

APPENDIX

The following forms are samples only. Please contact your regional commissioner for updated forms.
Thank you.

TEAM BUDGETING

Program Administration Costs

Area coordinator costs (where applicable)

\$____ a month X ____ months

Head coach's honorarium \$____/month X
____ months _____

Assistant coach's honorarium \$____/month X
____ months _____

USVBA individual registration costs

\$____/player X ____ players on team _____

Team registration cost \$____/team _____

Officiating clinic cost \$____/player attending

Tourney entry fees - average costs in area

\$____ X ____ number of tournaments

Projected mailing costs _____

Projected telephone expenses

Facility Costs

Rental charges at prospective practice sites

1. \$____ an hour or \$____ per use = _____

2. Number of days used per week = _____

3. Number of weeks in program = _____

4. Number of teams per site sharing = _____

5. To calculate:

#1 X #2 X #3 divided by #4 = _____

6. Repeat for other sites used ____ + ____ _____

Trade off's in lieu of rental

Reduction in dues for that gym's players

\$ ____ player dues reduction X ____ players

Needed equipment and improvements of site.

Item

Item

Repeat calculations for other sites used

Equipment Costs

Fixed program equipment costs:

Volleyballs \$____ per ball x ____ balls _____

Uniform \$____ tops x ____print x ____players

Shorts\$____ per short X ____ players _____

Kneepads \$____ pair X ____ players _____

Optional equipment purchases:

Hooded Sweats \$____ X____ number

Magazine ____ subscriptions X____ rate

Other equipment purchases:

Training Kit \$ _____ X _____ number _____

Ball Bags \$ _____ X _____ number _____

Ball Carts \$ _____ X _____ number _____

Nets \$ _____ X _____ number _____

Antennas (pair) \$ _____ X _____ number _____

Insurance Costs

Liability

(USAV fees include Liability coverage) _____

Health & Accident _____

(USAV fees include Accident insurance)

_____ per player X _____ players

Travel

Budgeting for travel can be hard, as borrowing cars, renting cars and surprises can occur here. To get an approximate idea:

1. Gas at ___ cents a mile (\$ _____ per gallon X 10 miles per gallon)
2. 5 players per car for 10 players plus 2 coaches and 3 parents or three cars per team
3. Round trip mileage for each tourney you'll enter
4. _____ Cars X .12 mile X _____ total number miles _____

Lodging

As rates vary so much, including the number of players to a room, as well as the per night rate, you are on your own for even an estimate in your area. Lodging with local teams and/or family friends saves the cost of motels which can be expensive for a volleyball program.

JO VOLLEYBALL PROGRAM EXPENSE/REIMBURSEMENT FORM

Please attach your receipts to this form securely

TRAVEL

Event _____
Team _____

DATE COSTS

Lodging at _____ # nights _____
rooms _____ # club members _____

Lodging at _____ # nights _____
rooms _____ # club members _____

Gasoline #1 _____ #2 _____ #3 _____
#4 _____ #5 _____ #6 _____
#7 _____ #8 _____ #9 _____

TOTAL TRAVEL _____

OTHER Please explain _____ **DATES** **COSTS**

Item _____

Reason _____

Item _____

Reason _____

Item _____

Reason _____

Item _____

Reason _____

Check Payable to: _____ **TOTAL COST** _____

Address: _____ Advance? _____

City _____ State _____ Zip _____ CK# _____

** I certify that the above is a true statement of expenses rendered for program activities.

Signature _____

PLAYER HANDBOOK SUBJECTS

- _____ Medical insurance proof/
medical history form
- _____ Commitment and attendance
thoughts
- _____ Master tournament schedule
- _____ High school association "dual
participation" letter for principal
- _____ Parents questionnaire
- _____ Coaches address and phone
list
(player roster)
- _____ Rules regarding drugs,
smoking, etc.
- _____ Rules of conduct - practice,
tourneys, other
- _____ Off practice training and
conditioning
- _____ Financial commitment and
fundraising commitment
- _____ Mail-in form for dues
- _____ Practice information
calendar - times and sites
- _____ Pre-tournament checklist
- _____ Pyramid of success by John
Wooden
- _____ Performance not outcome
- _____ The volleyball attitude
- _____ Recruiting information and
suggestions
- _____ Physical conditioning and
jumping program
- _____ Nutrition and pre-exercise
meal information
- _____ Mental conditioning and
practice
- _____ Individual skill
sheets - techniques and
tactics
- _____ Goal setting sheet

