



**By – Laws**  
**Created 7-26-2012**  
**Amended 9-15-2016; Adopted 9-19-2016**

Vikings Volleyball establishes these by-laws. Any and all prior agreements, resolutions, practices, policies, rules and regulations relating to this organization, to the extent they are inconsistent with this document, are hereby superseded.

**ARTICLE I. NAME AND STANDING**

**A. Name** - This organization will be known as Vikings Volleyball, hereinafter called “VV”.

**B. Standing** –VV is, and will, at all times, be a not-for-profit, community service organization in good standing under the laws of the State of Minnesota.

**ARTICLE II. PURPOSE, ELIGIBILITY AND SCOPE OF ACTIVITIES**

**A. Purpose** - There are two primary purposes of VV. The first is to provide an opportunity for athletes to play the game of Volleyball, with emphasis on sportsmanship and teamwork, in an atmosphere that is positive and constructive for the players. The second purpose is to provide the opportunity for competitive play. VV is to develop the players to the best of their ability so they gain experience and skill to compete at a level commensurate with their ability.

**B. Eligibility** - It is the intent of VV to confine its eligibility for participation to athletes who reside or attend school in Independent School District 138. Students are encouraged to participate in the school programs in addition to those of VV. Deviation from the eligibility area will require approval by the Board of Directors.

**C. Activities** - VV will sponsor a traveling JO volleyball program as well as other activities in accordance with its purpose.

**D. Tax Exempt Status** – VV is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations qualified under Section 501(c)(3) of the Internal Revenue Code.

**E. No Personal Benefit** – No part of the net earnings of VV shall inure to the benefit of, or be distributed to, its members, officers, directors, or other private persons, except that reasonable expenses may be reimbursed when incurred for qualified Section 501(c)(3) purposes.

**F. Political Activities** – No substantial part of the activities of VV shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and VV shall not participate in, or intervene in any political campaign on behalf of, or in opposition to any candidate for public office.

### **ARTICLE III. MEMBERSHIP**

**Members** - The membership of VV will consist of those persons currently elected to the Board of Directors, along with the balance of the membership. The membership will consist of each family who has a child participating on one of the VV teams.

### **ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS**

**Board of Directors** - The general management of the affairs of VV will be vested in the Board of Directors, who will be elected officers as provided in Article VI, Section A of these by-laws. The number of directors will be no more than 12, but no less than 7.

**Officers** – The officers of VV will consist of a Director, Assistant Director, Secretary, Treasurer, Sports Director, Fundraising Director, Volunteer Director, Apparel Coordinator, Merchandising Coordinator, Website Coordinator, and Scheduler. These officers will be elected in accordance with Article VI, Section 1 of these bylaws. Each officer is a Voting Member (See Article V, B.), each of whom will have 1 vote.

**Advisor** - The head varsity volleyball coach will act as an advisor to the board, as a non-voting member.

**Committees** – The Board may appoint standing and ad hoc committees as needed. The committee size can vary, and will disband upon completion of its purpose. (See Article VIII Section B for more information on Committees)

**Attendance** – A Board member who misses 25% or more and/or 3 or more consecutive meetings of the North Branch Vikings JO Volleyball Board meetings may be removed as a Board Member unless there are extenuating circumstances (ex. Medical illness), in which case, the Board, by a majority vote, may decide to waive this requirement.

### **ARTICLE V. MEETINGS**

All VV members are invited to attend monthly board meetings.  
(See Article III, Section A for definition of a member.)

**A. Annual Meeting of the Members** - The annual meeting of the members of VV will be held in August of each year. The purpose of the meeting is to elect Board Members to the vacant positions and receive reports from each of the Board of Directors and whoever else the Board feels appropriate.

**B. Voting Members** – elected officers to the Board of Directors, will be voting members.

**C. Voting** –

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (i.e., one more than half the members present).

