



Virginia Elite Volleyball Club
By-Laws
(Approved July 11, 2008)

1. Overview

The Virginia Elite Volleyball Club (VEVBC) is a non-profit organization incorporated under the laws of Virginia and in accordance with Section 501c(3) of the IRS tax regulations.

2. Mission

Our mission is to deliver a club volleyball experience where experienced and motivated coaching, as well as supportive and involved parents, can enable the most talented, dedicated, and focused athletes to attain their maximum potential in the sport of volleyball.

3. Vision

Our vision is to provide the premier club volleyball experience by emphasizing hard work, discipline, sportsmanship, competition, and opportunity. Our focus is on providing an intensified program of individual player development in order to produce players able to compete successfully at the collegiate level and to develop nationally competitive teams.

We also recognize that the sport of volleyball reaches beyond the record established by each team. We seek to provide a positive environment, which will emphasize sportsmanship, camaraderie, and dedication within a team framework, while improving each individual's self-esteem and self-confidence.

We will provide:

- Individual, position-specific training
- Team and system-specific training
- Positive learning experiences on and off the court
- College recruiting assistance for interested players

4. Management and Governance

- A. The governing body of the VEVBC will be the Executive Board. Board member duties are listed in Article 6.
- B. New Board members will be elected by the existing board (with exception of Director, Team Representative who will be elected by the Team Council).
- C. All board members will serve as unpaid volunteers.
- D. Board members shall assume their official duties immediately upon election and serve a term of two club seasons (1 August to 31 July), or until their successors are elected (with exception of the Director, Team Representative, who will serve for one season, from 1 January to 31 July).
- E. Each member shall have one vote, and no member shall be entitled to vote by proxy unless specified in these by-laws..

- F. Executive Board members who no longer wish to serve may submit a letter of resignation to the president of their intention to vacate their position.
- G. It is the responsibility of the Executive Board to act in the best interests of VEVBC. Members finding themselves in conflicts of interests or perceived conflicts of interest, should exclude themselves from the decision making process on the issue involving a conflict.

5. Duties of the Executive Board

The Executive Board of VEVBC is responsible for the governance of VEVBC in accordance with its By-Laws, rules of USAV and CHRVA, and U.S. Law. In particular the Board will:

- A. Review and approve the annual budget of VEVBC.
- B. Elect board members.
- C. Review and approve the VEVBC program annually.
- D. Serve as final decision authority on appeals to dismissal.
- E. Advise the President on matters pertaining to fund raising, program, and club administration.

6. Committees of the Board

A. Executive Committee:

- i. The Executive Board will constitute an Executive Committee to manage the affairs of the Club. All members of the Executive Committee will be members of the Executive Board.
- ii. Membership of the Executive Committee will be determined in accordance with Article 8.
- iii. Shall meet monthly or at the call of the President or Chairperson.
- iv. Executive Committee members will be given at least one week's notice of meetings. Meetings may be held on shorter notice, with approval of all members of the committee.
- v. Executive Committee members may participate and vote in person or via teleconference.
- vi. Shall be authorized to act on behalf of the full board on all issues if a Board Quorum is unable to be established in a timely fashion once notification is made in accordance with Articles 8 and 9.
- vii. Shall exercise all the powers and authority of the Board between meetings of the Board .
- viii. Each member shall have one vote, and no member shall be entitled to vote by proxy.
- ix. Membership consists of members designated in the By-Laws or a majority vote of the Executive Board.

B. The Budget Committee:

- i. Shall be responsible for preparing a budget for Board approval annually
- ii. Shall monitor club operations and meet at the request of the Chairperson or the Treasurer as needed to address financial issues and to make recommendations to the Board.

- iii. Shall direct and receive periodic financial reports from the Treasurer/Book Keeper that show Balance Sheet, Revenues and Expenses, and revenue/expense forecasts.
- iv. Shall have a membership consisting of: President, Vice President (Chair), Treasurer.

C. Other Committees may be constituted or eliminated to facilitate the operations of the Club as necessary by a majority vote of the Executive Committee.

- i. The Board shall be responsible to supervise and monitor the work of all committees.
- ii. Except as otherwise provided in these Bylaws, each committee may adopt such rules and regulations to govern its proceedings, as it shall deem appropriate. In the absence or disability of the chair of any committee, the Board Chair shall designate one of its members to preside.
- iii. Any one or more members of a committee may participate in a meeting of the committee by means of conference telephone or other communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall be deemed presence in person at such meeting.
- iv. Any action required or permitted to be taken by any committee may be taken without a meeting, if all the members of the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of such committee shall be filed with the minutes of the committee.
- v. Each committee shall report its actions to the Board as required by these Bylaws or the Board.