- _____ Athlete's contract
- _____ Player information sheet
- _____ Scouting form
- _____ Post and concurrent JOV
competition
- _____ The World of Volleyball Video
- _____ High school modifications of
USVBA rules
- _____ NCAA core curriculum
guidelines
- _____ Attendance rules
- _____
- _____

NEWSLETTER CHECKLIST

- _____ Cartoons
- _____ Tournament schedule updates
- _____ Athletic trainer column
- _____ Coaches highlight column
- _____ Good grade point average list
- _____ Birthdays column
- _____ Practice schedule updates
- _____ Mental volleyball column
- _____ Competition column - past and
upcoming highlights
- _____ Athletes' input column
- _____ Local volleyball events
- _____ Thoughts for the month
(inspirational, other)
- _____ Player and team highlights,
accomplishments, statistics
- _____ Photographs
- _____
- _____
- _____
- _____

NOTES:

About The Club

Club Name Here is a not-for-profit organization dedicated to helping State/City here area athletes achieve their volleyball goals and aspirations. The Club offers Junior Olympic Volleyball competition and coaching to boys and girls age twelve through eighteen. All of the programs are designed to help each player understand the game of volleyball and develop the skills to compete at a high level.

The Club offers the expertise of some of the best coaches in the area. All the coaches are devoted to making each player the best they can be. Many are top level players with high school, college, and post-college playing experience. A number of the coaches have well developed and established high school programs.

The Club offers each player the opportunity to learn and apply new techniques in practice and in competition, without fear of losing a starting position or ridicule from coaches or other players. We try to have fun while learning, practicing, and playing in tournaments.

Each team within the Club is limited to 9/10/11/12 players to ensure adequate coaching and playing time. Team will have ___ head-co-head/coaches and ___ assistants. . The commitment of the players is crucial to the team and the club. All players are expected to participate in each practice and competition.

The volleyball club season starts in December and continues through April. A typical season can be described as one to two months of practice followed by three to four months of tournaments and practices. During the tournament season each team will try to get into two tournaments each month with a total of eight or nine. Most of the tournaments will require travel. Most of the tournaments are in the _____ area.

The Club is planning on having the following age group teams for the 200_-2--_ season. The final number of teams is dependent on the number of players trying out and the number of coaches available to coach a team.

Girls Age Group Number of teams planned

12 1

13 2

14 2

15 2

16 2

17 1

18 1

Boys Age Group Number of teams planned

17 and under 1

15 and under 1

Our Mission

_____ is dedicated to developing highly skilled volleyball players in the _____ area. _____ will offer a top-quality Junior Olympic Volleyball program experience through intense and competitive tournaments, the ability to pursue volleyball opportunities beyond the high school level, and a coaching staff that is knowledgeable, dedicated, and caring. _____ is committed to developing self-confidence, stressing personal development as a volleyball player and as an individual, and educating each athlete and parent about the sport of volleyball.

Expectations

Of the Club

Provide a quality experience to all players of the team.

Develop the skills and game understanding of the player.

Increase the parents understanding of the game of volleyball.
Provide player exposure to college recruiters through participation in tournaments.

Of the Player

Be ready and willing to learn about volleyball, athletics and sportsmanship.

Participate in all practices and tournaments.

Be a supporting member of a team and understand the various positions and roles on the team.

Learn and understand the rules of volleyball through scoring, line judging and refereeing during tournaments.

SCHOOL PERMISSION FORM

Dear Principal:

_____, a member of our city's Junior Olympic volleyball program hereby requests permission to participate in this non-school competition in accordance with the regulation and interpretation of the high school rules.

It is understood that no conflict should exist between the schedule of those dual participation players on (your program) and the school's schedule and that the school determines whether or not a conflict exists. Because the state championship has already been held, game/scrimmage limitations do not apply. It is also understood that the above-mentioned student must participate in at least three (3) school-sponsored meets in order to be eligible to enter the district or state meet; this applies to all sports that have not yet established a minimum.

A list of the participants and the dates of USA Volleyball (USAV) competition will be presented to you prior to our competition in volleyball. If the above-mentioned student does not receive your permission, he or she will be ineligible for school competition only in that particular sport season. Our program strongly encourages all its players to compete for the school in whatever sport besides volleyball that they may desire; our program is run in stages to allow for such competition. We will always permit players to compete for their school if they so wish. We also have stricter scholarship requirements than those of the NCAA to ensure that our players maintain good academic standards.