**D. Special Meetings of the Members** – A special meeting of the members may be called by the Director, at any time, on his or her own initiative; or by a request of the voting members. Notice of the special meeting shall be made to the entire membership not less than seven days before the meeting, by email,

and posting on the website. At such special meetings, there will only be considered such business as is specified in the notice of the meeting.

**E. Meetings of the Board** – Closed meetings of the Board of Directors will be held as needed in the judgment of the Director or a majority of the board, to conduct the business of VV. New business as well will only be conducted with the board after the open forum has been completed and all guests have exited. Open Forum will be kept to under 20 minutes unless prior/immediate board approval.

**F. Quorum for Board Meeting** - A majority of all voting members of the Board of Directors will constitute a quorum.

**G. Order of Business** - At all meetings of VV, the order of business will be by agenda, established by the Director or other presiding officer.

## **ARTICLE VI. ELECTION OF DIRECTORS AND OFFICERS**

**A. Election of the Board of Directors** – The Board of Directors of VV will be elected at the annual meeting of the members. The candidate receiving a majority of the votes cast will be declared elected.

**B. Qualifications** – Elected Board Members will have been a member of the VV program for at least one season immediately prior to the time of their nomination. The Board may vote to waive this requirement. Spouses or significant others may not serve as Board members at the same time.

**C. Term** – Minimum of 2 years, with the option of continuing at the end of the term, with majority approval.

**D. Vacancies** - If a vacancy occurs among the officers or in the Board of Directors, the vacancy will be filled by majority vote of the Board of Directors, for the remaining term.

## **ARTICLE VII. DUTIES OF THE OFFICERS**

**See appendix A –  
Vikings Volleyball (VV)**

**Board of Directors Job Descriptions**

Created July 26, 2012, Modified August 29, 2016

## **ARTICLE VIII. POWERS OF THE BOARD OF DIRECTORS**

**A. Management of VV** - The Board of Directors will have general charge and management of the affairs, funds and property of VV. The Board will have full power and it will be the Board's duty to carry out the purposes of VV according to its by-laws, and to establish such policies and procedures as are reasonable or necessary to accomplish the purposes of VV.

**B. Appointment of Committees** - The Board of Directors will appoint committees, as it deems necessary. Appointment to committees will be limited to members of VV, at least one member of VV Board of Directors will oversee each committee. The committee size can vary, and will disband upon completion of its purpose.

**C. Removal** – Any VV Board Member, Coach, Volunteer, Member or Player whose continued participation is deemed detrimental to the welfare of the program may be removed upon majority vote of the VV Board of Directors.

## **ARTICLE IX. AMENDMENTS**

These by-laws may be amended by a two-third vote of Voting Board members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) are posted in the Volleyball Section of the NBAAA website, and are provided to each Board member at least one week prior to said meeting.

## **ARTICLE X. DISSOLUTION OF PROGRAM**

In the event VV programs cease to exist, all assets, cash, equipment & miscellaneous items will be donated equally to the North Branch Area School District 138 Volleyball athletic program. If unable to accept, the donation will be made to the NBAAA. However, if the NBAAA is not then in existence, is no longer a qualified distribute, or is unwilling or unable to accept the distribution, then the assets of VV shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code.



## Appendix A

### North Branch Vikings JO Volleyball

#### Board of Directors Job Descriptions

Revised 7-26-12

Revised 8-29-16

*Positions are assigned an even (E) or odd (O) year, determining the year their position comes up for renewal or election to avoid a large turnover in one year.*

#### **Director (E)**

The Program Director shall be the principal executive officer of the organization and subject to the control of the Board of Directors and membership.