7. **Club Membership:** Those players, parents, guardians, and coaches who have a signed, active contract with the club are considered members of the club. Membership will be retained for one season, from the date of the contract until 31 July. Membership will be suspended should a member fail to remain current on dues, in accordance with the Club policy on fees.

8. **Membership of the Board and Board Member Responsibilities**

- A. The **Chairperson of the Board** will be elected by a vote of the Executive Board and shall serve for 2 years. He/She may be re-elected:
 - i. Shall preside at all full board meetings. in the absence or disability of the Chair, the President shall preside. In the absence or disability of the foregoing, the Executive Committee shall designate one of its members to preside.
 - ii. Shall ensure the impartial administration and enforcement of the bylaws.
 - iii. Shall serve on the Executive Committee.
 - iv. Shall ensure that VEVBC remains within the operating budget.
 - v. Shall ensure that VEVBC operates within relevant laws, and the guidelines set by VEVBC, USAV, and CHRVA.
 - vi. Shall have primary responsibility for overseeing fund raising on behalf of VEVBC.

- B. The **President** will be elected by a vote of the Executive Board and shall serve for 2 years. He/She may be re-elected:
- i. Shall be an officer of Virginia Elite Inc
 - ii. Shall oversee all management activities of VEVBC.
 - iii. Shall preside at all Executive Committee meetings.
 - iv. Shall ensure that all management activities are in accordance with the by-laws.
 - v. Shall be authorized to co-sign all VEVBC checks.
 - vi. Shall serve on the Executive Committee and the Budget Committee.
 - vii. Shall ensure that VEVBC remains within the operating budget.
 - viii. Shall ensure that VEVBC is operating within the guidelines set by VEVBC, USAV, and CHRVA.
 - ix. Shall ensure a club representative attends USAV Chesapeake Region Director Meetings.
 - x. Shall oversee registration of the club with USAV and for tournaments.
 - xi. Shall cast a tie breaking vote whenever a vote of the full Board results in a tie.
- C. **The Vice President** will be elected by a vote of the Executive Board and shall serve for 2 years, and is responsible to assist the President in managing the Club. He/She may be re-elected:
- i. Shall perform all duties of the President in his/her absence.
 - ii. Shall be an officer of Virginia Elite Inc.
 - iii. Shall be a member of the Executive Committee.
 - iv. Shall Chair the Budget Committee and have primary responsibility for drafting the VEVBC annual budget.
 - v. Shall be authorized to sign all VEVBC checks.
 - vi. Shall supervise the actions of volunteer team leaders responsible for chaperones, budget, and marketing.
 - vii. Shall be responsible for maintaining the minutes of Executive Committee and Board meetings.
 - viii. Shall provide notice to Board members of upcoming board meetings as directed by the president.
 - ix. Shall be responsible for developing the annual budget in coordination with the Treasurer and Budget Committee, for approval by the Board.
- D. **The Technical Director** will be elected by a vote of the Executive Board and shall serve for 2 years. He/She may be re-elected, and shall have primary responsibility to develop and sustain a high quality player and coach development program.
- i. Shall recruit and recommend all coaches accepted into the VEVBC program for approval by Executive Committee.
 - ii. Shall be responsible for Coach training and supervision.
 - iii. Shall organize and lead the college recruiting program.
 - iv. Shall identify tournaments that best support the development and recruiting program and propose tournament list to Executive Committee for approval.
 - v. Shall review and critique performance of coaches.

