

**BYLAWS**  
**OF**  
**EDISON HIGH SCHOOL**  
**CHARGER AQUATICS BOOSTER CLUB**

**ARTICLE I – PRINCIPLE OFFICE**

The principle office of the association is located at 21400 Magnolia Avenue, Huntington Beach CA 92646, County of Orange, and State of California, Tax ID# 20-2130836. Mailing address is P O Box 5084 Huntington Beach, CA 92615.

**ARTICLE 2 – PURPOSE**

The purpose of this Booster Club is:

1. To promote the Edison High School Aquatics teams through appropriate activities and financial support.
2. To promote good sportsmanship, academic achievement, ethical behavior and high standards of character via the sports of water polo, swim & dive.
3. To promote the Athletes physical fitness and good patterns of physical development and encourage proper conditioning and healthy habits via the sports of water polo, swim and dive.

**ARTICLE 3 – MEMBERSHIP**

Section 1: All Aquatics parents and/ or guardians in good standing are eligible for voting membership. Active membership is achieved by booster donations. Active membership shall be limited to those parents/guardians of student athletes who will be on a team during the current school year. Membership year runs twelve (12) months from date of booster donations. The organization shall not discriminate against anyone for membership on the basis of race, color, creed, national origin, or sex.

Section 2: Booster donations shall be established annually by the Board in order to meet the projected expenses for the Edison High School Aquatics teams. Donations shall be requested prior to the start of water polo or swim/dive seasons by dates to be designated by the Board. Separate donations shall be requested for each participant for each season.

**ARTICLE 4 – NON- PROFIT ASSOCIATION/NON- LIABILITY OF EXECUTIVE BOARD MEMBERS**

Section 1: The Booster Club shall, at all times, be operated on a non-profit basis for the mutual benefit of its members and never used as a means for personal gain.

Section 2: The Board Members shall not be personally liable for any debts, liabilities, or other obligations of the association.

Section 3: Liability coverage shall be maintained at all times.

## **ARTICLE 5 – DUTIES OF BOARD OFFICERS**

Section 1: The Officers of this organization shall consist of President, Executive Vice President, Secretary, Treasurer, Boys' Vice President WaterPolo/Swim, Girls' Vice President WaterPolo/Swim, Bingo Representative, Girls Equipment Manager, Boys Equipment Manager, Facilities Manager, Fundraising Chairperson and Coaches Representative (Not subject to election). Each position will have one vote.

Section 2: The Secretary shall receive Nominations from the general association for officers by the May meeting, and those names may be submitted first to the Coaches Rep for review, and then submitted for election at the general meeting in June. Nominations from the floor will be accepted at the general meeting. Election shall be by majority. The President, subject to approval of the Board, shall appoint unfilled positions, with the exception of signing financial officers and Coaches Representative.

Section 3: The term of office for Board Officers shall be for one-year with term beginning on July 1<sup>st</sup>. Officers will be elected by popular vote of a simple majority of all parents in the Edison High School Aquatics Program who attend the June General Meeting.

Section 4: When a Board member fails to attend three consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the organization or its purposes, the executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation or dismissing the officer. Any member of the Aquatics Board unable to attend any meetings must notify President and/or Secretary prior to the meeting.

Section 5: Any Board members resignation will be effective upon giving written notice to the President of the Board, unless the notice specifies a later date.

Section 6: In the event of a vacancy in any office other than the President, such vacancy will be filled by appointment by the President and approval of 51% of the Board at a meeting. A person appointed to fill a vacancy on the Board shall hold office until the expiration of the former member's one (1) year term, subject to the ratification of General Membership. The position of President will be appointed by a 2/3rd vote of the Board.

Section 7: The duties of the officers are as follows:

**PRESIDENT:** Shall conduct business meetings of the organization, act as liaison between site and district administration, oversee Aquatics Board, and conduct business with the community on behalf of the Aquatics Program. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the board's financial accounts. Keep an updated notebook (which includes job description, financial reports, job specific documentation, etc.) to be handed over to the incoming president at the end of term or resignation of position.

**EXECUTIVE VICE PRESIDENT:** Shall assist the President as needed with all duties of the President, and in the event the President is not able, will step in to fill the position until a new President is approved by the Board. The Executive Vice President will be the Liaison to the Aquatics Complex Foundation. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the board's financial accounts. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed over to the incoming executive vice president at the end of term or resignation of position.

**SECRETARY:** Keep an accurate record of the proceedings of all meetings of the Board, in a bound book which is a legal record of the Board. Be prepared to refer to minutes of previous meetings. Prepare a list of all unfinished business for use of the President. With the President/Treasurer, sign all authorizations for payment authorizing the expenditure of funds following approval by the Board in accordance with these bylaws. Record all expenditures in the minutes. Keep a current signed original set of these bylaws and standing rules, and Member Rosters. Perform such duties that may be delegated to the Secretary. Send out notices of Board meetings keep an updated notebook (which includes minutes, job description, financial reports, job specific documentation, etc.) to be handed down to the incoming secretary at the end of term or resignation of position.

**TREASURER:** Keep such permanent books of account and records & report items of gross income, receipts and disbursements of the association monthly. Such books of account and records shall at all times be open to inspection. Chair the annual budget committee and prepare the budget for presentation to the board. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office. Receive all monies for the board, giving a receipt therefore, and deposit immediately. Receive and retain a copy of the deposit slip for any deposit made. Pay all bills as authorized by the board. Ensure that all Corporate and Income filings are done timely. Treasurer shall keep all financial documents, corporate documents, and all Tax records for the Aquatics Board. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the board's financial accounts. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming treasurer at the end of term or resignation of position.

