



COMMERCE AQUATIC CLUB BOOSTERS

BYLAWS

October 2014

COMMERCE AQUATIC CLUB BOOSTERS

ARTICLE I – NAME

This organization shall be known as COMMERCE AQUATIC CLUB BOOSTERS (Also known as Commerce Aquatics Booster Club).

ARTICLE II – PURPOSE

The purpose of COMMERCE AQUATIC CLUB BOOSTERS is to provide a club of interested persons, for athletes of the Commerce Aquatic Club, to achieve good sportsmanship and wholesome recreation.

ARTICLE III –MEMBERSHIP

All parents and guardians (ages 18 and over) of athletes of the Commerce Swim Team and/or Commerce Water Polo teams, that meet the City of Commerce requirements for Resident Activity Cards, are eligible for membership.

No person shall be barred from membership on the basis of race, creed, national origin, political belief, or income.

All members shall have the right and responsibility to attend meetings and events sponsored by COMMERCE AQUATIC CLUB BOOSTERS, serve on committees and be nominated and elected to office.

ARTICLE IV - DUES

The yearly membership dues required per family is thirty dollars (\$30). Families that pay in full before the annual Commerce sponsored St. Patrick's Day Swim Meet will receive St. Patrick's Day Breakfast tickets (\$30 worth) at no additional cost.

ARTICLE V - OFFICERS

Officers shall be a President, Vice-President, Secretary, Treasurer, and Public Relations Officer. Nominees must be members in good standing for one (1) year prior to nomination.

Term of office shall be for one year from November 1st through the following October 31st.

All officers must be current residents of the City of Commerce.

Any officer may be re-elected for more than one term, not to exceed two (2) terms. Any outgoing officer may run for another office without a one (1) year interim.

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ARTICLE VI - OFFICER DUTIES

The President shall be the presiding officer at all general meetings and Executive Board meetings. The president will act as the Chair of the Executive Board. The president may sign for the Executive Board any contracts and other instruments that the Board has authorized to be executed. In voting of any specific matter, the President will only be required to vote in case of a tie. The president will be a signatory on the Commerce Aquatic Club Boosters bank account(s). All checks will be endorsed by two officers, the President and the Treasurer.

The Vice-President shall perform the duties of the President in times of the President's absence, act as Program Chairman, and oversee all Commerce Aquatic Club Boosters publicity.

The Secretary shall keep a record of the minutes of all meetings, keep a running current file on all members, and shall perform any other duties assigned by the Executive Board (such as correspondence, etc.).

The Treasurer shall handle the financial business of the club in a business-like way. The treasurer will maintain the Commerce Aquatic Club Boosters treasury and inventory. The Treasurer is responsible for paying all bills that are duly presented, make reports of the financial standing of the club at the general meetings, and shall perform any other duties assigned by the Executive Board. The Treasurer will be a signatory on the Commerce Aquatic Club Boosters bank account(s). All checks will be endorsed by two officers, the Treasurer and President.

The Public Relations Officer shall act as the liaison between Commerce Aquatic Club Boosters members and the coaching staff. The Public Relations Officer will recruit, meet, and orientate new parents to the Commerce Aquatic Club Boosters and shall perform any other duties assigned by the Executive Board.

All officers shall remain in office until the newly elected officers are installed.

If a member in office does not attend a least 50% of all meetings, this member will be removed from office and a new member will be appointed to that position by the Executive board.

ARTICLE VII – REMOVAL OF OFFICERS OR MEMBERS

Any officer may be removed from the Executive Board by membership vote.

Any member may be removed from membership by membership vote.

A petition stating the officer/member in question and the reasons for removal must be signed by 20% of the membership. This petition will be presented at any meeting of the membership. All members must be notified, in writing, at least 21 days prior to the meeting at which the vote will be taken. The officer/member in question will be given an opportunity to address the entire membership at this meeting. A vote of confidence will be taken by ballot. A two thirds (2/3) vote of the membership in attendance is required in order to remove an officer from the Board or a member from membership.

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ARTICLE VIII - EXECUTIVE BOARD

The Executive Board shall consist of the President and the four (4) officers of the club and shall meet once a month prior to the general meeting.

The Executive Board meetings are open to all members in good standing. If a member wishes to present an item to the Board for discussion, they may do so at the Executive Board meeting, with the results brought up to the entire club at the following general meeting.

The outgoing Executive Board is required to leave a balance of two thousand dollars (\$ 2,000) in the Commerce Aquatic Club Boosters bank account(s), with NO debts pending, for the newly elected Executive Board. All books shall be closed and handed over to the new Executive Board within 21 days of annual elections.

ARTICLE IX- NOMINATIONS AND ELECTIONS

The President shall appoint a Nominating Committee to consist of at least three (3) members. Candidates nominated must be members in good standing.

Elections of officers shall be held by ballot. Only members in good standing, for at least three (3) months prior to Election Day, shall be allowed to vote.

