

Everest Volleyball Club
of North Carolina
(EVC)

BY-LAWS

April 2014
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Revision History

Date	Revision	Reason
January, 2016	Rev 1	Changes in the membership dues for 2016: <ul style="list-style-type: none"> ● Add Article III clause 1.6 ● Modify Article III clause 2.1 ● Delete Article III clause 2.2
December, 2017	Rev 2	<ul style="list-style-type: none"> ● Adding section 6, 7 and 8 under Article IV : Officers ● Changing under Article III <ul style="list-style-type: none"> ○ Remove Section 1.3 ○ Modify section 1.5 to change voting right of founding member to be same as regular member ○ Modify section 3, specify amount for honorary member ● Adding Appendix XII List of Founding Members

Article I : Name and Address

1. The official name of this organization shall be the **Everest Volleyball Club of North Carolina.**
2. The function (normally used) name shall be the EVC..
3. The permanent address of this organization shall be 2132 Royal Berry Ct, Cary NC 27511. This can change upon creation of a formal Post Office Box for this organization's purpose in the future.
4. The by-laws will contain administrative information that can be easily updated as outlined in the bylaws without formal members' review. This information includes:
 - 4.1. The mailing and shipping address of the organization
 - 4.2. The membership dues
 - 4.3. The bank account(s)

Article II : Purpose

1. This club has been formed and shall exist for the primary purpose of promoting a high degree of community interest, support and sponsorship of the Volleyball program. Following are the key objectives of this organization:
 - 1.1. Elevate the volleyball teams' and players' image in the eyes of the community and among themselves through personal involvement in the purpose of the organization.
 - 1.2. Encourage active participation of players in the organization.
 - 1.3. Raise monies for participation and organization of local leagues and inter and intra state tournaments of similar or higher caliber teams.
 - 1.4. Raise monies for the enhancement and development of the volleyball program.
 - 1.5. Run volleyball clinics for school and youths to elevate individual and group skills.
2. The club shall be a non-profit organization
3. The club shall comply with the IRS 501© 3, and Federal and North Carolina State laws for a sports club

Article III : Membership Levels

Individuals that are active volleyball players can become members of this club. There will be following 3 categories of members:

1. Founding Member: Any member that has participated since the inception of the club are considered as founding member.
 - 1.1. Founding Membership is set after the incorporation of EVC. Additional Founding Members can not be added.

- 1.2. Founding Members will incorporate the bylaws of EVC.
- ~~1.3. Founding Membership is to be considered similar to a Lifetime Individual Membership.~~
- 1.4. Founding Members are to provide seed money for the start of EVC. This level is to be set by the Founding Members body.
- 1.5. Founding Members will have ~~twice~~ same the votes when voting on any EVC related agenda items.
- 1.6. Each Founding Member will pay \$100/year as membership dues.
2. Individual Member: Any individual member that can provide meaningful contribution can join the club as 'Individual Member'. The executive committee should approve a membership request.
 - 2.1. Each ~~The Individual Membership~~ will pay 100\$/year as membership dues ~~based on the duration of membership.~~
 - ~~2.2. The Individual Membership is broken down into three duration levels:~~
 - ~~2.2.1. Yearly (One Year) - \$60~~
 - ~~2.2.2. Five Year - \$200~~
 - ~~2.2.3. Lifetime - \$500~~
3. Honorary Membership: Any person or legal business entity desiring to express interest, sponsorship, support by donating at least \$1000 in the basic purpose of the organization can become an Honorary Member. The Executive Committee reserves the right to disapprove a request for the membership of this category if it is deemed to be in the best interest of the organization. An honorary member does not have to be an active player.
4. Annual dues amount shall be voted on at the first meeting of the year and document with administrative information of the bylaws. All dues are payable in advance. No member shall be considered in good standing unless dues for the current year have been paid by the end of the first meeting of the year.

Article IV : Officers

1. The elected officers of the club shall be a President, Vice-President, Secretary and a Treasurer, Coach, Media Officer and Captains. All officers shall be active members in good standing. The officers are responsible that the business of the club is in compliance with IRS 501c3.
2. **President**
 - 2.1. The President shall preside at all meetings of the club and of the Executive Committee and shall have general supervision of the affairs of the organization
 - 2.2. The President shall approve all correspondence that is published or sent out on behalf of the club.