**BOYS VICE PRESIDENT WATERPOLO/SWIM:** Shall act as the communication and coordination liaison between the coaches, administration, and the Booster Board and Parents members throughout the sport season in question. Responsibilities within a given sport include communication with and between coach and parents throughout the sport season, donation collection and registration, coordination of parent meetings before a sport begins and distribution of "parent packets" with details of the sport season, coordination with clearance card process with school administration, set up of picture day, coordination of all Volunteers and Equipment Managers, and chair and coordinate sports banquets. Keep and forward rosters to Coaches and Secretary for permanent record. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming Vice President at the end of term or resignation of position.

**GIRLS VICE PRESIDENT WATERPOLO/SWIM:** Shall act as the communication and coordination liaison between the coaches, administration, and the Booster Board and Parents members throughout the sport season in question. Responsibilities within a given sport include communication with and between coach and parents throughout the sport season, donation collection and registration, coordination of parent meetings before a sport begins and distribution of “parent packets” with details of the sport season, coordination with clearance card process with school administration, set up of picture day, coordination of all Volunteers and Equipment Managers, and chair and coordinate sports banquets. Keep and forward rosters to Coaches and Secretary for permanent record. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming Vice President at the end of term or resignation of position.

**COACHES REPRESENTATIVE:** Can be any coach designated by the other coaches to be the board liaison. Shall not be subject to election or appointment by the Board. Shall be responsible for all “Wet side” decisions in regards to Aquatics Board meetings.

**BINGO REPRESENTATIVE:** shall coordinate all activities between the Board, general membership and the Bingo Steering Committee, provide workers for all Bingo nights assigned. If this position becomes unfilled, Bingo may not be a part of this program for athlete credits. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming Bingo Representative at the end of term or resignation of position.

**BOYS EQUIPMENT MANAGER:** shall act as liaison between the Board, coaches, general membership and athletes for decisions regarding the purchase, repair and replacement and acquisition of team related equipment and team related clothing as was budgeted and approved by the Board. Keep an updated notebook, (which includes job description, financial reports, job specific documentation including a listing of all vendors for all equipment which has been purchased, etc.) which will be handed to the incoming Equipment Manager at the end of term or resignation of position.

**GIRLS EQUIPMENT MANAGER:** shall act as liaison between the Board, coaches, general membership and athletes for decisions regarding the purchase, repair and replacement and acquisition of team related equipment and team related clothing as was budgeted and approved by the Board. Keep an updated notebook, (which includes job description, financial reports, job specific documentation including a listing of all vendors for all equipment which has been purchased, etc.) which will be handed to the incoming Equipment Manager at the end of term or resignation of position.

**FUNDRAISER CHAIRPERSON:** shall research and present appropriate fund raising ideas to the Board. Upon acceptance by the Board, the fundraiser representative shall help coordinate and implement the fundraising event through the general membership and athletes. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming Fundraising Chairperson at the end of term or resignation of position.

**FACILITIES MANAGER:** shall coordinate and supervise all equipment items the Aquatics teams use. Maintain a current and up to date Inventory of all Aquatics Team Equipment. Organize and Coordinate all home swim meets. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming Facilities Manager at the end of term or resignation of position.

**Section 8:** The President , Treasurer, and appropriate Vice President's shall prepare an estimated budget for each Aquatics season and submit to the Board for approval at the Board meeting at minimum one month prior to the appropriate season start.

#### **ARTICLE 6 - MEETINGS**

Booster Club Meetings should be held monthly. All members shall be notified of any scheduled meeting via e-mail and via the website within seven (7) days of the meeting from the Secretary.

Special Board Meetings may be scheduled on an as needed basis with 5 days notice from the Secretary via e-mail and via the website.

The booster club meeting in June shall be the annual election meeting, with at least 30 days prior posted notice, at which time officers shall be elected.

Meetings will be conducted as per Roberts Rules of Order, with a 51% vote required to pass any motions.

#### **ARTICLE 7 – QUORUM FOR MEETINGS**

A quorum shall consist of 51% of the Aquatics Board Members at a Board meeting. The President casts a vote to break a tie, if necessary. Except as otherwise provided under these Bylaws, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is motion to adjourn.

#### **ARTICLE 8 – CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Association shall be signed by the Treasurer and countersigned by the President, Secretary or Executive Vice President of the Association. A minimum of two signatures is required on all checks. Unbudgeted expenditures not to exceed \$200.00 paid without prior Board approval.

#### **ARTICLE 9 – AMENDMENT OF BYLAWS**

The simple majority vote of the membership present at the June Booster meeting may amend the Bylaws of this organization. Notice of any amendment shall be done prior to the May board meeting and be voted on and adopted at the June board meeting. The bylaws meeting may be tabled and dealt with at a future meeting if so agreed upon by a simple majority vote of the

Board. An annual review of the Bylaws will be conducted by the Bylaws committee, appointed by the President.

### **ADOPTION OF BYLAWS**

We, the undersigned, are all the initial Executive Board of this association, and we consent to, and hereby do, adopt the forgoing Bylaws, consisting of 6 pages, as the Bylaws of this association.

Lourdes Peterson

Brad Smith

Tracy Morrissey

Bill May

Cyndee Ely

Sheri Johnson

Diggy Riley

Kathy DeSalvo

Cindy Halloran

Vote via Proxy:

Denise Newton

Kristy Morelli