year

The Club year shall be defined as commencing with the installation of new officers, and shall run for approximately twelve (12) months thereafter, until the next installation of officers, as approved in Article V, Section 1.

SECTION 2 - Meetings

Meeting dates, times and places shall be established by the President and/or Board of Directors except that the frequency of regular meetings shall in no case be less than two (2) times a year. A special meeting must be called within seven (7) days when a petition stating the purpose of such a meeting signed by at least five (5) members of the Club is presented to the President and/or Board of Directors.

Announcement of the first Volleyball Booster Club meeting of the year shall be made at least one (1) week prior to said meeting. The membership shall be informed of a special meeting at least two (2) days prior to said meeting.

Special meetings and voting may take place electronically by email, text or over the phone as long as all members involved are accounted for.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

The President shall have the authority to appoint a committee to study changes to the bylaws. Proposals to amend the bylaws have to be brought before the club membership to vote for adoption.

The Board of Directors shall have the authority to submit, and to place into the bylaws, addenda as it deems necessary to the operation of the club. These addenda will become effective upon majority approval by the Board of Directors and will become a permanent part of the bylaws upon a majority vote by the membership. Addenda not submitted to the club for vote become null and void at the conclusion of the season in which they are passed by the Board of Directors.

ARTICLE X- PARLIAMENTARY AUTHORITY

The Robert's Rules of Order (Current Edition) shall be the parliamentary authority for this club. Where procedures differ or conflict, the bylaws shall be governing rules of order in effect.

ARTICLE XI - BYLAW DISTRIBUTION

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

A copy of these bylaws shall be available for the Principal of North Paulding High School, the Athletic Director, the Volleyball Coaching Staff, and all good standing members of the club. Permanent copies are to be kept on file in the North Paulding High School office.

ARTICLE XII - DISSOLUTION OF NORTH Paulding HIGH SCHOOL VOLLEYBALL CLUB

Upon the dissolution of the organization, the executive board, after paying or making provision for the payment of the liabilities of the organization shall distribute all of the assets of the organization to North Paulding High School.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

ADDENDUM A

The Paulding County School District Policy, "Booster Clubs," states that the local school Principal is ultimately responsible for the management of funds involving school activities. Your cooperation in following these policies and procedures is paramount to the financial success of the North Paulding High School Volleyball Booster Club and the continued financial support of our young people in the volleyball program.

1. BUDGET

Each fiscal year, the Board of Directors shall meet and construct a 'proposed' fiscal year budget. This committee will convene the first quarter of the calendar year prior to the next season to work on the budget. It will then be voted on according to the bylaws. This will allow ample time for purchases for the following fiscal year.

2. COLLECTION OF FUNDS

A. Per Paulding County Board policy, all monies collected on campus or at school-related activities by school personnel will be turned into the booster club treasure and receipted.

B. No cash funds may be used to reimburse anyone. Reimbursements must be handled by check from the booster club. This includes any funds taken up off site from fund raising activities, etc. All monies will be turned into the club treasurer.

C. Cashing of Checks: The cashing of personal or payroll checks from collected funds is strictly prohibited. Under no circumstances will this be allowed.

D. Receipts: When turning in money to the treasurer, some type of receipt will be issued. The receipt must identify the amount turned in and the person turning in the funds as well as the person in receipt of the funds.

E. No cash purchases will be made with Booster Club Funds. All Booster Club funds are to be turned over to the Treasurer and deposited in the bank.

3. REIMBURSEMENT

Reimbursements will be handled by check request only and with the appropriate documentation. Please Note: All receipts must be signed by the person (and the Treasurer) making the purchase and/or request for reimbursement.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

4. PURCHASES/RECORDS

The following procedures are to be adhered to:

A. All purchases over \$100.00 must be approved by the Club President prior to purchases or placement of order. This includes approved budgeted items. Such purchases will be recorded on a ledger sheet by the Treasure. This ledger will be kept current and filled out by itemizing completely.

B. Purchases for \$100.00 or less may be approved verbally by the Club President as long as the item is on the budget and the purchase will not exceed the budgeted amount. In all cases items purchased are to be recorded by the Treasurer as soon as possible after the item is received. All transactions are to be recorded appropriately and in a timely manner.

C. Accounting Reports: Reports will be reviewed monthly and will include the following information:

1. Bank Reconciliation
2. Lists of Outstanding Checks
3. Ledger Reports
4. Check Register
5. Income and Expense Statement
6. Cash Flow Report

D. Emergency purchases paid for by a Coach/staff member or a Booster Club member will be at their own risk and will not be reimbursed unless the purchase is documented in the Treasure's ledger with an invoice or receipt and the amount is less than \$100.00. If a Booster Club member or staff member makes an unauthorized purchase, they are financially responsible for it.