Our belief is that a student should obtain permission of the principal even though the student does not at the time participate in any school-sponsored sport; we are asking for your permission for every member at your school.

Thank you.

Permission is granted for the student named above.

Signature of Principal

Name of School

Date

PLAYER QUESTIONNAIRE

Name _____ Birthdate _____ School _____

Address _____ Age on 1/1/0__ -
_____ Coach _____

Phone _____ School _____
Grade _____

Height _____ Weight _____ G.P.A. _____

Sizes - Jersey _____ Shorts _____ Shoe _____ / Vert.
Jump _____ Reach _____

Car Use? YES/NO Type _____ Capacity _____

Mother's Name _____ Occupation _____ Work _____
Phone _____

Father's Name _____ Occupation _____ Work _____
Phone _____

Please answer the following questions the best you can - It's not a test, so take your time!:

- 1) Why do you play volleyball?
- 2) What other sports have you played?
- 3) How many years have you participated in volleyball and with whom?
- 4) Please list any athletic and scholastic honors or awards received.
- 5) Name the volleyball player you admire the most and why.
- 6) If you plan to play a winter or spring sport, please list your coach's name, the sport(s), practice times (usual), game days, and what we can do for you should a conflict arise between program activities and your school sport.
- 7) Tell us what your major goals and aspirations in life presently are.

- 8) What are your summer plans? Will you be able to train through early July in order to compete in your age division in the U.S. Junior Olympic Volleyball Championship?
- 9) What qualities do you have that will help you become a successful player?
- 10) What qualities and skills do you wish to acquire in this program's season?
- 11) What classes are you taking and when do you get out of school?
- 12) What else interests you, outside of volleyball (music, hobbies, books)?
- 13) What are three ways, other than playing, that you will help the team and program be successful this year?
- 14) Let us know anything else you think is important that we should know about yourself, the program, and making it work best for you.

SAMPLE PLAYER INFO FORM

Dear Athlete,

Thank you for your interest in our volleyball program. As a Junior Olympic volleyball program, we are committed to providing quality mental and physical training, and local, regional and national competition in the following age divisions: 14 and under, 16 and under, and 18 and under. The program teams train weekly with a coach who cares about the great sport of volleyball and about developing every player to be the best he or she can be. As a matter of fact, this is a coach's major goal. Another coaching goal is to teach each player how to be SELF-MOTIVATED, rather than having to be externally pushed. Winning and losing are secondary to the desire to keep up a steady improvement that never seems to come fast enough in this unpredictable rebounding sport.

Athletes receive U.S. Volleyball Association registration, various equipment items and USAV's quarterly magazine. Special medical insurance is also provided. USAV's magazine from USA Volleyball and the regional are supplemented by the program's own newsletter. A personal player handbook, with great info on the tactics and techniques is included, and videotaping is also provided.

The base training site is Sandia Preparatory Academy, on Osuna Road. Two newly refurbished training courts are used from 5:30-9:30 pm. New equipment this year includes new net set-ups, ball carts and plenty of volleyballs. Additional training sites are currently being negotiated. Each squad will train two or three nights a week, at a time determined by the coach. Because of hoops season, these nights will not be set on a regular pattern until March.

Stage One runs through the months of January, February and March. This stage is for those players who will not be playing basketball for their school and who wish to develop fundamental skills. Those playing basketball must register, and are expected to begin training in March, but no monthly dues will be required until April. Competition will be limited to mostly team scrimmages until March.

Stage Two runs from March through the beginning of July, with the last matches played at the U.S. Junior Olympic Volleyball Championships, to be held in different cities every year the end of June - July . After the regional championships which will be held at the end of May, as many "all-star" teams as possible will form for the U.S. Junior Olympic Volleyball Championships.

Program requirements include maintaining a 2.0 grade point average, practice and tournament participation, fundraising activities, and officiating. On road trips, only food costs are not covered by the program. Please fill out the player, parent, principal and medical forms and bring them with you to your first workout. The dues page is simply a reminder sheet. The grade check sheet will be needed by the coach at the end of each standard nine-week-grade period. Costs include an initial entry fee of \$100 for new members, \$50 for old members, and monthly dues. Dues for 18 and unders are \$50 a month; \$35 for those 16 and under; and just \$15 for those 13 and under. Monthly dues for two or more participants in the same family are reduced. Scholarship help is given on the basis of need and applications must be submitted with a written explanation. We hope you can join us!

DUES NOTIFICATION

Dear _____ ,

Our records indicate that we have not received program dues from you for the months and in the amount indicated below.

