

# **BYLAWS**

## **WEST HOLLYWOOD AQUATICS A NON-PROFIT ORGANIZATION**

### **I. GENERAL**

Name: West Hollywood Aquatics (WH2O)

Address: P.O. Box 691651, West Hollywood, CA 90069

### **II. MISSION STATEMENT**

West Hollywood Aquatics (WH2O) is an organization founded in 1982, dedicated to:

1. providing an opportunity for lesbian, gay, bisexual, and transgender (LGBT) athletes and their allies to participate in aquatic sports programs as provided by the organization;
2. increasing the respect and recognition of those athletes throughout the LGBT and aquatics communities;
3. developing and promoting aquatic sports by increasing participation of athletes at regional, national, and international competitions, and in particular, at the International Gay & Lesbian Aquatics (IGLA) Championships and at the Gay Games.

### **III. MEMBERSHIP**

A. Any person who has paid the annual administrative fee, is current with monthly dues payments or pays per workout, and has paid all pertinent national aquatic fees, is a full member. Full members enjoy all rights and privileges, including voting for and serving as a member of the Board of Directors of the club.

B. Full-time coaches for West Hollywood Aquatics are considered full members.

C. Membership in West Hollywood Aquatics shall not be denied by virtue of race, sex, religion, age over 18 years, national origin, political affiliation, disability, sexual orientation, or gender identity.

D. An Annual Meeting of the members entitled to vote shall be held each year. Open positions on the Board of Directors shall be filled by election, committee reports shall be made, and relevant organization issues shall be addressed at the Annual Meeting.

### **IV. BOARD OF DIRECTORS**

A. West Hollywood Aquatics shall be governed by a Board of Directors consisting of nine (9) officers who shall hold the following positions: President, Administrative Vice-President, Social Vice-President, Treasurer, Secretary, Swimming Representative, Water Polo Representative, Facilities and Equipment Coordinator, and Development Coordinator.

1. Members of the Board of Directors shall be elected by and from eligible members of the club.
2. All officers shall be elected for one (1) year, or until their successors are elected, and shall take office in January of the coming year.
  - i. Officers may be nominated for an additional term of one (1) year in the same office or a different office. After serving two successive terms on the Board, the officer shall be barred from holding any office for a period of one (1) year, unless approved by vote of the general membership.
  - ii. A current two-term Board member may serve another year on the Board in a different role if there are no other qualified nominated candidates for that office.
  - iii. A current Board member may stay in the same office for a third term if there is no other nominated candidate.
3. If any elected Board member resigns before the end of his or her elected term, the President may appoint a replacement to serve until the next election.

B. The duties of the Board members are outlined in the Policies and Procedures document. A summary of the duties follows:

1. The President shall be the chief executive officer of the club and shall preside at all meetings of members and of the officers. The President shall be the official representative of the club to the community.
2. The Administrative Vice-President shall assist the President in the discharge of the duties of that office.
  - i. In the absence of the President, the Administrative Vice-President shall assume and perform the duties of the President.
  - ii. The Administrative Vice-President shall perform the administrative duties for West Hollywood Aquatics, which include, but are not limited to, maintaining email accounts for the club, posting to social media, and being responsible for all the merchandise inventories of the club.
3. The Social Vice-President shall be responsible for organizing all social activities of the club. These shall include, but are not be limited to: parties, outings, cultural events, community activities, events in conjunction with other athletic clubs, and the Anniversary Party/Awards Banquet.
4. The Treasurer shall be responsible for the financial affairs of the club.
5. The Secretary shall:
  - i. keep minutes of Board meetings and general meetings of the club;
  - ii. be responsible for the club newsletter;
  - iii. act as corresponding secretary for the club.
6. The Swimming Representative shall be responsible for the day-to-day swim coaching needs of the club.
7. The Water Polo Representative shall be responsible for the day-to-day water polo coaching needs of the club.
8. The Facilities and Equipment Coordinator shall be responsible for:
  - i. securing all workout facilities for the club;
  - ii. all swim club equipment, including purchasing new equipment and arranging for the repair of existing equipment.

9. The Development Coordinator shall be responsible for all fundraising activities and publicity for the club.

C. The Board of Directors shall hold monthly meetings throughout the year. These meetings shall be open to all members of the club.

D. A quorum shall exist at the monthly Board of Directors meetings when there is a majority (five) of Board members present.

E. Resignation and Removal of Board members

1. Resignations

i. Resignations shall be in writing.

ii. Verbal intention of resignation shall be independently verified by two (2) Board members for consideration by the entire Board.

2. Removal from Office

Any Board member may request the resignation of another Board member, which would be determined by a majority vote of the entire Board.

F. Simultaneous Offices

A person shall hold only one elective office on the Board Directors at any one time.

G. Committees

Board members may establish a committee or a task force to work on specific club-related issues. Board members may select assistants to help them in fulfilling their Board duties. However, these individuals do not have voting rights as Board members.

## **V. FINANCES**

A. Fiscal Year

The fiscal year of West Hollywood Aquatics is the calendar year, January 1 to December 31.

B. Bank Accounts

West Hollywood Aquatics maintains accounts as described in the Policies and Procedures.

C. Dues

1. All active club members are required to pay dues on a monthly or a per workout basis.

2. Modifications to the amount of monthly dues may be made by the Board of Directors or the general membership at the Annual Meeting or at a special meeting. The membership shall be given at least thirty (30) days notice of any change.

3. Modifications to the monthly dues structure may be made by the Board of Directors. The membership shall be given at least thirty (30) days notice of any change.

D. Administrative Fee

1. All club members are required to pay the established annual administrative fee to the club by the end of January, or upon joining the club.

2. Any athlete who joins the club after July 1st need only pay half of the established administrative fee for the remainder of that year.

## **VI. PROFESSIONALS**

### **A. Approval or Employment of Professionals**

1. The Board may at employ any professional (i.e., coach, instructor, CPA) as described in the Policies and Procedures manual.

B. Any professional so employed shall agree to uphold the club Bylaws and Policies and Procedures.

C. The Board shall have the right to cancel any and all arrangements with professionals employed by the club, in accordance with California law.

## **VII. AMENDMENTS TO THESE BYLAWS**

### **A. Amendment by the Board of Directors.**

These Bylaws or any part thereof may be amended or repealed at any time by a resolution adopted by a two-thirds majority of the Board of Directors.

### **B. Amendment by vote of the general membership**

These Bylaws may be amended or repealed and new Bylaws adopted by a vote of the majority at any meeting of the general membership, providing that notice of the proposed change has been given to members of the club at least thirty (30) days prior to said meeting. Notice shall be given in the monthly newsletter or by club email.

### **C. Proposals for amendments, repeal or new Bylaws must be:**

1. in writing;
2. consistent with the rules, regulations, and purposes as established by West Hollywood Aquatics.

## **VIII. DISSOLUTION**

Upon dissolution, the net assets of West Hollywood Aquatics will not be transferred or passed on for the benefit of any private individual or corporation. Instead, they will be distributed to a bona fide organization approved by the final Board of Directors to be used exclusively for athletic, educational, or charitable purposes.