Nominations for officers shall be held at the general meeting in September and the election of officers shall be held at the general meeting in October of each year. The new board will come into office on November 1st of the same year.

Members must be present to vote. **NO EXCEPTIONS**

Any vacancy shall be filled, by recommendation from the Executive Board, as soon as possible after such vacancy occurs. The term of vacated office filled shall be until the next regular election.

ARTICLE X - COMMITTEES

The Executive Board may designate and appoint committees, as deemed necessary, to carry out the needs of the Commerce Aquatic Club Boosters. Each committee shall consist of at least one officer. Committees shall act as working bodies only and not make policy that has not been approved by the Executive Board.

ARTICLE XI - AMENDMENTS

The Commerce Aquatic Club Boosters reserves the right to alter or amend any and all articles in the Commerce Aquatic Club Boosters Bylaws for the benefit of club.

These bylaws may be amended by 60% vote of the club members present at a general meeting, when notified in advance of the proposed changes.

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Proposed changes will be presented at a general meeting and followed up on at the next scheduled general meeting to vote on the proposal.

ARTICLE XII – MEETING RULES GENERAL MEETINGS

Meetings shall start at 7:00 pm and end no later than 8:30pm.

General meetings are open to all members. Motions may be brought forth by members in good standing.

Agenda, prior meeting minutes, and a treasurer report shall be present at every general meeting.

Meetings and all business matters are governed by *Roberts Rules of Order – Revised*, as applicable.

ARTICLE XIII - MEMBERSHIP GUIDELINES

In order for program participants to be eligible to receive benefits provided by the Commerce Aquatic Club Boosters (examples: swim suits, yearly gift, admission to amusement parks, sponsorships, picnics, and dinners etc.) each family will be required to volunteer a minimum of 40 (forty) hours per calendar year.

The hours are as follows:

- Five (5) hours per family are **mandatory** at the Fourth of July fireworks booth. This includes one (1) mandatory hour on the day of Fourth of July and four (4) mandatory hours on the remaining days. Parents who work an overnight shift, from 10pm to 6am the next day, will be exempt from the mandatory one hour on the actual Fourth of July day.
- The remaining 35 hours to be accumulated by fundraisers benefiting the general funds as follows: snack bars, Cinco de Mayo Celebration, Fourth of July Celebration, Summer End Festival, St. Patrick's Day Swim Meet and Swim Meet Breakfast tickets (excluding the mandatory \$30 in St. Patrick's Day Breakfast tickets sales), or any other fundraisers/Commerce Aquatic Club sponsored events benefiting the general fund approved by the Commerce Aquatic Club Boosters.
- Twenty (20) hours maximum for coaches' snack bar/fundraisers (with proper records submitted each month, by prospective coach, to the Executive Board).
- Hours may also be accumulated by attending the monthly Commerce Aquatic Club Boosters general meeting [One (1) hour credit per attendance of one (1) meeting].

ARTICLE 13.1– FIREWORKS BOOTH PRIORITY HOURS

Priority will be given to select the Fourth of July Fireworks Booth volunteer hours by monthly order of membership (fundraiser tickets) payments made.

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ARTICLE 13.2 – TRANSFERRING VOLUNTEER HOURS

Aquatic Booster Club volunteer hours earned should be noted at the time they are earned and members may not transfer those earned hours to any other members after they have been posted to the Volunteer Hours Log.

ARTICLE 13.3 – VOLUNTEER HOURS

One (1) hour of volunteer time will be comparable to ten dollars (\$10). If for any reason, a family is unable to complete their volunteer hours for the total of 40 (forty) hours, there will be an option to pay a dollar amount of \$10 for every hour needed to complete. For example, if a family is six hours short of completing all 40 hours, the family will have the option of paying \$10 per each hour (6 hoursX\$10) to equal a total \$60 to be in good standing.

ARTICLE XIV - SPONSORSHIP FROM CLUB

This amendment to the bylaws amends the travel reimbursement to be paid based on the amount of volunteer hours accumulated by the parent. The maximum amount awarded per athlete would be \$300.00 per individual travel, with an annual cap of \$1000.00. Please note that this does not penalize an athlete by precluding him/her from traveling. For example, if the individual cost of travel is \$400.00, and the booster club approves 25%, the amount awarded would be \$100.00. If the parent has 100% of the prescribed hours, all \$100.00 is available. If the parent has 50% of the hours, the amount given would be \$50.00, and the parent would be financially responsible for the remainder.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am presently the duly elected and acting Secretary of Commerce Aquatic Club Boosters. The above Bylaws, consisting of seven (7) pages - including the title page and this Certificate, are the Bylaws of this organization. These Bylaws were adopted at the October 8, 2014 meeting; after due notice was properly given in April, 2014.

A copy of the official signed and dated document is available, upon request.

Signature: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Date: XXXXXXXXXXXXXXXXXXXX