MONTH----- AMOUNT

If our records are in error, please let us know by informing your coach or the program treasurer. Otherwise, please make arrangement to pay the dues as soon as possible. We are a non-profit organization and rely on prompt payment of all dues to offset the many costs of running this Junior Olympic volleyball program.

Thank you.

Sincerely,

Program Treasurer

VOLLEYBALL PROGRAM EVALUATION SHEET

TEAM NAME _____

What did we do **RIGHT** in the program that we should continue to do, and **WHY?**...

Practices -

Travel -

Coaching -

Tournament play -

What should we **CHANGE** to make things better for next year, and **WHY**, in....

Practices -

Travel -

Coaching Staff -

Tournament Play -

PLAYER EVALUATION AND GOALS FORM #2

This form will need to be expanded and/or edited, as it provides much more detail for a program's past, present and future plans. Please be honest with your answers, it's the only way we will improve. Try to elaborate to some degree, rather than just writing one or two word answers.

How did you physically improve in each of the following skills -

- serving
- passing
- setting
- attacking
- blocking

How did you mentally improve in each of the following skills -

- serving
- passing
- setting
- attacking
- blocking

Describe yourself using four adjectives:

- 1:
- 2:
- 3:
- 4:

Describe the ideal player using four adjectives:

- 1:
- 2:
- 3:
- 4:

Describe the ideal team captain and what a captain should do:

How do you understand the game better now?

We can assume your teammates may exhibit, both in practice and matches, things that you find hard to tolerate. What would these characteristics be?

What individual goals do you have for the upcoming season?

What team goals should we have for the upcoming season?

What are the necessary ingredients to reach these goals?

What are the biggest obstacles to overcome in reaching these goals?

What effect did the referee crew have on you in the past season?

What effect do the opposing team's fans have on you?

What effect do fans of your team have on you?

How does game attendance by your parents or others close to you, effect you?

What do you feel about your ability to concentrate?

What is the most effective kinds of input from the coaching staff, when you are not practicing well?

What is the most effective kinds of input from the coaching staff, when the team is not competing well?

What percentage of the time do you give 100% in practice? Should you increase this percentage? If so, where and how would the increase occur?

What were the major differences from last season (no matter what program you were involved in)?

What, in your opinion, should be done to improve the following areas-

- Practice Organization
- Conditioning
- Motivation
- Team Travel
- Equipment
- Drills

What should we keep doing in the following areas-

- Practice Organization
- Conditioning
- Motivation
- Team Travel
- Equipment
- Drills

Are there any team rules or policies that you find hard to deal with?

Are there any team policies or rules that you feel should be added?

Use four adjectives to describe the ideal coach:

1:

2:

3:

4:

Comment on your relationship with the head coach and how it could be improved:

Any ideas on how we should publicize our program more?

Would you like to know more about the following items or use them more?

Video-

Nutrition-

Psychology-

Conditioning-

Strategy -

List the specific physical skills the coaches can help you with this season:

List the specific mental skills the coaches can help you with this season:

JUNIOR OLYMPIC VOLLEYBALL PROGRAM EVALUATION #3

Comment on the following, using as many pages as you need to cover all numbers.

1. Organization of practice: We would like to know positives and negatives.
How would you make changes? If you were the coach, how would you improve practice?
2. Conditioning: Were we fit? How could it be better?
3. Drills and Skills: How well were you taught? How do you think you could have learned more?
4. Were practices too hard/easy, just right, for you? Physically, mentally.
5. How would you motivate players?
6. Comment on your relationship with head coach and how it could be improved.
With the assistants?
7. Comments on team travel.
8. Comments on equipment, uniforms, nets, balls, antennae, etc.
9. Comments on the athletic training provided.
10. Areas of interest. Which of these would you like to know more about or use more?
 1. Video
 2. Nutrition
 3. Strategy
 4. Conditioning
 5. Weight Training
 6. Flexibility
 7. More Positive Attitude
11. Are there any team rules or policies you find hard to deal with?
Are there any you feel should be added? Are there any you are unsure about?
12. Are you being as successful academically as you would like?
How could your academic life change to let you be more successful?
13. When we would lose a game or match, do you think there was a particular team trait that caused the losses. (i.e. most of our games were lost because our opponents were more skilled than we were.)
14. What is the substitute's role? Should substitutes be used differently?
15. Should our home tournaments be any different? (pre-game, post-game, facilities, warm-up, seating)
16. How does it effect you when friends, family, boyfriends come to a match?
17. Describe what a team captain should do?
18. What are the differences from last year?
19. If it is true that too much discipline inhibits fun and that too much fun prevents discipline, then how is the correct balance best maintained?
20. When groups work closely together for long periods of time, especially under stressful situations, character traits that were initially funny become irritating. Discuss this, what effect it had on you this season, and what can be done to deal with it.

