

**BY-LAWS
OF
LITCHFIELD VOLLEYBALL ASSOCIATION**

**I.
MISSION**

- Section 1. Support and promote the girls high school and middle school volleyball athletic programs and to support activities related to those athletic programs at ISD 465.
- Section 2. To support and promote the USA Volleyball Association (non-profit) Litchfield Junior Olympic (JO) off-season program for player development, including the promotion of the sport of volleyball in general.

**II.
MANAGEMENT**

- Section 1. **Membership**
- a. Membership is offered to and encouraged for all parents and students agreeing to support the mission of LVA.
 - b. Membership shall become effective on the completion of the membership enrollment form and payment of annual membership dues, which shall be revised from time to time.
 - c. Membership shall be from January 1st to December 31st.
- Section 2. **Board of Directors**
- a. **Board of Directors.** The management of the business and affairs of the corporation shall be in the hands of the Board of Directors. The initial Board of Directors shall consist of four (4) members, with two (2) staggered terms.
 - b. At the expiration of the terms of office of the initial directors, their successors shall be chosen by a majority vote of the then outstanding membership in good standing present at the annual meeting of said

corporation, by ballot or voice vote to serve for a period of two (2) years each or until their successors are elected and have been qualified.

- c. Recall. Upon written petition signed by twenty-five (25) active members of the corporation, the decision to remove and recall a director shall be submitted to a general membership vote and a special meeting of the membership shall be called by the chairman for such purpose.
- d. Vacancies. The Board of Directors shall have the power to fill any vacancy occurring in said board for any cause other than the expiration of the term office. Such persons appointed to fill such vacancy shall fill the unexpired term of the unexpired term of his/her predecessor.

Section 3. **Officers**. The officers of the corporation shall be:

- a. President;
- b. Vice-President (President-elect);
- c. Treasurer; and
- d. Secretary (Treasurer-elect).

Upon the expiration of the term of the initial officers and at the first meeting of the Board of Directors after the annual meeting of the membership, the Board of Directors shall proceed to organize by electing officers for the ensuing year. The officers shall be chosen from the Board of Directors. A majority in the number of Board of Directors shall constitute a quorum.

Section 4. **Duties of President**. The President, and in his/her absence, the Vice-President, shall preside at all meetings of the corporation and at all meetings of the Board of Directors. The President shall have the power to appoint such committees as may be necessary, with the approval of the Board of Directors, which committees shall act under the direction of the Board of Directors. The President shall serve as program director for Litchfield Junior Olympic (JO) program.

Section 5. **Duties of Vice-President (President-Elect)**. The Vice-President shall exercise the functions of the President during the absence or disability of the President. The Vice-President shall have such powers and discharge such duties as may be assigned from time to time by the Board of Directors or the President. The Vice-President shall be an ex-officio and member of all committees and shall serve as President-Elect.

- Section 6. **Duties of Treasurer.** The Treasurer shall keep safely all of the funds of the corporation and pay them out as provided by the Articles of Incorporation and By-Laws of the corporation. The Treasurer shall keep regular books of account and at each annual meeting shall render a full and complete statement of the finances of the club for the preceding year, and such other statements from time to time as shall be required by the Board of Directors. Upon majority vote of the Board of Directors, and at the expense of the corporation, the Treasurer shall be bonded to the corporation in such amount as determined by the Board of Directors. The outgoing Treasurer will insure that the new Treasurer has the necessary authority for the checking account and take all appropriate steps to remove all authority held by outgoing officers.
- Section 7. **Duties of Secretary (Treasurer-Elect).** The Secretary shall issue notices for all meetings, shall keep a record of all meetings of the corporation and of the Board of Directors, collect all funds and pay them over to the Treasurer and perform such duties as are usually performed by secretaries of such corporations. The Secretary shall maintain a list of all members and provide an attendance roster at every meeting to determine active membership and to serve as Treasurer-Elect.
- Section 8. **Removal of Officers.** The officers of the corporation may be removed from office for cause by two-thirds (2/3) vote of the Board of Directors.
- Section 9. **LHS Varsity Volleyball Program Representative.** It shall be the duty of the Board of Directors to regularly meet with and confer with the Litchfield Varsity Volleyball Program Representative. This position shall be filled by the current varsity head coach for the Litchfield Volleyball Program.
- The purpose of this consultation shall insure the Litchfield Volleyball Association Program is in alignment with the varsity program at the Litchfield High School and it shall be the further responsibility of this representative to make recommendations to the Board on potential coaches to fill open positions within the Junior Olympic program.
- Section 10. **Members' Meeting.** The annual meeting of the corporation for the selection of the Board of Directors and other business shall be held on the third Monday in May in each year. Meetings of the corporation may be called at any time by order of the President, by three (3) members of the Board of Directors, or by ten (10) members who are current in the payment of their dues, on notification of the Secretary, who shall in turn notify all of the outstanding membership by mail at least five (5) days prior to the date of such special meeting.

