

# JOHNS CREEK HIGH SCHOOL

## GLADIATORS ATHLETIC ASSOCIATION

### VOLLEYBALL CLUB GUIDELINES

#### ARTICLE I. ORGANIZATION

**Section 1. NAME.** This organization shall be known as the Johns Creek Gladiators Volleyball Club, hereinafter called the "Volleyball Club".

#### Section 2. MISSION.

- To instill excellence in the Johns Creek High School Volleyball program by providing inspiration, guidance and assistance to all players and coaching staff of Johns Creek High School in order to develop and sustain a top athletic program at every level;
- Securing closer contact between interested parents, students, teachers, coaches, administrators and members of the larger community, thereby assuring clear communication and cooperation among all those involved in the Johns Creek High School Volleyball program;
- Fostering closer ties and cooperation between the parents of players involved in the Junior Gladiators Volleyball feeder program (once established) and parents of current JCHS volleyball players, thereby strengthening the entire Johns Creek High School Volleyball program;
- Promoting a culture of enthusiasm throughout the community by fostering greater game attendance and other public support of all Johns Creek High School volleyball activities, thereby rendering moral support to the students;
- Developing a spirit of togetherness, mutual admiration, and teamwork between the Johns Creek High School volleyball program and other Johns Creek organizations which will help instill excellence in academics, arts, and athletics;
- Assisting financially through identifying and managing fundraisers, projects, special events and corporate partnerships.

#### Section 3. ORGANIZATIONAL STRUCTURE

All sport clubs will operate under the direction of the Johns Creek Booster Club known as the Gladiators Athletic Association (G.A.A.). The G.A.A. has been formed as a Georgia non-profit 501(c) (3) corporation. Contributions made to the G.A.A. will be tax deductible to the extent permitted by law. The G.A.A. will be the governing body for all sports club activities and these activities will be permitted only as they comply with the bylaws created and voted on by the G.A.A.. The Executive Board of the Association has to vote to accept the Sport Club Guidelines once submitted by each individual club.

**ARTICLE II. MEMBERSHIP AND MEETINGS** **Section 1. VOTING MEMBERS** Voting members are defined as members who have joined G.A.A. in the current year, have paid current membership dues at the Swordsmen level or above and have designated a portion to the Volleyball club. Members who have

purchased a multi-year membership will be voting members for the entire term of their membership as long as a portion of their membership fees are donated to the volleyball club. Treasurer maintains list of volleyball G.A.A. members. Each household with voting rights has one vote per family. Proxy voting will not be allowed. Internet voting will be allowed as approved by Executive Board.

**Section 2. GENERAL MEETING OF MEMBERS** The general meeting of the Club shall be held twice during that sports season at the discretion of the Executive Board. Typically, the initial meeting will be held at the season opening dinner, which will generally be shortly after tryout results are announced. The second and final general meeting will generally be at the season ending banquet. A written request for a general meeting of members shall be given to the Executive Board at least seven days prior to the meeting date.

**Section 3. SPECIAL MEETING OF MEMBERS** The President(s) or Head Coach may call a special meeting of members at any time on her/his own initiative. Additionally, a meeting will be called by the President(s), upon written request of five (5) voting members. Any such request must be made at least 10 days in advance of the desired meeting date and time, and must include the subject matter to be discussed. The final date, time, and location for any such special meeting will be approved by the Executive Board and communicated to all voting members at least 7 days in advance of the scheduled meeting time. At any such special meeting, the only business to be discussed will be that matter(s) specified in the request.

**Section 4. INFORMATIONAL MEETING** The head coach of any volleyball team may, without any requirements regarding advance notice, convene an informational meeting with parents, players, or both. The purpose of the meeting is for the coach to convey information, to discuss issues, to plan for upcoming events, or to seek opinions. Membership votes are not permitted at informational meetings and any decisions made at the meeting that are subject to Executive Board governance or voting shall be considered non-binding.

### **ARTICLE III. GOVERNMENT**

**Section 1. EXECUTIVE BOARD** The general management of the affairs of all Sports Clubs shall be vested in the Executive Board. The Executive Board shall consist of seven (7) elected positions consisting of the seven (7) officers. The President(s) will cast a one vote only as a tie breaker, when necessary.

**Section 2. OFFICERS.** The officers of the Sports Club shall consist of President (or co-Presidents), Vice-President Communication, Vice-President Fundraising/Membership, Secretary, J.V. Team Representative, 9<sup>th</sup> Grade Team Representative, and Treasurer.

**Section 3. EX OFFICIO MEMBERS OF EXECUTIVE BOARD** The Principal, Athletic Director, immediate past President(s), Head Coach, and G.A.A. Designated Representative shall be ex officio members of the Executive Board. However, they shall have no voting rights.

**Section 4. PRESIDENT AS COMMITTEE MEMBER** The President(s) shall be a member, ex officio, of all committees.

**Section 5. MEETING OF EXECUTIVE BOARD** Meetings of the Executive Board shall be monthly, with the exception of the month of June, or as modified or agreed upon by the Executive Board. Additional meetings may be called at the initiative of the President(s) as necessary, by the Head Coach, or upon request to the President(s) by any two (2) members of the Executive Board. A quorum (majority) of Executive Board members is required to convene an Executive Board meeting. All JCHS Volleyball Club members are welcome to attend any Executive Board meeting, however, if a member has a topic to be added to the agenda, it must be submitted to the President(s) in writing 48 hours prior to meeting. Meetings be held at appropriate location, JCHS when possible, and no alcohol shall be present. All Executive Board votes will be confidential and open only to Executive Board members. Minutes will reflect the aggregate result of a vote, but not the individual Board members vote.

**Section 6. ORDER OF BUSINESS** At all meetings of the Club and the Executive Board, the order of business shall be as follows:

- Reading and approval of the minutes from last meeting, if requested.
- Coaches Report.
- Treasurer's Report.
- Report of Executive Board Vice Presidents, if needed.
- Reports from Standing Chairs, as needed.
- Unfinished business.
- New business.
- General Comments.
- Non-Executive Board members Adjournment.
- Executive Board members conduct any necessary votes, by confidential ballot.
- Adjournment.

#### **ARTICLE IV. ELECTION OF EXECUTIVE BOARD**

**Section 1. ANNUAL ELECTION OF OFFICERS** The voting members shall elect from among their number a President, Vice-President Communication, Vice-President Fundraising/Membership, Secretary, J.V. Team Representative, 9<sup>th</sup> Grade Team Representative, and Treasurer.

The Nominating Committee shall consist of all team representatives, if any, with the VP Communication serving as chairman and shall meet to formulate their recommended slate of officers prior to the initial general meeting of the year. The Nominating Committee shall obtain the consent of the nominees prior to placing their names on the slate. In addition, all nominees shall be members in good standing of the G.A.A. organization, the Volleyball Club, and have one or more students enrolled at Johns Creek High School. The slate of candidates selected by the Nominating Committee shall be posted on the team website at least 5 days prior to the clubs first general meeting, which will typically be held at the kick-off dinner. Additional nominations may be made at this time from the floor. Only one Member/parent per family unit may be nominated for a Board position in a given year. The meeting of the voting members to elect officers shall be the Annual Election of the Club, which shall be held during the initial general meeting of the members, if there is but one nominee for any position, voting for that office may be held

by a voice vote, if the position is contested, voting will be done by confidential ballot and decided by the majority vote of the voting members present at the Annual Election. Each voting member as defined in Article II, Section 1 shall have one vote per position per election. Newly elected officers will be announced at the kickoff dinner and will assume their duties at this time, contingent upon becoming a G.A.A. member within ten (10) days.

**Section 2. REQUIREMENTS TO HOLD OFFICE** Officers shall be voting members of the volleyball club and G.A.A. in good standing. Before acceptance of an elected position, each candidate will have read and understood the responsibilities required of their elected position, and will be a voting member in good standing. Each term of office will for one calendar year commencing and ceasing at the annual kick off dinner (initial meeting of the members). All materials, documentations, records, receipts, keys and other supporting documentation in the possession of any past officer will be transferred and delivered to the newly elected officer no later than ten days (10) after the Annual Election results are announced.

### **Section 3. RESIGNATION OR REMOVAL FROM AN OFFICE AND REPLACEMENT**

#### **Resignation**

Any person resigning from office must do so in writing, submitted to the President with two (2) weeks' notice of resignation.

#### **Removal**

Any Elected Officer, Major Chair Person, Ad-Hoc Committee Chairperson or Committee Member may be removed, with cause, at any meeting of the Executive Board. Removal would require a vote of a majority of the Executive Board for any chairperson or committee member. Removal of an elected officer for cause who is a member of the Executive Board would require a vote by the Executive Board. "Cause" shall mean:

- Intentional and material non-compliance with the G.A.A. bylaws
- Knowingly participating in transactions or activities which could jeopardize the Varsity, Jr. Varsity, or Freshman Volleyball teams, The Volleyball Club or Johns Creek High School;
- Theft, embezzlement, or commingling of funds of the Volleyball Club with the funds of any such person;
- Failure to fulfill the responsibilities of the job, or not being in good standing with the Volleyball Club, G.A.A., or failure to have a student validly enrolled at Johns Creek High School.
- Conviction of a felony
- Violation of the Code of Conduct

#### **Replacement**

The Executive Board will be responsible for the appointment of a replacement of an elected officer, committee chairperson, or committee member who resigns or cannot complete her/his term. Any Executive Board officer can make a nomination in this situation. The nomination(s) will be decided upon by the Executive Board by majority vote to complete the term.

If an elected officer is removed for cause, the replacement officer will be nominated by the Executive Board but be voted on by the full membership.

**Section 4. TERM OF OFFICE** Executive Board Officers shall not be eligible to serve more than two consecutive terms in the same office; unless, a formal request to extend is granted by the Executive Board of G.A.A.

## **ARTICLE V. DUTIES AND POWERS OF EXECUTIVE BOARD**

**Section 1. MANAGEMENT OF THE CLUB** The Executive Board shall have general charge and management of the affairs, funds, interests, and property of The Volleyball Club. The Executive Board shall have full power, and it shall be their duty to carry out the purposes of The Volleyball Club according to the Guidelines.

**Section 2. RULE MAKING** The Executive Board may make rules for the conduct of the members consistent with GHSA and JCHS rules. The Executive Board has the right to make rules governing the use of The Volleyball Club's property, and to define and limit the privilege of members, not inconsistent with anything set forth in these Guidelines.

**Section 3. POWERS** The Executive Board of The Volleyball Club shall be accountable for review of all monthly club treasury reports. All deposits and requisitions should be channeled through the Volleyball Treasurer who works directly with the G.A.A. Treasurer and JCHS book keeper. This Treasurer will be responsible for reconciling the volleyball club records with the G.A.A. records, and the Executive Board will be provided with reports following that reconciliation.

**Section 4. THE CLUB SCHOLARSHIPS** The Volleyball Club has the authority to grant financial considerations "scholarships" to student-athletes based on financial considerations. These "scholarships" must be approved by the President(s), Head Coach, and Treasurer. Financial considerations "scholarships" could include participation fees, camp payments, workout sessions, or volleyball related expenses that a student-athlete may incur to play volleyball. Such "scholarships" can be requested by any Volleyball Club member, head coach, or a Johns Creek High School administrator in writing.

The names of those student-athletes receiving financial considerations shall remain confidential. Any financial consideration "scholarship" made to a student-athlete shall be reviewed on a yearly basis with no guarantee of renewal.

## **ARTICLE VI. DUTIES OF OFFICERS**

**Section 1.** The **President** shall preside at all meetings, be ex-officio of all committees of the Volleyball Club except the nominating committee, and shall be a voting member of the Executive Committee of the Gladiators Athletic Association. The President will also designate an Executive Board member to be Varsity liaison.

**Section 2.** The **Treasurer** shall keep track of all income and expenditures as compared to the established budget for the sport. The treasurer shall submit an approved volleyball budget developed in conjunction

with the volleyball Head Coach to the Association Treasurer and the Athletic Director by any specified deadline, but prior to the beginning of the sports season. The treasurer will also oversee the collection of participation fees. The treasurer or designee must present all bills for payment and turnover all collected funds for deposit to the Association Treasurer. Sports club are not permitted to have individual bank accounts.

**Section 3.** The **Secretary** shall keep the written minutes of all meetings of the Sport Club and be responsible for getting those minutes to the Association Secretary prior to the Associations monthly meetings. The Secretary will also gather, prepare, and distribute the volleyball handbook (and end of season statistics) to all families of the volleyball club. The Secretary will prepare all written letters, notes, correspondence that are sent from the volleyball club Executive Board.

**Section 4.** The **Vice President of Communication** shall oversee all activities related to the volleyball clubs operations. These would include all team communications via email and website including sport registration, membership to the G.A.A., oversee committees that record statistics, and oversee nominating procedure for new officers. In the absence of the President, the VP of Communication shall perform those duties.

**Section 5.** The **Vice President of Fundraising/Membership** shall work in conjunction with the Associations Fundraising Chairperson. All proposed fundraising projects must be approved in advance by the Principal's Secretary (changed per G.A.A.). The VP of Fundraising/Membership shall be responsible for recruiting and coordinating all required volunteers necessary to successfully complete each fundraising objective. Standing committees administered by VP of Fundraising/Membership, but not limited to: Spiritwear, Membership, Team Fundraisers, Concessions, Signage, and Sponsorship.