BYLAWS

When the constitution and bylaws are combined into one set of rules called the BYLAWS, this model may be used.

BYLAWS FORMAT

Article I
Program Name

Article II
Object

Article III
Members

Section 1. State eligibility; give detailed requirements for membership.

Section 2. State method of selecting members.

- a. How members make application or tryout.
- b. How application is handled.
- c. How applicant is notified.

Section 3. State how, when, and to whom initial fees and monthly dues are to be paid.

Section 4. State when members are in arrears, how members are to be notified of arrears and by whom. State if r

Section 5. State method of resignation.

Section 6. State method of re-instatement:

- a. of those who have resigned;
- b. of those who have been dropped.

Section 7. State method of electing honorary members and complimentary members and state their rights and privileges.

NOTE: If there is to be more than one type of membership, such as active and associate, this should be stated in the beginning of the article. The rights and privileges of each class of membership should be clearly defined.

Article IV
Officers

Section 1. State what officers will be required to do.

Section 2. State who shall be eligible. (Usually one who has been a member for at least one year.)

Section 3. State how and when officers are to be nominated and elected, include vote required. State the term of office and add: "or until their successors are elected." State when they assume their office.

Section 4. State powers and duties of officers. State if president is to serve as ex-officio a member of all committees, except nominating committee. State if president is to appoint all committees.

Section 5. State if officers may be re-elected.

Section 6. State how vacancies are to be filled. Make some provisions for removing officers who do not perform their duties.

Article V
Meetings

Section 1. State when regular meetings are to be held. (It is wise to include this statement: "except when otherwise ordered by the club or the executive board." If the regular meeting falls on a holiday, the day may be changed.)

Section 2. State how special meetings may be called, by whom, and the notice required.

Section 3. State when the annual meeting shall be held, and if it is to be for the purpose of electing officers and receiving annual reports.

Section 4. State the quorum necessary for the transaction of business.

Article VI
Board of Directors

(Sometimes referred to as the executive board, the board of managers, or the board of trustees.)

Section 1. State who shall constitute the board.

- Section 2. State the powers and the authority of the board.
- Section 3. State when regular meetings of the board are to be held, who is to preside, and the quorum necessary.
- Section 4. State how special meetings are to be called and by whom and the notice required.
- Section 5. State how vacancies in this body are to be filled.
- Section 6. State if board is to report to the club.
- Section 7. (Sometimes it is wise to include the following: "The board shall be subject to the orders of the club and none of its acts shall conflict with action taken by the club.")

Article VII Committees

- Section 1. State the name of the committee, number of members, how and when appointed, term of office, the duties, when meetings are to be held, how special meetings are to be called, and when reports are to be made. Repeat the above for each committee to be appointed.
- Section 2. After ALL committees have been named add: Such other committees shall be appointed by the president, or the club, or the board as shall from time to time be necessary to carry on the work of the club.

Article VIII Departments

- Section 1. There shall be the following departments: (list them) and such other departments to be created by the club as it may deem necessary.
- Section 2. A department is authorized to adopt rules for the transaction of its business provided they do not conflict with the bylaws of the club.
- Section 3. State if departments shall submit plans for the current year for the approval of the board and if they are to do so, when.
- Section 4. State if departments may enter into projects for the purpose of raising money and give rules. (The rules should include approval of the board or of the club.)
State if these funds are to be paid into the club treasury.

Article IX

Parliamentary Authority

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article X Amendment to the Bylaws

State requirements for amending the bylaws (usually it is by a two-thirds vote and previous notice).

CONTENT OF BYLAW ARTICLE STRUCTURE

Article I Name

Full, exact, properly punctuated name. (This article can be omitted for incorporated societies).

Article II Object

Be concise. Separate by semi-colons. Must be general in its application as it sets the boundaries within which business can be introduced in the society. (This article can be omitted for incorporated societies or it can be contained in a Preamble to the Bylaws.)