- vi. Shall be a member of the Executive Committee.
- E. **The Treasurer** will be elected by a vote of the Executive Board and shall serve for 2 years. He/She may be re-elected, and shall be responsible for maintaining appropriate financial controls to ensure VEVBC stays within budget and meets all of its financial obligations
 - i. Shall be a member of the Executive Committee and the Budget Committee.
 - ii. Shall supervise the Book Keeper to ensure accurate financial information is maintained in accordance with Generally Accepted Accounting Procedures (GAAP) and available to the Board.
 - iii. Shall prepare periodic financial report to the Executive Committee as directed by the Executive Committee.
 - iv. Shall provide Annual financial report to the Board at the beginning and end of each season.
 - v. Shall have primary responsibility for instituting and maintaining appropriate financial controls to ensure the budget is not overspent and to ensure appropriate fiduciary control is maintained over all VEVBC financial resources.
 - vi. Shall immediately notify the Executive Committee if any portion of the budget is in danger of becoming overspent.
 - vii. Shall assist Vice President and Budget Committee to develop budget to ensure it is financially viable.
 - viii. Shall recommend changes to the budget, spending, or revenue generation in order to meet all financial obligations.
 - ix. Shall prepare a financial report to publish to members no later than Feb. 1 of the club year, and again in August.
 - x. Shall submit all required forms, reports, and tax returns to the Internal Revenue Service or the State of Virginia.
- F. **Director, Team Council** will be elected by the Team Council and shall serve for 1 season, from election until 1 November, and will serve as the primary liaison to parents from Board.
 - i. Shall bring any parent or player concerns to the attention of the Executive Committee.
 - ii. Shall bring any appeals of staff decisions to Board attention for review and judgment.
 - iii. Shall communicate and discuss Board decisions with Parent Representative Committee.
 - iv. Shall serve as Chairperson of the Team Council and render a report of team Council meetings to the Board.
 - v. Shall have one vote on each matter submitted to a vote of the Board.
 - vi. Shall be a member of the Executive Committee.
- G. **Director at Large** (a maximum of 4 members) will be elected by a vote of the Board, and shall serve for 2 years. He/She may be re-elected.
 - i. Shall provide their expertise, experience and counsel to ensure that the VEVBC program is of the highest quality available for the money.
 - ii. Shall have one vote on each matter submitted to a vote of the Board.

- iii. May be elected to the Executive Committee upon a majority vote of the Board.

9. Meetings

- A. The Board will meet in regular session two times per year at the call of the Chairperson, President, or other presiding officer (normally in October, and June). The October meeting will be considered the Annual Meeting.
- B. Routine election of Board members will be held at the annual meeting.
- C. The President or the Chairperson will provide thirty (30) days written or electronic notice for regular meetings of the Board. Shorter notice may be given only with the unanimous consent of the Board members to waive the required notice.
- D. Meetings will be conducted in accordance with Robert's Rules of Order if the nature of discussion or agenda warrants such procedures for the orderly conduct of the meeting.
- E. Board members who cannot attend meetings, may not vote in absentee status, nor by proxy.
- F. Any one or more Board members may participate in a meeting of the Board by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time.
- G. Participation by such means shall constitute presence in person at the meeting.
- H. A quorum of the Executive Board or Executive Committee shall be constituted by 2/3 of the active members. Decisions will be valid in the absence of a quorum as long as the number of affirmative votes constitutes an absolute majority of the full board. With a quorum, Board decisions require a majority of those present.
- I. All meetings of the VEVBC Board will be open to the players or parents of VEVBC as observers. Parents and players will be provided the opportunity to speak during a designated portion of the meeting.
- J. The Chairperson or President will prepare an agenda for each Board meeting and will circulate 7 days prior to the meeting to members prior to meetings for comment.
- K. The President will prepare an agenda for each Executive Committee meeting and will circulate 2 days prior to the meeting to members prior to meetings for comment.
- L. Any two members of the Board may add an item to the agenda for consideration.
- M. All meetings of the VEVBC Executive Committee will be open to any board member as observers. Parents and players may request the opportunity to speak at scheduled Executive Committee meeting during a designated portion of the meeting.

10. Vacancies.

Any vacancy or vacancies created by the death, resignation or incapacity to act of any director before the expiration of such Board member's term, or by the creation of one or more new memberships, may be filled at any meeting by a majority of the members then in office. A Board member elected to fill a vacancy shall hold office until the expiration of the term in which such vacancy occurs and until the election and qualification of a successor.

11. **Resignation.** Any Board Member may resign by a notice in writing to the Chair, or the President. The acceptance of any such resignation, unless required by the terms thereof, shall not be necessary to make the resignation effective.

12. Special Meetings

- A. A VEVBC Board meeting may be called any time by the Chairperson or the President if needed to address time-sensitive issues with fourteen (14) days electronic or written notice to board members. Shorter notice may be given only with the unanimous consent of the Board members to waive the required notice.
- B.
- C. Any two board members may request a board meeting by written request, delivered to the Chairperson.
- D. The written request shall cause notice of the meeting to all members entitled to vote at the meeting.
- E. If the Chairperson does not give notice within ten (10) days after receipt of the written request, the person or persons calling the meeting may fix the time of the meeting and give the fourteen days notice.
- F. Notice of a special Executive Board meeting must state the purpose or purposes of the meeting.
- G. Special meeting held to hear appeals to dismissal decisions may be called with 7 days notice and a quorum will be constituted from 50% of the Board membership.
- H. Meetings may be held with less than 14 days notice, with the written approval of all members of the board.

13. Action without a Meeting.

Any action required or permitted to be taken by the members of the Board in a meeting may be taken without a meeting, without prior notice, if a consent in writing, setting forth the action taken, shall be signed by all of the Board Members. The resolution and the written consents thereto by the directors shall be filed with the minutes of the proceedings of the Board.

14. Team Council

- A. The Club will establish a Team Council no later than 15 January of each season.
- B. The parents of each team will elect a Team Representative to be their representative to the Team Council.
- C. Each player family will have one vote and the Head Coach will vote in the case of a tie.
- D. The Team Council/Representative will work closely with the head coach(es) and the club administration to ensure that players receive a high quality program.
- E. The Team Council will elect one member to serve as a member of the Board in the capacity of Director, Team Council.
- F. The Director, Team Council will serve as Chairperson and preside at meetings of the Team Council
- G. The Team Council will meet at least three times during the season to review the program and to make recommendations to the Board.

- H. Additional meetings of the Team Council may be called at the request of two or more members of the Council.
- I. At any time team parents may replace their team representative by a request of at least two parents and a majority vote of team families.

15. Background Checks:

All coaches, chaperones and Executive Board members will be required to have a background check through CHRVA. All must meet the CHRVA background standards to be eligible to participate in the club.

16. Removal of Officers or Directors:

An Officer or Director may be removed by a 2/3 majority vote of the Executive Board at an Executive Board meeting.

17. Disciplinary Procedures:

- A. All Club members are expected to behave in a manner that will reflect credit on themselves, their team, and the Club. Failure to adhere to club rules as established by the Board can lead to disciplinary action, including, reduction in playing time, remedial activities, suspension, or dismissal from the Club. The process for disciplining members will be established and published by the Board.

18. Playing Time Policy: Playing time policy for all teams will be established and published by the Executive Committee.

19. Elimination of Players from Club

- A. **Resignation:** During the course of a season, a player may choose to withdraw from the Club. Full payment of fees is due upon resignation unless an alternative is approved by the Executive Committee.
- B. **Dismissal:** If, during the course of a season, it becomes necessary to dismiss a player from the club, full payment of fees is due upon dismissal unless an alternative is approved by the Executive Committee.
- C. If the loss of a player reduces the team roster to less than 8 players, the Executive Committee may move player(s) from another team. Such a move will be made only after consultation with and agreement by the moving player(s) and parents.

20. Addition of Players to Club: During the course of a season, if a team falls below 9 players, the Executive Committee may add a player to fill vacancies to reach 9 players. A pro-rated player fee will be charged to the player.

21. Grievance Process: The Executive Committee will establish and publish a grievance process.

22. Changes to By-Laws

- A. Changes to the By-Laws can be proposed by any two members of the Board or a petition signed by at least three members from each of at least four teams.

- B. Changes to the By-Laws will be voted on by the Executive Board at a board Meeting.
- C. Changes to the By-Laws require support of 2/3 of the entire board.
- D. Board members may vote on By-Law Changes in absentia by providing their vote in writing/email if they are unable to be present.
- E. All proposals for changes to the By-Laws must be communicated in writing to all board members at least 14 days in advance of the vote.

23. Loans

- A. No loan shall be contracted on behalf of the Corporation and no negotiable paper shall be issued on its behalf unless authorized by the Board.
- B. When so authorized by the Board, any officer of the Corporation may effect loans and advances at any time for the Corporation from any bank, trust company or other institution, or from any firm, corporation or individual. Such authority may be general or confined to specific instances. No loans shall be made by the Club to any individual or entity.

24. Contracts, Checks and Other Instruments

The Executive Committee may authorize any officer or officers, in the name of or on behalf of the Club, to enter into any contract or to execute and to deliver any instrument, or to sign checks, drafts, endorsements, notes or other evidences of indebtedness of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized by the Executive Committee, Board or these Bylaws, no officer shall have power or authority to bind the Corporation by any contract or engagements or to create a financial liability on VEVBC for any purpose or for any amount. No one can create a financial liability for the club that exceeds the amount of the capital on hand without a vote of two-thirds majority of the Executive Board.