

## **Sartell Pride Volleyball Bylaws**

### **I. Name of the Organization**

The name of the organization shall be the Sartell Pride Volleyball Club. The organization is a not-for-profit organization that is sanctioned by the North Country Region (NCR) of USA Volleyball (USAV).

### **II. Philosophy Statement**

The Sartell Pride Volleyball Club (SPVC) is a competitive club. We partner with our athletes, coaches, parents, NCR, and USAV. We encourage teamwork, respect, responsibility, discipline, and positive attitudes in a safe, learning environment. We believe in fair play, sportsmanship, working hard and having fun. We strive to offer a high quality program at an affordable price.

### **III. Mission Statement**

Sartell Pride Junior Olympic Volleyball is a "not for profit" organization sanctioned by the North Country Region (NCR) of USA Volleyball (USAV). We exist to support and promote competitive volleyball for young women between the ages of 11 (or currently in 5<sup>th</sup> grade) and 18 who live in Sartell, St. Stephen or currently attend school in the Sartell – St. Stephen School District.

### **IV. Organization**

#### *1) Board purpose, size and duties:*

The Board is responsible for the overall operations of the club to include but not limited to the following; finances, setting up Team Formation sessions, registering players and teams with USAV (through NCR), hiring and managing coaches, scheduling and registering for tournaments, ordering equipment, securing facilities for practices, fund raising, and keeping parents and players informed.

The Board will consist of eight voting Board members. Board positions are volunteer (non-paid) positions. The board may expand membership, to include parent volunteers or ad-hoc committees, but any additional positions added to the Board during the current year would be non-voting positions.

#### *2) Meetings:*

The Board will meet on a regular schedule or based on the needs of the program during the volleyball season. Board meeting dates will be posted on our web site. Special meetings can be called by the Club Director or by 2/3 vote of board members. All members are responsible for notifying the Club Director if they will not be able to attend a scheduled meeting.

Meetings consist of two components: An open forum and a closed forum.

- **Open forum:** Offers parents/guardians an “open forum” to attend the meeting and share comments or questions with the board (a 24-hour notice prior to the scheduled meeting to the Club Director is required, if you want time during the open forum). The Club Director will preside during these proceedings and will control the length of time that each discussion will be allotted during the meeting.
- **Closed forum:** This time is designated for the voting members of the board (non-voting members may attend the meeting with board approval). This meeting is for board members to discuss the overall operations of the club to include finances, membership, fundraising, and program. Meeting notes will be posted on the web site.

#### *3) Board Elections:*

The Club Director is an appointed position by the current Board members (2/3 majority vote). All remaining board positions are open to current SPVC members. The open board positions and job responsibilities will be posted on our web site in April of each year and will remain open for a

specified period not less than two weeks. An application form must be turned in by the deadline date to the clubs PO Box to be considered for the open board positions.

A nominating committee consisting of a Nominating Committee Chair, Board member, parent representative, coach, and a parent will review all applications, conduct interviews, and present selections to the Board for approval. The nominating committee chair will be appointed by the Club Director. Individual elections will occur as needed to fulfill the Boards membership requirements of eight members.

Board member volunteer positions:

- A. Club Director
- B. Co-Director
- C. Coaching Representative
- D. Finance Representative
- E. Parent Rep. Coordinator (12 and under & 13's)
- F. Parent Rep. Coordinator (14's – 17's/18's)
- G. Tournament Coordinator
- H. Web site Coordinator

- Board members must be 18 years of age.
- Must complete the criminal background check form and receive approval from the state.
- Must agree to complete the roles and responsibilities of the position as outlined in the bylaws.
- Make a minimum of a one-year commitment to serve in the volunteer role.

#### *4) Terms:*

Board members may serve up to two consecutive years in the same volunteer role. Board members can serve two—two year terms or any combination up to four consecutive years of service on the board before they must take at least a one year absence from the board.

#### *5) Quorum:*

A Quorum shall consist of a majority of the members of the Board. A quorum must be present before business can be transacted or motions made or passed.

#### *6) Power and duties of Officers:*

Prior Club Director:

- The prior (outgoing) Club Director shall be required to assist and vote on old business upon request of the current Board.

Club Director:

- Establishes budget for current Fiscal Year – submit to Board for approval.
- Sets meeting schedule and preside over meetings.
- Works with Co-Director and Coaching Representatives to set tournament and practice dates.
- Provides leadership to the hiring process of coaches.
- Spokesperson for SPVC (Sartell Pride Volleyball Club).
- Oversees all aspects of club operation.

Co-Director:

- Assists Club Director with establishing the budget; setting membership fees, tournament and practice schedules to support the general operations of the program.