Article III Members

This article should contain several sections, such as:

1. Class of Members - Active, Associate, Honorary. (Honorary officers or members of a society are not real officers or members, and have none of the responsibilities of officers or members. They have the privilege of attending the meetings and of speaking, but no other privileges of membership, unless specified in the bylaws.)
2. Eligibility of Membership - Application and acceptance procedures and limitations.
3. Duties of Membership - Attendance requirements, etc.
4. Resignations and Reinstatements.
5. Fees and Dues - Initiation Fee, Dues, Delinquency Charges, etc.
6. If financial obligations are too complicated, they can be covered in a separate Article immediately following this one.

Article IV Officers

1. Specify officers and how they shall be elected or appointed. Provide here for Honorary Officers if desired.

(If a person is retiring from an office he has long filled with credit, and it is desired to specially honor him, he may be elected to the Honorary Office that he filled so well.)

Officers rank in the order as listed in the bylaws - care should therefore be taken in listing. The President should, of course, be first. Directors are usually classified as officers.

2. Duties of Officers - "Officers shall perform the duties as prescribed in these bylaws and by the Parliamentary Authority adopted by this society."

Indicate any special duties of each office.

In a society where duties of officers are extraordinary and numerous, they should be listed in a separate Article entitled, "Duties of Officers," immediately following this Article. Treat the duties of each officer in a separate Section.

3. Method of Nominating Officers - If by Nominating Committee all information relative to the selection of members and the duties of this committee should be provided here.
4. Method of Election - Ballot vote? Indicate if a plurality or majority vote is necessary for election.

Consider: "If there is but one candidate for office, the vote may be by voice with the consent of the assembly."

5. Term of Office - Include the length of the term and the time they should take office. Otherwise, the term begins when the chair declares them elected.
Consider: "To hold office for a term of years or (and) until their successors are elected."
6. Vacancies - Provide for the method of filling vacancies.

Article V Meetings

1. Regular Meetings - First section should fix DAY on which regular meeting is to be held. Do NOT include the HOUR. This can be covered by standing rule.
Do include a provision for making a change in the day of meetings.
2. Special Meetings - Indicate who has the authority to call special meetings.
3. Annual Meetings - Special section should provide for annual meeting. Officers are usually elected and annual reports given by officers and chairmen. This does not have to be a separate meeting. One of the regular meetings can be designated as the Annual Meeting.
4. Quorum - Define what constitute a quorum. A numeral is preferred to a percentage. It should approximate the largest number than can be depended on to attend any meeting.

Article VI Executive Board

1. Specify the composition of the Board.
2. Delineate powers of the Board. Assembly should retain full power.
3. Set forth any special rules by which the board is to conduct its business.
4. Meetings - Provide for Regular Meetings and for the calling of Special Meetings.
5. Quorum - Unless otherwise prescribed, a Majority constitutes a quorum of the Board. A vacancy on the Board does not change the calculation of the Majority members of a Board.
6. If there is to be an Executive Committee, it is established in a separate Article, immediately following this one. This article should contain the same information as listed for a Board.

NOTE: If there is an Executive Committee, the correct title for the Board is "Board of Directors."

Article VII Committees

1. Departments - Many organizations have specific departments of work (which are in the nature of standing committees). These would be provided for first and may be listed as a separate article. Departments would be listed alphabetically, listing name, composition, how appointed, duties, etc.
2. Standing Committees - These are committees which are needed on a **continuing basis**. They should be kept to a minimum. Standing Committees are listed alphabetically. Use a separate section for each committee, listing name, composition, manner of selection and duties.
3. Special Committees - Include provisions for the establishment of special committees as required to carry on the work of the club. Indicate how they will be created and appointed. If it is desired to give the President this power, it must be provided for in the bylaws, otherwise she cannot create new committees.
4. Ex-officio - Provide for the President (or other officers) to be ex-officio members of departments and/or committees (except the Nominating Committee.)
(Without this authority, the President cannot attend any department or committee meeting, without an invitation.)
5. Auditing Committee - Provide for an auditing committee - or for the appointment of auditors. Indicate when books should be audited and when report of auditors will be given.

Article VIII Parliamentary Authority

Through the adoption of a parliamentary authority the society establishes its Rules of Order. This authority should be prescribed in one sentence.

"The rules contained in the current edition of Robert's Rules of Order shall govern this society in all cases in which they are applicable and in which they are not in conflict with these bylaws or any special rules of order the program may adopt."

Article IX Amendment of Bylaws

Prescribe the procedure for the amendment of these bylaws. At least advance notice should be given in a specified manner (preferably in writing) and the amendment approved by a two-thirds vote." These bylaws can be amended at any regular meeting of the program by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting."

NOTES: