

Kickapoo Volleychiefs Booster Club Constitution

Article I. Name

The name of the organization shall be the Kickapoo Volleychiefs Booster Club, hereinafter referred to as the "Club"

Article II. Purposes

Section 1. To arouse and maintain an enthusiastic interest in the volleyball athletic program of Kickapoo High School.

- a. To increase attendance at all athletic contests by attending in person and urging others to attend
- b. To emphasize good sportsmanship and a positive attitude among athletes and fans

Section 2. To lead support, both moral and financial, to the volleyball program, assisting in such things as are not ordinarily within the means of the supervising administration to provide for the benefit of the program, including athletic equipment, clothing, spirit treats and related items.

Section 3. To cooperate with the coaches of the girl's volleyball teams, the school administration, the Springfield Public Schools' Athletic Director, the R-12 Board of Education, and other booster clubs to maintain the girls volleyball program at the highest possible degree of efficiency and to build and maintain an organization that shall help promote the general activities of the program.

Article III. Membership

Section 1. The general membership of this organization shall not be limited. Anyone interested in furthering the purpose of the organization shall be eligible to join.

Section 2. The voting membership of the organization shall consist of dues-paying members and the coaches of the girls volleyball teams. The Kickapoo principal or his/her designed alternative shall be an honorary member of the organization.

Section 3. The initial annual membership dues shall be \$50.00 per player. Annual membership dues can be changed by a majority vote of membership present at any regular or special meeting of the Club. Membership dues cannot be increased more often than one time per school, as it is the Club's intention that membership dues remain reasonable and be for purposes of covering operating expenses only and not as a form of fundraising.

Article IV. Executive Board

The Executive Board of this organization, elected from the board membership, shall be President, Vice-President, Secretary, and Treasurer.

Article V. Elections

Section 1. After initial election, a Nominating committee comprised of two members appointed by the President and three members elected by the voting membership shall be selected at the February meeting. The outgoing President shall act as chairman with no vote except in the case of a tie.

Section 2. The Nominating committee shall announce one candidate for each Executive Board office. Announcement, in the form of a sample ballot, may be by special meeting or by mail during the month of April and no less than two weeks prior to the regular May meeting.

Section 3. The Executive Board shall be elected by simple majority and by secret ballot of the voting members present at the May meeting. Additional nominations may be made from the floor. Nominee's names made from the floor must be present at the May meeting, shall have been previously contacted and understand the duties of the office for which his/her name has been nominated and shall be willing to serve in such capacity. The Executive Board shall assume their duties on June 1.

Section 4. Any elective officer post that becomes vacant shall be filled by appointment by the Executive Board for the unexpired term, except the President's office, which shall be filled by the Vice-President.

Article VI. Duties of the Executive Board

Section 1. The President shall preside at all meetings of the Club and the Executive Board, appoint all committee chairmen, serve as an ex-officio member of all committees, and be a liaison between the club and the school administration.

Section 2. The Vice President shall preside at all meetings of the Club and of the Executive Board in the President's absence and serve as a Membership Committee chairmen. To help insure continuity in the Club's leadership and upon approval of the voting membership, the Vice President shall succeed to the office of the President following his/ her term as Vice President.

Section 3. The Secretary shall keep a record of the minutes of all regular meetings, special meetings, and Executive Board meetings; read the minutes of such meeting at regular meetings to the President, principal and coaches; maintain a list of all officers, board members and committee; report attendance figures at correspondence relating to general Club matters.

Section 4. The Treasurer shall be the custodian of all Club-related funds. The Treasurer, President, Vice President, and Secretary shall have the authority to sign authorized checks issued against club funds; however, only the signature of one of the above officers is required on checks issued against club funds. The Treasurer shall receive and deposit all dues and money derived from Club-sponsored fundraising projects; pay promptly all approved bills; file all paid bills; present a report to the Club at regular meetings and give a copy of the report to the President and the coaches; and keep an account of all income and expenses of the Club. If a change is warranted, the Treasurer, with approval of the Executive Board, shall determine the bank or depository to be used for the club account.

- a. Upon request, the Treasurer shall present to the membership and file with the school principal an annual financial statement.

- b. If it becomes necessary for the Treasurer to be bonded for the funds that shall be in his/ her custody, the cost of the bonding shall be paid from Club funds.
- c. The Treasurer shall have the financial books ready for audit in June by an Audit Committee to be appointed by the Executive Board.

Section 5. The Executive Board shall have general charge of the expenditures of funds of the Club.

Section 6. The Executive Board shall have responsibility for establishing the annual budget for the Club.

- a. At a time time specified by the Executive Board, the coaches shall present to the Board a prioritized list of needed items. The Board shall then meet to give overall prioritization to these lists to determine the order in which requests will be considered from the year's fund raising. The overall prioritized list shall be used in making recommendations to the membership for the approval of expenditures of Club funds.

Article VII. Committees

Section 1. The Membership Committee chairman shall be the Vice President Club. The chairman shall select a committee to enlist parents of Volleychiefs players as members; prepare and maintain a membership roster; keep a record of attendance at regular and special meetings; give the total attendance at regular and special meetings; give the total attendance figure to the Secretary, and prepare a list of prospective members during the summer months and provide a copy of the list for the Telephone Committee chairman.

Section 2. The Fundraising Committee chairman of the Club shall select a committee to present the membership for approval of various fundraising projects for the year. The chairman shall serve as coordinator of all members who are directing individuals fundraising projects. Further, the chairman shall present to the Treasurer a complete statement of income and expenses of each fundraising project and maintain a record of individual sales. The chairman shall coordinate with the school principal and fundraising projects prior to beginning the project.

Section 3. The Publicity Committee chairman shall be responsible for providing the news media, school and community with information about special events and fundraising projects and shall provide posters and other printed materials for such events or projects.

Section 4. The Contact Committee chairman shall select a committee to be responsible for notifying all members about regular and special meetings, special events and fundraising projects. Communication will be done via email or telephone.

Section 5. The Scholarship Committee chairman shall select a committee to oversee the Volleychiefs scholarships. This committee will be limited to members not related to a senior athlete.

Section 6. Additional standing and ad hoc committees may be appointed with the approval of the Executive Board.

Article VII. Expenditure of Funds

Section 1. The Executive Board of the Club may authorize any expenditure of funds in the amount of Five Hundred Dollars (\$500) or less.

Section 2. Any expenditure of Club funds in excess of \$500 must be authorized by a majority vote of the membership present.

Section 3. There shall be no authority of anyone to expend funds in excess of the amount in the treasury of this Club except by a vote majority of the membership present.

Article IX. Meetings

Section 1. Regular meetings shall be held as need with a minimum of 4 meetings to be held each year.

Section 2. Special Meetings may be called by the president with the approval of the Executive Board and coach.

Section 3. The Executive Board shall meet prior to each regular meeting.

Article X. Scholarships

Section 1. The Volleychiefs Booster Club shall maintain a scholarship fund to be awarded annually to an athlete participating in the volleyball program.

Section 2. A scholarship committee consisting of three Kickapoo High School staff (teachers, counselors, non-volleyball coaches) will be formed. The purpose of the scholarship committee is to review all applications and make scholarship awards based on the criteria listed in section 3.

Section 3. Scholarships will be awarded based on the following restrictions and criteria:

- a. Restrictions: The scholarship is to be awarded to a female Kickapoo High School senior who has played or worked as a manager on the Volleychiefs volley team. The recipient and/ or family must have been members in good standing of the Volleychiefs Booster Club for at least the recipient's senior year.
- b. Requirements: The recipient must have played volleyball or worked as a manager for the Volleychiefs each year of their enrollment of Kickapoo High School.
- c. Criteria: awards will be made based on a point system. The applying seniors with the highest point totals will be awarded the scholarship as stated in section 4.
 - i. Application: The seniors applying for the scholarship(s) must submit a brief application/essay that describes their college career plans. The application will be ranked by the scholarship committee in order of their preference. The least preferable will receive a one and the next a two, ect. with the best application/ essay receiving the highest points.
 - ii. Letters of Recommendation: The seniors applying for the scholarship(s) may turn in letters of recommendation from teachers, school personnel, and past coaches (no friends or family). A point will be given for each letter submitted with a maximum of four points.

- iii. Class Ranking: The seniors applying for the scholarship(s) will have points assigned based on their class ranking. The individual with the lowest class ranking will receive a one and the next individual a two, ect. until each senior is given a point ranking for their class position.
- iv. Coach's Recommendation: The coach of the Volleychiefs will rank the seniors who apply for the scholarship award. The coach will consider the following when ranking seniors- participation, leadership, athletic ability, and work ethic. The coach will give the senior ranked the lowest a one, the next a two, ect. with the highest ranking applying senior the highest points.

Section 4. A maximum of 3 scholarships per year will be awarded. Each scholarship will have a value of five hundred dollars (\$500).

Article XI. Amendments

The Constitution may be amended at any regular meeting by two-thirds majority voting membership present, the proposed amendment(s) having been submitted in writing to Club at least two (2) weeks prior to a regular meeting before being voted upon.

Article XII. Dissolution

If at any time the Kickapoo Volleychiefs Booster Club disbands, any balance remaining in the Club's account, after all bills are paid, shall be given to Kickapoo High School girls activity fund.

Article XIII. Declaration

This constitution is hereby adopted by a majority vote of those present and eligible for regular membership in the day, August 14, 2012.