The Program Director's Duties:

- a) Create the agenda every month and distribute prior to the meeting.
- b) Start the meeting on time, preside and maintain order
- c) Enforce rules
- d) Announce all Business
- e) Entertain only one motion at a time
- f) Be fair and impartial
- g) The ability to table a motion or to call a motion to a vote and announce results
- h) Encourage debate and assign the floor to those properly entitled to it, but limit debate to acceptable limits
- i) To cast tie-breaking vote or not vote at all; to abstain from voting if wiser
- j) Provide signature on all checks written by the organization
- k) To give signature when necessary
- l) To appoint committees as needed
- m) To perform other duties as required or assigned
- n) Forward try-out results to the Website Coordinator (providing players numbers, not names, for posting on NBAAA website) and to the Secretary (including all information). Contact all players cut from tryouts.
- o) Store player's Letter of Intent
- p) Serve as advisor to newly elected Director
- q) Coordinate gym/practice schedules and local tournaments when scheduler board position is vacant

#### **Assistant Director (O)**

The Assistant Director shall perform the duties of the Director in the event of the inability of the Director to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the Director. The Assistant Director shall also perform other duties as may be assigned by the Director or the Board of Directors. The Assistant

Program Director shall provide the second signature on checks written by the organization in absence of either Treasurer and/or Director. Provide Secretary with business update form at the beginning or before each board meeting. The Assistant Director shall oversee all coaches and instruct where necessary to carry out the Club's mission. The Assistant Director, may from time to time, interact with players, coaches and parents regarding behavior, instruction or club expectations.

## **Secretary (E)**

The Secretary shall perform all duties incident to the office of Secretary, subject to the control of the Board of Directors. Minutes of the meetings will be recorded and copies maintained by the secretary. Copies will be distributed to Board Members and NBAAA. Upon completion of term of office, the secretary shall deliver all books, papers and reports as appropriate to the new incumbent. The Secretary shall also perform other duties as may be assigned by the Director of the Board of Directors.

The Secretary's Duties:

- a) To keep accurate minutes of all meetings
- b) Roll call and absentee records
- c) Mailing/e-mailing of last month's minutes to all Board Members prior to next meeting.
- d) Record the proceedings, but not the debates
- e) Record all motions, name of persons introducing the motion and the second for the motion.
- f) Record motion acceptance or defeat
- g) Take charge of all official documentation belonging to North Branch Vikings JO Volleyball, together with Director
- h) Maintain up-to-date list of all members, their addresses, e-mail addresses, and telephone numbers
- i) Conduct general correspondence as required
- j) Perform other duties as required or assigned
- k) Create/manage Committees list, distribute to all Board Members as soon as all Committees are set
- l) Create synopsis of monthly meeting and forward to the Website Coordinator to post on NBAAA
- m) Collect monthly reports from board members. Share absent board member reports if needed.

## **Treasurer (O)**

The treasurer shall have charge and custody of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization in a financial institution insured by the Federal Deposit Insurance Corporation. The Treasurer shall in general perform all duties incident to the office of Treasurer and other duties as may be assigned by the Director of the Board of Directors. The Treasurer signs all checks for organization and obtains a second signature, preferably from the Director, if not from the Director, the Assistant Director.

The Treasurer's Duties:

- a) Receive and bank all funds for North Branch Vikings JO Volleyball
- b) Keep bookkeeping record of these funds
- c) Pay whenever possible by check with preferential signature by Director. If the Director is unavailable, then the Assistant Director
- d) Write checks for items approved by the Board of Directors
- e) Present all income and expenses at each monthly meeting
- f) The Treasurer shall submit the last annual financial statement with a report of the general financial condition of the organization at the annual meeting.

- g) Preside over meetings when the Assistant Director and Director are absent
- h) Perform other duties as required or assigned
- i) Provide a copy of profit and loss balance sheet and a record summary to the NBAAA Sports Director each month
- j) Complete the budget review by (date to be determined)
- k) Develop budget with Director to be approved by the Board of Directors
- l) Process all tax related IRS forms

### **Sports Director / Coaching Coordinator (E)**

The Sports Director/Coaching Coordinator is to oversee all coaches contracted to coach in the VV program. This shall include visiting practices, providing instruction regarding skills and training, answering questions regarding tournament selection, behavior problems, and interaction with players and coaches.

The Sports Director Duties:

- a) Is to be a Vikings Volleyball board member
- b) Provide handbook, conduct meetings and necessary communications with coaches
- c) Assist with technical development of coaches
- d) Be sure coaches all are Impact certified
- e) Conduct customized meetings with coaches when necessary for presenting practice guidelines and other info
- f) Works closely with Volleyball Advisor to keep continuity between High School and VV

### **Community Director (NBAAA Representative) (E)**

The Community Director attends the NBAAA monthly meetings and reports the issues discussed at this meeting back to North Branch Vikings JO Volleyball organization at the monthly Board of Directors meeting. Any pertinent items brought up at the North Branch Vikings JO Volleyball meetings are to be presented by the Community Director at the NBAAA meeting.

- a) Attend NBAAA monthly meetings (minimum of 80%) and provide documents, minutes of Vikings Volleyball board meetings and financial recap to them
- b) Is to be a Vikings Volleyball board member
- c) Conduct meetings and provide necessary communications with coaches and the Board of Directors
- d) Provide all pertinent information from NBAAA to VV
- e) Solicit fundraising from community for programs sponsored by the NBAAA
- f) Works closely with Volleyball Advisor to keep continuity between community High School and VV

### **Fundraising Coordinator (E)**

The Fundraising Coordinator is in charge of planning and coordinating the fundraising strategy and activities of Vikings Volleyball. The coordinator will organize activities for raising money, solicit sponsorships, assist with annual home tournaments, and manage the relationship between funding sources and VV. They may from time to time work with the Volunteer Coordinator to manage volunteer hours for parents and players.

### **Volunteer Coordinator(s) (O)**

The Fundraising/Volunteer coordinator(s) is/(are) in charge of planning and coordinating the volunteer hours for parents and players throughout the VV season. The coordinator will assist the fundraising coordinator with finding volunteers for fundraising, activities for raising money for VV, and soliciting sponsorships. The volunteer coordinator will manage the DIBS site (or any other site or document used to track the same) for volunteer sign ups and will track volunteer hours toward the annual required commitment. The coordinator will manage and schedule

all volunteers for the annual home tournament. They may from time to time work with the Fundraising Coordinator to manage volunteers for fundraising or other organized activities.

## **Website Coordinator (E)**

The Website Coordinator will keep the VV website up-to-date within 1 week of a request for an information change. The Website Coordinator will post minutes from meeting, the try-out results, registration information, team pages (with team coordinators), rosters, club information, photos, and Vikings Classic tournament information. From time to time, the website coordinator will evaluate changes which would be beneficial to the website and inform the Board of Directors of same. The Director and Assistant Director will oversee changes made to the website to ensure privacy and legal compliance. The website coordinator will also provide training to individual team coordinators (or parents) for uploading tournament, practice and season photos and information.

- a) Updating the Board Members and contacts as necessary
- b) Posting minutes from the board meetings
- c) Posting all registration information on the website
- d) Updating the sponsorship page as necessary
- e) Posting try-out results
- f) Posting rosters for each team on the team pages
- g) Posting the location and teams involved for each weekend tournament/playdate
- h) Setting up team pages for each session and training team reps on how to load data onto their team pages
- i) Reviewing content posted by team reps to ensure appropriateness of content
- j) Photo permission form is signed, stored, and put on registration table for all players
- k) Entering any other pertinent information on the home page of the website

## **Apparel Coordinator (E)**

The Apparel Coordinator(s) is responsible for working with vendors to get uniform samples and pricing for presentation to the Board of Directors. He or she will select uniforms, oversee pricing, assist with distribution to teams, and work with various sponsors. They will work with the Board of Directors to plan a budget for each season's team apparel. The Apparel Coordinator and Merchandise Coordinator will work together to coordinate a uniform look for all uniform and fanwear for the Club.