5. FUNDRAISING

Raising funds for the Booster Club is necessary. The Booster Club is encouraged to engage in fundraising activities throughout the year, not just during the season. The following guidelines have been established to ensure the maximum benefit of each activity.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

- A. Obtain administrative approval of fundraisers. This is to be done for activities on and off campus.
- B. A written accounting of expenditures and receipts will be given to the Treasurer.
- C. All monies collected for each fundraiser will be turned in to the Treasurer in a timely manner for posting and deposit.
- D. No fundraising money may be used to pay cash for items needed for said fundraiser.

6. AUDITING

Each fiscal year, prior to new officers taking office, the Booster Club books and journals will be audited by the North Paulding High School bookkeeper. Established and standard operating procedures will be followed during the process.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

ADDENDUM B

The North Paulding Lady Wolfpack Volleyball By-Laws allow the Program Director to appoint a Special Committee as needed to review and amend updates to the documents as the program grows and as the Board sees fit. April 2023 a Special Committee of three was appointed to read, review, and propose changes. Proposed changes within Addendum B will be a part of the By- Laws once voted in by the Board of Directors. Changes made in Addendum B will supersede previous Articles where sited.

Areas addressed in Addendum B: Name: inclusive to programs run underneath the North Paulding Lady Wolfpack Volleyball, LTD program, Object: the interest of the association to include all who are associated with the volleyball activities at NPHS, Membership Dues: pathway to a special payment plan must meet approval, basic uniform and additional items, Committees: inclusive to programs run underneath the North Paulding Lady Wolfpack Volleyball and the addition of gate coverage

1. Name- ARTICLE I

The association, located in Dallas, Paulding County, Georgia organized under the name of *North Paulding Lady Wolfpack Volleyball, LTD and North Paulding Lady Wolfpack Junior Program* and hereinafter referred to as the "Association, Club, Booster Club, or Organization" is formed as a service club, not contemplating financial gain or profit.

2. Object- ARTICLE III

The object of this organization shall be to foster and promote interest in the volleyball program at North Paulding High School (NPHS). This organization shall have as its prime concern, the best interests of the *students who participate in*, or who are associated with, or who are interested in volleyball activities of NPHS.

3. MEMBERSHIP AND DUES - ARTICLE IV

SECTION 4 - Dues

All regular members of the Club shall be required to pay membership dues. Annual membership dues shall be set, by the Board of Directors, at the last meeting in the spring semester of the school year, hereinafter defined in ARTICLE VIII, SECTION 1. All applications for membership shall be submitted by the first meeting of the school year and all dues shall be paid by the date determined by the Board of Directors. Any exceptions to this payment plan require approval by the *Program Director (Varsity Coach or who they appoint)* President and Treasurer.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

Player's dues include, but are not limited to, use of a uniform jersey to be on loan during the playing season and MUST be returned at the end of the season. Any lost or damaged items must be reported to the coach immediately.

Unpaid player's fees, by the established deadline, can impact additional player package items.

4. COMMITTEES-ARTICLE VII

The standing committees shall be Fundraising for HS and the Junior Program, Concession for HS and the Junior Program, Banquets for HS and the Junior Program, Home Coming (HS Only), Driving Committees for HS and the Junior Program, Game Meal (HS Only), Food Tables for HS and the Junior Program, and Senior Appreciation (HS Only), and Gates for HS and the Junior Program. The President shall appoint chair(s) to these committees. The term for which each of these committees shall serve shall be the same as that of the officers. The duties of these committees are inferred by the name of each and are the same as is usual for service organizations of this type. However, the following specifically shall apply with respect to certain committees.

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C. Banquets — Shall be responsible for securing locations, scheduling volunteers, meal planning, organization of the event (with Coaching Staff), clean up and working with the Treasurer to buy approved items as needed at this event.

D. Home Coming – Work within the current year budget, prepare Home Coming float.

5. DRIVING COMMITTEES-

E. Driving Committees – HS and Junior Program volunteers to drive players to locations for games. Chairperson will organize and schedule volunteers.

6. GAME MEALS-

F. Game Meals and Food Tables- HS chairpersons will organize volunteers and schedule meals prior to games and food table items for play dates.

G. Senior Appreciation – Organize and host Senior Night meal, events and appreciation gifts while working in current year budget.

North Paulding Lady Wolfpack Volleyball, LTD

By- Laws

Proposed Revision: May 2023

7. GATES-

H. Gates- The treasure will assure any money boxes or card readers are available to the chairpersons, or volunteer prior to the game. The chairperson will help organize a volunteer list to cover duties.