

Western Albemarle High School  
Warrior Club

Bylaws (Updated March 14, 2019)

### **Article 1 NAME**

The name of this organization is the Western Albemarle High School (WAHS) Warrior Club.

### **Article 2 MISSION STATEMENT**

To support and promote *all athletics programs* at WAHS through fundraising, projects, communications support, and leadership.

### **Article 3 MEMBERSHIP**

The membership of this club shall not be limited. Anyone interested in the progress and development of the athletics programs at WAHS is eligible to join. All members of the organization are encouraged to attend general membership meetings, join committees of the organization and bring forth issues and recommendations for the good of the organization. The general membership is responsible for the election of officers. The Board of Directors may, at its discretion, establish different levels of membership such as, but not limited to, individual, family, or honorary.

### **Article 4 BOARD OF DIRECTORS**

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, and the Director of Athletics for WAHS.

The Board of Directors is responsible for the approval of the organization's annual budget, disbursement of all funds, and any amendment of the organization's Bylaws. [Not sure this is true, Steve H?]

All members of the Board of Directors shall have one vote.

The Board of Directors shall meet all months or as requested by the President. Special meetings may be called with five days notice. Notice may be given by telephone contact and/or via e-mail.

The Board of Directors shall annually, at the May Board meeting, review the By-Laws and all other standing policies of the organization.

A simple majority of the Board of Directors shall constitute a quorum.

Administrative expenditures shall be defined and publicly published.

The Board of Directors shall establish operational policies, which aid in the administration of the Warrior Club for situations that arise that are not covered in these Bylaws. Adoption of these policies will require a discussion amongst the general membership and majority vote of the Board of Directors. Any adopted policy will be published for public view.

### **Article 5 OFFICERS**

The officers of the organization shall be President, Vice-President, Secretary, Treasurer and Member at Large. All elected officers shall serve for a one-year term.

The President shall preside at all meetings of the Membership and Board of Directors; appoint Chairs of all Standing and special committees; serve as non-voting, ex-officio member of all committees; coordinate the work of the officers and committees of the organization; and, shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Board of Directors.

The Vice President shall assume all duties of the President in his/her absence and shall assume such duties as requested by the President. The Vice President shall monitor all activities concerning volunteers, membership and communication with members; and, shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Board of Directors.

The Secretary shall keep the records and printed minutes of all Board of Directors and General Membership meetings and attend to the correspondence of the organization in a timely manner. He/She shall be responsible for the distribution of the printed minutes at the Board of Directors and General Membership meetings. He/She shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Board of Directors.

The Treasurer should become familiar with Albemarle County Public Schools procurement policies and procedures and work with the WAHS Athletic Office on any Warrior Club acquisitions and purchases. All monies and payments should be run through the Athletic Department. All Warrior Club fundraisers must be approved by Western Albemarle administration. The Treasurer should complete and submit Fundraising Request Approval forms prior to each Warrior Club fundraising activity. Should contact the WAHS Athletic Office to get a printed financial statement to present at Membership and Board of Directors meetings. Prepare, in coordination with the President, and submit for approval, an annual budget; and, other duties as authorized by the Board of Directors. All reports and budgets submitted shall

include all Warrior Club activities and appropriate committees. The Treasurer shall ensure that any expenditure not approved as a part of the annual budget must come to the Board of Directors for approval prior to payment. He/She shall perform such other duties as may be prescribed in these By-Laws or assigned to him/her by the Board of Directors.

In the event that a Board member is no longer able to serve in their elected position and elects to resign, the remaining officers may pursue either holding a special election or making an appointment to fill the vacancy as outlined below.

The highest ranking remaining officer is the Board member in charge of the appointment process.

The remaining Board of Directors' members present names of qualified individuals for consideration to the Board member in charge of the appointment process.

Any individuals presented for consideration must be a member, in good standing, with the Warrior Club.

If requested by the Board of Directors, the potential appointee(s) will present their qualifications to the Board of Directors at the next Board of Directors meeting held after the position becomes available.

At the same Board of Directors meeting, a motion, second, and subsequent vote will be held for the appointment of a specific individual from the names presented to the vacant position(s).

The newly elected officer(s) will be notified and sworn in immediately after the approval of the appointment motion.

## **ARTICLE VI COMMITTEES**

### All Standing Committees

The term of each chairperson shall be one year. All Standing Committee Chairs shall be members of the Warrior Club and shall report on their activities at the monthly General Membership meetings.

The Standing Committees are:

The Hall of Fame Committee is charged with providing fundraising programs and activities that work towards building the Hall of Fame / Wall of Fame ongoing program.

The Communications Committee is charged with the general operations of the Communications, database management, and data collection for the Warrior Club.

Fundraising Committee is charged with tracking fundraising including proper relationship management with donors.

#### **ARTICLE VII RELATIONSHIP WITH SCHOOL ADMINISTRATION**

The WAHS Athletics Director shall be a voting member of the Board of Directors and shall be asked to attend all Board and General Membership Meetings.

The Athletic Director shall provide, report on and maintain the list of after school activities and athletic teams that are eligible for support from the Warrior Club. This list will be publicly posted.

The Athletics Director shall update the Warrior Club on all school activities, and serve as the liaison between the Warrior Club and the school administration. The Activities Director shall coordinate with the Warrior Club and school administrators to determine appropriate fundraising activities.

The Warrior Club will provide fundraising opportunities to aid all athletic teams. The Board of Directors will determine the number and type of the fundraisers.

#### **ARTICLE VIII MEETINGS**

Board of Directors meetings shall be held monthly on a date and time set by the Board of Directors. Typically this meeting will be held on the second Wednesday of each month.