**Section 6.** The **J.V. Team Representative** shall act as liaison between the board and the J.V. team. The J.V. Team Representative shall also assist the J.V. coach with communication between the J.V. coach and parents. Responsibilities will also include organizing all travel, meals, match volunteers (scoring, line judge, etc.), concession volunteers and generally assisting the J.V. coach with any other support that is required.

**Section 7.** The **9<sup>th</sup> Grade Team Representative** shall act as liaison between the board and the 9<sup>th</sup> grade team. The 9<sup>th</sup> Grade Team Representative shall also assist the 9<sup>th</sup> grade coach with communication between the 9<sup>th</sup> grade. coach and parents. Responsibilities will also include organizing all travel, meals, match volunteers (scoring, line judge, etc.), concession volunteers and generally assisting the 9<sup>th</sup> grade coach with any other support that is required.

## **ARTICLE VII. STANDING COMMITTEES**

**Section 1.** The volleyball Club will form Committees and assign Chair people to those committees that they see fit to benefit the progress and programs of the volleyball program. Those Chairs will report to one of the elected officers of the Volleyball Club as determined by the slate of officers. Committee members, and committee chairs have no Executive Board voting rights.

## **ARTICLE VIII: RULES AND REGULATIONS FOR MEMBERS**

**Section 1. EXPULSION.** Any member, whose conduct shall in the opinion of the Executive Board be considered detrimental to the welfare of the organization, may be expelled from membership by the same procedures outlined for non-elected officers/committee chairpersons/ committee members, listed in Article IV, Section 3.

**Section 2. ADDITIONAL RULES AND REGULATIONS** The Executive Board may establish and enforce any and all additional rules and regulations deemed advisable and necessary and must have a majority vote of the Executive Board of The Volleyball Club

**Section 3. PARLIAMENTARY PROCEDURES** Robert's Rule of Order shall be the final source of authority in questions of parliamentary procedure and shall govern all meetings.

**Section 4. USE OF CLUB MATERIALS OR EVENTS** Members are prohibited from utilizing Club merchandise or events for personal gain without prior approval from the Executive Board.

#### **ARTICLE IX: COMPENSATION OF OFFICERS AND MEMBERS.**

**Section 1. COMPENSATION** All roles are voluntary and as such the officers, committee chairmen, and members serving on committees shall not receive any salary or compensation for services rendered.

#### **ARTICLE X: FISCAL YEAR**

**Section 1. FISCAL YEAR** The fiscal year of the volleyball club shall be from the start of the kickoff dinner to the end of the following kickoff dinner. The named board members in the following positions: President, Treasurer, Secretary, VP Communications, VP Fundraising/Membership, J.V. Team Representative, and 9<sup>th</sup> Grade Team Representative will remain in their capacity as Executive Board members until the next Kickoff Dinner.

#### **ARTICLE XI: BOOKS, RECORDS AND REPORTS**

**Section 1. ANNUAL REPORT** The President(s) of The Club shall prepare annual or other reports as determined by Executive Board or G.A.A. and shall provide copies to the G.A.A.. The President(s) report shall be provided at the last meeting of the year, generally at the season-ending banquet. It shall outline stated goals, accomplishment, issues facing club and forecast next year's direction.

**Section 2. PERMANENT RECORDS** The Club shall keep current and correct records of the accounts, minutes of the meetings and proceedings and membership records (if any) of the Club. Such records shall be kept at the registered office, the principal place of business of the Club, or in the possession of the President(s). Any such records shall be in electronic form or in a form capable of being converted into written form.

**Section 3. INSPECTION OF CLUB RECORDS** Any Club member in good standing or G.A.A. President in good standing shall have the right at any reasonable time, and on written demand stating the purpose thereof, to examine and make copies of relevant books and records of accounts, minutes, and records of The Club.

**Article XII: CODE OF CONDUCT**

**ARTICLE XIII: AMENDMENTS**

**Section 1. GUIDELINES.** Any amendment to the Guidelines shall be submitted in writing and must be approved by the majority of the Executive Board prior to sending it to the general membership for a two-thirds majority vote of the membership.

**Certified to be The VOLLEYBALL CLUB GUIDELINES and adopted by the General Voting Membership on 17<sup>th</sup> day of January, 2010.**

**Certified to be The VOLLEYBALL CLUB GUIDELINES and adopted by the Gladiators Athletic Association on 26<sup>th</sup> day of April, 2010.**