- 2.3. The President shall appoint all standing and special committees, and he/she shall be an ex-officio member of all committees.
 - 2.4. The President is responsible for submitting all forms to the members for approval or fundraising activities and other administrative request items.
 - 2.5. The President shall provide agenda for regular meetings to the secretary. The agenda will be emailed or published on the website one week prior to the meeting.
 - 2.6. The President of the Club shall notify the replacement officer in the Executive Board of the Club's decision, by word or in writing before the next regularly scheduled meeting.
 - 2.7. The President of the Club must approve purchases which are brought forward in committee or meeting and recorded in balance/budget sheet or meeting minutes. But same proposed purchase must be signed by a secondary EVC authorized member for funding.
- 3. Vice President**
- 3.1. The Vice-President shall aid the president with all duties pertaining to the office.
 - 3.2. The Vice President shall in the absence of the President, perform all duties of the office of the President.
 - 3.3. The Vice President shall coordinate the Year End Audit and shall furnish the Board and members with the findings of the said audit with the help of the Treasurer.
- 4. Secretary**
- 4.1. The Secretary will keep accurate records of the meetings of the organization and of the executive committee and shall establish and maintain a membership roster with addresses, email addresses and phone numbers.
 - 4.2. The Secretary will also maintain a record of attendance at each meeting.
 - 4.3. The Secretary shall conduct all correspondence of the organization and shall read all communication directed to the organization at its schedule meeting time.
- 5. Treasurer**
- 5.1. The Treasurer shall be the custodian of the club's funds which are to be kept on deposit with an insured bank or credit union. The bank name shall be kept on file with the bylaws administrative information. If the Executive Committee determines that another bank can furnish the same service at less expense to the organization, then a change may be affected.
 - 5.2. The treasurer shall keep an accurate current and definitive record of the organization's receipts and disbursements, general financial condition and status.
 - 5.3. The treasurer will submit a complete financial report at regular meetings.
 - 5.4. The treasurer will coordinate the efforts in establishment of an annual budget at

the start of a new year with help from the Executive Board.

- 5.5. The treasurer shall keep accurate records on the organization fund raising and purchases. Each fundraising activity shall be documented and all accounts should be reconciled monthly, annual state sales tax reports filed and income tax reports to the IRS to be filed annually.
- 5.6. The treasurer shall supply the president with monthly balance sheets on the organization's fund balance, and process checks for the organization's purchases as approved by the President which will be recorded in balance/budget sheet or meeting minutes. (Checks require the signature of one authorized signee (President or Treasurer) of EVC after President approval).
- 5.7. The treasurer shall keep records of donations and gifts and provide receipts.

6. Coach

- 6.1. The coach shall teach skills appropriate (basic to advanced) to players at every position and help individual players to improve
- 6.2. The coach shall formulate and run drills needed at individual and team levels
- 6.3. The coach shall keep track of player's attendance, progress and compliance
- 6.4. The coach shall formulate and implement volleyball related community outreach such as training clinics etc.
- 6.5. The coach shall delegate tasks to assistant coaches as necessary

7. Captain

- 7.1. A captain shall be selected for every team that competes in any league, tournament or any significant team activity.
- 7.2. The captain must become familiar with all rules, schedules, policies, and procedures and pass this information along to all team members
- 7.3. The captains must attend all meetings needed for team's behalf
- 7.4. The captain shall inform players of the date, time, and location of all contests
- 7.5. The captain shall serve as the team's representative for all contests. The team captain is the only one who may discuss rule interpretation questions with officials
- 7.6. The captain shall assure that each team member arrives at the game site well ahead of the start of every contest for pre-game warm ups etc.
- 7.7. The captain shall submit rosters for each event in appropriate format and time

8. Media Officer

- 8.1. The media officer shall keep the club's web site up-to date
- 8.2. The media officer shall update the club's social media sites up-to date
- 8.3. The media officer shall collect and upload team's practice, game and tournament pictures and video to appropriate channels

- 8.4. The media officer shall reply to social media inquiries as appropriate either by himself/herself, or bring the matter to the attention of the president and the secretary in order to provide timely response.
9. If any duly elected officer is unable to perform his/her duties of office for an extended period of time or misses more than two successive regularly scheduled meetings without justified cause, the club, by a majority decision of those assembled, shall elect to proceed by one of the following options:
 - 9.1. Nominations may be taken from the floor and a replacement officer shall be elected by a majority vote of those present and shall take over the responsibilities of that office until the next scheduled election.