- Assist the Finance Representative with collection of fees, controlling expenses and any fundraising activities.
- Responsible for meeting minutes and submitting to web manager to post on web site.
- Assists the Club Director and Coaching Representative with interviewing and hiring of coaches.
- In absence of Club Director assumes the role and duties of the position.

#### Coaches Representative:

- Responsible for coaches and all aspects related to: training, communication, practices and tournaments, payroll and discipline when necessary to include coordinating of equipment supplies as needed.
- Works with board to set tournament and practice dates and manages schedules throughout the season.
- Assists the Club Director and Co-Director with interviewing and hiring of coaches.
- Works with the Parent Coordinator and Parent Representatives to assist with questions or concerns related to coaches.

#### Finance Representative:

- Manages budget established and approved by the Board.
- Responsible for the collection of membership fees and money manager for fundraising activities.
- Control/pay expenses
- Provide financial update as requested.

#### Parent Representative Coordinator:

- Serves as communication link between SPVC and parent representatives.
- Attends all Board meetings.
- Assists Board members when called upon.

#### Tournament Coordinator:

- Work with SPVC Board members to outline tournament responsibilities and operations.
- Promote and market the tournament to NCR and other clubs throughout the region.
- Attend Board meetings to provide updates as requested.

#### Web site Manager

- Posts approved minutes of all board meetings on the web site.
- Manages web site to insure information is current and accurate.
- Communicate with Parent Representative Coordinator for tournament results to post on website.

#### Parent Representatives (12 and under & 13's program | 14's – 17's/18's program)

- Attend Board meetings as requested.
- Field all questions/concerns from parents regarding SPVC and coaches.
- Assist SPVC Board members as requested.

#### *7) Resignation/dismissal:*

Resignation from the Board must be in writing and submitted to the Club Director. Unless otherwise specified in such notice, such resignation shall take effect upon receipt thereof by the Club Director or

the Board. A board member may be dismissed for lack of participation, lack of maintaining their assigned duties and responsibilities, or lack of confidence by a 2/3 vote of the Board.

*8) Board Participation:*

Board members must actively participate at all meetings and support the bylaws and club policies and player & parents handbook as written. A board member must be present at seventy-five percent of all meetings or he/she may be dismissed.

*9) Committees:*

The Board may create committees as needed, such as fundraising, volunteer coordinators, etc. A member of the Board will chair all committees and participation on the committee may be extended to the parents at large. Committee chairs will be appointed by the board.

*10) Club Membership:*

The board of directors with a 2/3 vote of the board may deny membership to a player(s) or family member(s) if the player does not reside in the Sartell-St. Stephen School District area. A player or family member may also be denied membership due to inappropriate behaviors and/or events that are not consistent with NCR rules and regulations, the Sartell Pride Players and Parents handbook or Club bylaws.

*11) Terminating player membership and expulsion of parents from the club:*

The board of directors with a 2/3 vote of the board may terminate a player's membership and/or expel parents, guardians or family members from the program during the season.

- Players that do not follow all NCR player policies and club policies and guidelines outlined in the player and parent's handbook will be subject to termination of membership with the club.
- If one parent, guardian or family member of a player is expelled, all family members are considered expelled and termination of the player's membership will be enforced unless otherwise specified by the board.
  - Parents, guardians, family members that do not follow the "Code of Conduct" outlined in the player and parents handbook or behave in a manner that is considered threatening or aggressive towards players, board members or families of the club will be subject to this policy.
  - If one parent, guardian or family member of a player is expelled, all family members to include termination of the player's membership will be enforced unless otherwise specified by the board.

*12) Amendments:*

These bylaws may be amended when necessary by a majority vote of the Board. Proposed amendments must be submitted and reviewed by the Board. All final amendments will be sent out with regular board announcements.

*13) Coaching Absences:*

If a coach is unavailable due to illness or board approved absence, no parent shall be allowed to coach a team unless they are a current board member. In order of availability, the following board members shall be the interim coach: Coaching Director, Director, Co-Director, and Board Parent Representatives of that age group and finally the parent representative of the team that is missing a coach. Said interim coach shall follow the outline provided by the head coach and shall not deviate

unless an injury or illness occurs, then the interim coach may place a member of the team in the position left vacant due to the injury. At no time shall the interim coach make a “playing” decision that would adversely affect a player.

#### **IV Annual Meeting**

1) An Annual Meeting will be conducted prior to the start of the season. This meeting will be posted on our web site, email announcements and by word of mouth.

2) The annual meeting will address the review of the financial status of the organization, the general status of the Club and present the Board members for the upcoming season.

#### *13) Dissolution:*

Upon dissolution of the Board, all remaining funds will go to the Sartell-St. Stephen High School Volleyball Team.

Revised: 04/18/11