- **Vote.** Each member in good standing shall be entitled to one (1) vote at such meeting. All agenda items are to be submitted, in writing, to the board at least one week before the scheduled meeting.

Section 11. **Meetings of Directors.** Regular meetings of the Board of Directors shall be held on the third Monday of each month during the competitive season (February through May) and also in July, September, November and January, and at such place as shall be designated by the chairman and due notice of the meeting shall be given to each director prior to the date thereof. Special meetings may be held at the call of the chairman or at the request of three (3) directors, directed to the Secretary.

Section 12. **Procedure.** All meetings shall be governed by Roberts Rules of Order and shall follow the following format:

- Call meeting to order;
- Circulate attendance roster;
- Minutes of previous meeting;
- Treasurer's report;
- Old business;
- New business;
- Adjourn.

Voting Procedure:

- Ask for motion;
- Ask for second;
- Ask if there is discussion.
- Vote in favor or opposed.

Section 13. **Elections:**

- a. Elections will be held at the general meeting in May of each year.
- b. The board shall present a slate of candidates at the May meeting.
- c. Proposed nominations from the floor may be made and seconded by active members. The proposed candidates' names must be submitted to the Board of Directors/nomination committee at least one week before the meeting.
- d. All nominees must be in good standing and be present at the May meeting.

- e. The newly-elected officers will preside over the July meeting.
- f. All officers shall deliver to the successors, all materials and records within ten (10) days after their successors are installed.

Section 14. **Standing and Special Committees.** Standing and special committees are to be appointed by the president. The president is responsible for assigning the chairperson for each committee. Committees are intended to complete necessary functions of the Litchfield Volleyball Association and the Litchfield Junior Olympic Program.

Standing committees may include but are not limited to:

- a. **Membership and JO Registration Committee**
 - Committee shall be responsible for organizing yearly membership, as well as organizing the registration of payment for all individuals who wish to participate in the Litchfield Juniors JO Program.
- b. **Team Representative Committee**
 - This committee will be made up with a team representative for each JO team level (12's, 14's, 16's and 18's).
 - Program Director (President of the Board) will appoint the team representatives.
 - Program Director (President of the Board) will appoint one (1) team representative as chair of this committee.
 - Committee's functions will include but are not limited to the coordination of practice schedules among the teams.
- c. **Concession/Fundraising Committee**
 - Primary function will be to organize and run the concession stand for Central MN JO Volleyball Tournament held in Litchfield on or around the first weekend in May.
 - When the Board of Directors sees fit, this committee will also be responsible for organizing other fundraising opportunities.

d. Tournament Committee

- Primary function will be to complete all the necessary steps to run the Central MN JO Volleyball Tournament. Steps include, but are not limited to:
 - Completing the tournament request forms with the NCR office.
 - Contact Community Education to reserve the use of the HS and MS gyms for the dates of the tournament.
 - Receive and confirm all out-of-town team registrations.
 - Coordinate the physical set-up of the tournament prior to the date of the tournament.

e. Equipment Committee

- Primary function is to assess the equipment needs of the program and make recommendations to the Board of Directors. Equipment includes, but is not limited to: volleyballs, ball bags, ball carts, volleyball nets, and uniforms for the Litchfield Juniors.

Section 15. **Budget.** It shall be the responsibility of the outgoing Board of Directors and newly-elected officers to submit a proposed budget to the general membership at the September meeting, including details of how its budget will be followed:

- a. The proposed budget for the upcoming Litchfield Juniors competitive season will be prepared by the Board of Directors and will consider any bona fide request for funds presented to the Litchfield Volleyball Association.

III.
MISCELLANEOUS

Section 1. **Inspection of Books.** The Board of Directors will make available the books of the organization for an audit by any active member. The findings of such audit reports will be made available to the membership at all times.

Section 2. **Checks.** The disbursement of corporate funds relating to any matter shall be by check drawn on the corporation, which checks shall be signed by the Treasurer and Secretary. (2 signatures)

Section 3. **Amendments**. These By-Laws may be amended or altered by a three-fourths (3/4) vote of the whole Board of Directors at any meeting, provided that notice to all members of such proposed amendment shall have been given, and the notice given to Directors of such meeting shall have been given at least thirty (30) days prior to the meeting. Such authority in the Board of Directors is subject to the power of the membership to change or repeal such By-Laws by a majority vote of the membership present and represented at any annual meeting or at any special meeting called for that purpose.

Adopted this _____ day of _____, 2012.

Secretary

ATTEST:

President