Article V: Elections

1. The organization shall conduct its election of officers at the annual membership meeting to be held between Dec 1st to 31st, with the exact date established by the Executive Committee. This will allow newly elected officers an overlap with current officers.
2. Election will be by secret ballot issued at the annual meeting. However, if there is only one candidate for any office, the election for that officer may be by voice. A majority vote constitutes an election to that position. Re-votes will be held at this meeting until a majority is decided.
3. Term of office shall be for two years, commencing January 1st and ending December 31st of the second year.

Article VI : Meetings

1. Regular meetings are to be held on a night that is deemed appropriate by the Executive Committee and special meetings as deemed necessary by the President or Executive committee.
2. Meeting Agenda and notice must be emailed or published on the website. This allows members to check the website regularly for updates and add items to the agenda.
3. All meetings are open to the public ((501)(C)(3) requirement).
4. The President shall call a special meeting upon written request of five (5) members. No business can be transacted except that for which the meeting was called.
5. Minutes of meetings will be kept in Secretary's records and published on the website or suitable media.
6. Annual membership meeting – Election of officers, appoint committee chairs (if necessary).
7. Rules of Order revised shall be parliamentary authority(2/3 majority). The order of business shall be as follows:

- 7.1. Call to Order
 - 7.2. Program/Agenda for meeting
 - 7.3. Reading of minutes (if not on website)
 - 7.4. Report of Treasurer
 - 7.5. Report of Committee(s) - if any has been assigned.
8. If voting is to occur at any meeting, a secret ballot will be used when voting on business rather than voice when requested by any member.

Article VII : Executive Committee

1. The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, Head Coach or Captains of Volleyball. Alternatives may be designated for meetings they cannot attend.
2. The Executive Committee will meet on call by the President.
3. The Executive Committee shall have supervisory control of all the business of the club except during the election of officers.
4. The Executive Committee shall take office on the first day of January and service for two years.
5. The Executive Committee prepares the budget.
 - 5.1. Budget is developed in January each year.
 - 5.2. Coach develops and priorities wish list for volleyball supplies and activities.
 - 5.3. Club determines level of fundraising to support the club activities and wish list, and from this develop budget for next year.
 - 5.4. The budget is presented at general club meeting for comments, and voted on that meeting if there are no comments or amendments. Budget is approved by majority ballot vote by those in attendance with at least 50% active members present.
 - 5.5. Money in the approved budget does not have to be re-voted on before spending. Additional money not in budget needs to be approved by the club vote following 50% rule.
 - 5.6. Budgeting Fund Guidelines – (to be used as guidelines only in setting the budget)
 - 5.6.1. Membership dues
 - 5.6.2. Funds raised by donations and charitable contributions(if applicable).
 - 5.6.3. Entry fees from tournaments
 - 5.6.4. Sponsorships

Article VIII : Amendments

1. These bylaws may be amended at any regular meeting of the organization by a vote of the membership in attendance with at least 50% of the active members present, provided that

proposed amendments have been submitted in writing to all members and President for study. Bylaws should be reviewed each year by the committee. Approval of bylaws will be by ballot vote.

Article IX : Support Committees

1. Special Committees and their respective chairpersons shall be appointed by the President to perform functions such as fund raising, membership fundraisers and support activities. These committees shall serve until completion of the designated support activity or until dismissed by President.

Article XI: Dissolution and Distribution of Assets

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the Corporation and to make payments and distributions in furtherance of the purposes set forth herein. The Corporation may be dissolved and its assets and liabilities liquidated in such manner as the Executive Committee shall resolved, provided that upon dissolution, after payment of all debts, no part of the remaining assets may be distributed to any trustee, member, or officer of the Corporation but shall be distributed as the Articles of Incorporation direct in accordance with such laws and regulations as may be applicable thereto, provided, however, that the distribution must be to another organization exempt under Section 501(c)(3) of the United States Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law), or to the United States, state or local governments, for a public purpose.

Article XII: Appendix

Any items that change over time and shall be documented as part of Appendix. These items include:

1. A list of current club members, and their contact info
2. A list of executive committee members and their contact info
3. Meeting agenda and decisions
4. Club activities

Article XIII: List of Founding Members

1. Ashok Aryal
2. Ashok Khanal
3. Balkrishna Upadhaya
4. Baburam Dawadi
5. Deependra Bista
6. Kamal Kafle
7. Khem Joshi
8. Manoj Sharma
9. Rabindra Karki
10. Kalidas Bhandari
11. Sharad Acharya
12. Suresh Thapa
13. Yogesh Parajuli