

**PLANO WEST SENIOR HIGH SCHOOL  
VOLLEYBALL BOOSTER CLUB BYLAWS**  
(Adopted May 1, 2026)

**ARTICLE I - NAME AND PURPOSE**

**Section 1.01 Name**

The name of this organization shall be the "Plano West Volleyball Booster Club" a non-profit corporation organized under the laws of the State of Texas.

**Section 1.02 Purpose**

The organization is organized exclusively for charitable and educational purposes, including supporting and promoting the Plano West Senior High School volleyball program. The organization will involve parents, students, teachers, and the community, provide resources and volunteer support, and comply with all UIL and PISD rules.

No part of the net earnings shall insure any private individual. The organization shall not participate in political campaigns or substantially attempt to influence legislation.

**ARTICLE II - OFFICES**

**Section 2.01 Principal Office**

The principal office of the corporation shall be located at Plano West High School at 5601 W Parker Rd, Plano TX.

**Section 2.02 Registered Office and Agent**

The corporation shall maintain a registered office and agent in Texas as required by law.

**ARTICLE III - MEMBERSHIP, VOTING, AND MEETINGS**

**Section 3.01 Membership**

Membership is open to parents or guardians of current Plano West volleyball players. Members in good standing are those who have paid annual dues. Annual membership is from August 1 to July 31.

**Section 3.02 Voting**

Each paid player membership entitles the associated parent (s) or legal guardian(s) to one vote in all elections and matters brought before the membership, including the election of officers and approval of proposed amendments to the bylaws. The Executive Board retains voting authority on day-to-day operational and financial decisions necessary to conduct Booster Club business between general meetings. Voting rights are non-transferable, and decisions shall be determined by a simple majority of members present and voting, provided a quorum is met.

**Section 3.03 Annual Dues**

Membership dues shall be assessed per player. A separate membership must be purchased for each player participating in the program. The amount of the dues shall be set annually by the Executive Board prior to the first day of tryouts. The Board may waive or reduce dues for financial hardship.

#### **Section 3.04 General Membership Meetings**

There will be a minimum of one (1) meeting open for all members during the year. The Executive Board will determine the time and place for the meeting during the school year.

#### **Section 3.05 Special Meetings**

Special meetings may be called by the president, the Executive Board or not less than one-tenth of their members.

#### **Section 3.06 Place of Meeting**

The Executive Board shall designate the location of all meetings, which must be held within the city of Plano, Texas, unless otherwise approved by the President.

#### **Section 3.07 Notice of Meeting**

Notice of General Membership Meetings shall be posted on the web page or delivered via email/social media app to all members, not less than seven days before the date of such meeting, by or at the direction of the President, or the Secretary or the officers or persons calling the meeting.

#### **Section 3.08 Quorum**

Those members present shall constitute a quorum, provided that no fewer than three voting members, including at least two officers, are present in person or virtually. In the absence of a quorum, no binding votes may be taken.

### **ARTICLE IV - LEADERSHIP**

#### **Section 4.01 Composition**

The Executive Board shall consist of the following officers: President, First Vice President (Communications), Second Vice President (Ways & Means), Secretary, Treasurer, and the Volleyball Coach (non-voting). The PWSHS Principal and Associate Principal for Student Activities shall serve as advisors.

#### **Section 4.02 Terms**

Officers serve for one year, renewable, beginning February 1.

#### **Section 4.03 Vacancies**

Vacancies are filled by a majority vote of the remaining Board members for the remainder of the term.

#### **Section 4.04 Removal**

An officer may be removed for failure to perform duties by majority vote of the Executive Board. An Officer who no longer has a current Volleyball player/manager at PWSHS is required to tender his/her resignation within 14 days of the student's withdrawal from the team.

#### **Section 4.05 Resignation**

Any officer may resign by filling a written resignation with the Secretary and shall deliver a written report detailing the current status of position responsibilities.

#### **Section 4.06 Election Procedure**

The current Executive Board shall serve as the Nominating Committee for selecting and recommending candidates for officer positions for the upcoming term. The Nominating Committee shall identify candidates who demonstrate necessary professional skills, commitments, leadership, and have already demonstrated active participation in the Booster Club's activities.

The Nominating Committee shall confirm each candidate's willingness to serve before finalizing the slate.

Elections shall be conducted prior to the end of January of each year. Newly elected officers shall assume their duties on February 1 of the new year.

- The President will be the parent of a 11th, or 12th grade volleyball player.
- The First Vice-President, Second Vice-President, will be the parents of 10th, 11th, or 12th grade volleyball players.
- Treasurer, and Secretary will be the parents of 9th, 10th, 11th, or 12th grade volleyball players.

All outgoing Officers shall be responsible for the orientation of newly elected Officers.

#### **Section 4.07 Executive Board / Policies and Procedures**

- The Organization will follow all policies as determined by the PISD Board of Education and the UIL Handbook for Booster Clubs.
- The PWSHS Principal serves as an ex-officio advisor and may veto any decision that conflicts with UIL rules, PISD policies, or student welfare.
- In accordance with UIL rules, all activities and schedules dealing with the inter-school volleyball program and players are under the jurisdiction of the Volleyball Coach and PWSHS administration.

#### **Section 4.08 Duties of the Executive Board Officers**

The duties outlined below are intended as general guidelines and may be adjusted by the Executive Board as necessary to best serve the organization's goals. No officer's responsibilities are "set in stone", roles may evolve based on the strengths and availability of each board member or needs of specific projects and events.

**President:**

- The President shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation.
- Presides over all meetings of the Booster Club and Executive Board.
- Represents the organization in official matters.
- Oversees the general operations of the club and ensures compliance with bylaws.
- Delegates tasks and coordinates board and committee activities.
- Be authorized to sign on the organization's bank account.
- Participates in the preparation of the planned year's budget.

**Vice Presidents (2):**

- In the absence of the President or in the event of President's inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in order of their election) shall perform the duties of the President, and when so acting shall have all of powers of and be subject to all the restrictions upon the President.
- Assist the President in performing all duties.
- Oversee committees or special projects as assigned by the Board.
- The First **Vice President of Communication** is responsible for all communications, including content and Booster Club's website. The Second **Vice President of Ways and Means** is responsible for overseeing all Fund-raising activities and events. This includes overseeing Spirit Wear such as design work, sales, and managing inventory.
- Participate in the preparation of the planned year's budget.
- May be authorized to sign on the organization's bank account.

**Secretary:**

- Records and maintains minutes of all meetings and submits them to PWSHS administration within 10 days of the Board's approval.
- Manages correspondence, notifications, and records of membership.
- Ensures documentation and bylaws are up to date.
- May be authorized to sign on the organization's bank account.
- Participates in the preparation of the planned year's budget.
- Manages away game meals for freshman, JV and varsity players.

**Treasurer:**

- Manages all financial accounts, receipts, and disbursements.
- Maintains accurate financial records and prepares financial reports for each meeting.
- Coordinates budget planning with the Executive Board.
- Ensures compliance with district or school financial guidelines.
- Files sales tax return by January 20th and exempt organizational return (Form 990) by May 15th.

**ARTICLE V - COMMITTEES**

**Section 5.01 Committees**

Ad hoc committees may be formed by the President and dissolved when their charge is complete. Committees shall follow Board guidelines.

## **ARTICLE VI - FINANCIAL MANAGEMENT**

### **Section 6.01 Bank Accounts**

Accounts shall be maintained in the name of the organization. Any bank accounts established will continue to be the accounts for the organization. The bank signature cards will be updated annually with the election of new Officers.

### **Section 6.02 Checks, Signatures & Approvals**

Those officers authorized to sign checks are the Treasurer, President and an additional officer voted by the board. All disbursements must be approved by a board member. Approval may be documented via email, text, screenshot or Board meeting minutes to maintain auditable trail.

### **Section 6.03 Financial Review**

The Executive Board shall appoint a Financial Review Committee consisting of **one to three members who do not have authority to sign checks or handle funds**. This may include officers such as the Vice President of Communications or other non-signing Board members. The committee shall review all financial records, including bank statements, receipts, and disbursements, to ensure accuracy and compliance with Booster Club policies, UIL rules, and IRS requirements.

The Financial Review Committee shall document its findings in writing and submit to the Executive Board, including any recommendations for policy or procedure improvements.

### **Section 6.04 Fiscal Year**

The fiscal year is February 1 through January 31.

### **Section 6.05 Fundraising**

All proposed activities will be presented to the Executive Board for approval before implementation. The organization will finance any moneymaking projects of the organization and all proceeds must be used exclusively by the organization.

### **Section 6.06 Reimbursement**

Reimbursement of approved expenditures will be given after submitting proof of purchase/receipt to the Treasurer within 60 days of the expenditure. The Treasurer will reimburse the purchaser via check or other electronic options for the approved amount.

## **ARTICLE VII - VOLUNTEERS**

The Executive Board will solicit volunteers at the beginning of the season right after tryouts. Any member in good standing may volunteer for club-sponsored activities.

The Executive Board shall oversee and supervise the volunteers for each event or activity. The Executive Board retains final authority over volunteer assignments, decisions, and financial expenditures related to all activities.

Volunteers may assist with, but are not limited to:

- Organizing and staffing fundraisers and concession stands
- Helping with team meals, spirit wears, theme nights, banquets
- Supporting equipment/uniform distribution, set-up, or clean-up activities
- Promoting and coordinating feeder school activities and senior night

All volunteers shall act respectfully, responsibly, and in compliance with UIL and PISD policies.

### **ARTICLE VIII - AMENDMENTS**

Proposed amendments to these Bylaws must first be approved by a majority vote of the Executive Board.

Following Board approval, the proposed amendment shall be presented to the general membership at least seven (7) days prior to a scheduled membership meeting.

Amendments shall be adopted upon a majority vote of the members in good standing who are present at the meeting.

### **ARTICLE IX - PARLIAMENTARY AUTHORITY**

All procedural questions are governed by the latest edition of Robert's Rules of Order Revised.

### **ARTICLE X - DISSOLUTION**

Upon dissolution of the Plano West Volleyball Booster Club, all assets and remaining funds shall be distributed exclusively to Plano West Senior High School, in accordance with applicable IRS rules.

### **ARTICLE XI - COMPLIANCE AND POLICIES**

**Conflict of Interest** – All Executive Board members must disclose any actual or potential conflicts of interest regarding Booster Club decisions. Members with a conflict shall recuse themselves from discussion and voting on the related matter.

**Whistleblower Policy** – Any member may report suspected violations of law, financial mismanagement, or unethical conduct confidentially to the Executive Board or a designated oversight committee. The Board shall investigate complaints promptly and take appropriate action, ensuring the whistleblower is protected from retaliation.

**Indemnification** – Officers acting in good faith are protected from liability to the extent permitted by law.

**Document Retention** – The Booster Club shall maintain records in accordance with IRS and Texas nonprofit requirements, including:

- IRS Form 990 and financial statements: **7 years**
- Meeting minutes (Executive Board and membership): **permanently**
- Membership records, correspondence, and other official documents: **3 years**
- Records may be maintained in paper or electronic format, provided they are secure and accessible for review by the Executive Board or authorized personnel.