- a) Work with vendors to get uniform samples and pricing to bring in front of Board
- b) Work to select uniforms, oversee purchasing of uniforms, equipment, and apparel upon board approval
- c) Assist with team distribution when order is received
- d) Coordinate available parent shirts, player wear, gear, selection, orders and distribution of all extra attire
- e) Work with sponsor's for logo placement on player practice shirts
- f) Work with Treasurer to plan a budget and/or expense for team uniforms for upcoming season

## **Merchandise Coordinator (O)**

The Merchandise Coordinator is responsible for working with vendors to get team merchandise and fan wear and will present same to the Board of Directors. They will select merchandise, oversee pricing, assist with distribution to teams, coordinate fanwear and other team apparel and work with various sponsors. They will work with the Board of Directors to plan a budget for each season's team apparel. The Merchandise Coordinator and Apparel Coordinator will work together to coordinate a uniform look for all uniform and fanwear for the Club.

- g) Work with vendors to get uniform samples and pricing to bring in front of Board
- h) Work to select uniforms, oversee purchasing of uniforms, equipment, and apparel upon board approval
- i) Assist with team distribution when order is received
- j) Coordinate available parent shirts, player wear, gear, selection, orders and distribution of all extra attire
- k) Work with sponsor's for logo placement on player practice shirts
- l) Work with Treasurer to plan a budget and/or expense for team uniforms for upcoming season

## **Scheduler (E)**

The scheduler will coordinate with community education the availability of gym space and will coordinate practice schedules for all teams. The scheduler will oversee the registration of all teams' play dates or tournaments, and will work with each team's coach to make sure budget and registration are met and complete.

- a) Coordinate gym/practice schedules, schedule gym time, and schedule other facility needs
- b) Oversee the registration of all teams' play dates and tournaments
- d) Coordinate gym time with community education contact

## **Board Members**

All board members shall perform duties as may be assigned by the Director of the Board of Directors.

Board Member's Duties:

- a) Oversee Coaching staff and acquire background checks for all coaches
- b) Review Secretary's minutes prior to publishing
- c) Oversee equipment needs and order new equipment
- d) Oversee registration
- e) Avoid speaking upon any matter until it is brought before Vikings Volleyball
- f) Focus on current subject or discussion
- g) Abstain from any personal attacks during debate and show common courtesy to others
- h) Offer any motion pertinent to the Vikings Volleyball organization
- i) Be honest during discussions of motions
- j) Perform other duties as required or assigned
- k) Provide Secretary with business update

## **Volleyball Advisor** – Head Varsity Volleyball coach or approved representative

Vikings Volleyball believes that for our club to be most successful we must work in conjunction with the North Branch High School (NBHS) volleyball program. We believe that it is in the best interest of all the players to be following the same program that is being taught within the NBHS volleyball program.

*Volleyball Advisor duties:*

- a) Along with Director and Associate Director, set play schedules, brackets and rules for any tournament hosted by Vikings Volleyball. Work closely with Board of Directors to manage home tournament.
- b) Work with Sports Director on direction of JO coaching.
- c) Work with Sports Director and coaches to coordinate coaches training and both coach and player skill performance and development.

*Coach Adviser Duties:*

- a) Evaluate each team's practices, coaches and progress being made throughout season.
- b) Visits each team's practices when able to provide instruction, assistance or to answer questions of coaches or players
- c) Assist Director and Associate Director where/when needed with try-outs and team selection including:

*Try-out duties:*

- a) Work with the Board of Directors to organize the Try-Out logistics (i.e. solicit player evaluators, scorers and assistants; determine player numbering system, facilities and equipment, etc.)
- b) Work with the Director, Assistant Director, Sports Director and coaches running try-outs to determine the drills to be run, the details of each, the schedule, the evaluation criteria and the scoring to ensure neutrality and fairness.
- c) When necessary, evaluate with the Board of Directors new ways to perform try-outs for the most accurate, yet neutral, fair and unbiased results.
- d) Work with Director and Assistant Director to place players on teams determined by the evaluation scores, making sure all positions are filled and teams are balanced.