

**Sunny Hills High School (SHHS) Aquatics Booster Club
2019 – 2020 BYLAWS**

ARTICLE I – PRINCIPLE OFFICE

The principle office of the association is located 1801 Warburton Way, Fullerton, CA 92833, County of Orange, and State of California.

ARTICLE 2 – Vision/ Mission

To support and promote Sunny Hills High School’s Aquatic programs and its participants with the objective of personal student growth and development in a positive team and community environment.

Mission:

- i. Provide volunteers that will help with the SHHS Aquatic programs.
- ii. To provide equal opportunity for all student athletes that participate in aquatic sports.
- iii. Generate revenue through fundraisers and parent donations that will support the vision of the program.
- iv. Educate parents and the community regarding the importance of aquatics on the emotional and physical development of the student athlete.
- v. To support the coaches and players in academic achievement, good sportsmanship, ethical behavior and high standards in all academic sports.

ARTICLE 3 – MEMBERSHIP

Section 3.1: All SHHS Aquatics parents/guardians are eligible to participate and attend booster activities. Active membership shall be limited to those parents/guardians of student athletes who will be on a team during the current school year. All active members will have the right to vote. The organization shall not discriminate against anyone for membership on the basis of race, color, creed, national origin, or sex.

Section 3.2: Booster donations shall be established annually by the Board in order to meet the projected expenses for the SHHS Aquatics teams. Donations shall be requested prior to the start of the water polo, swim, and/ or dive season by dates to be designated by the Board. Separate donations shall be requested for each participant for each sport.

ARTICLE 4 – ORGANIZATION

The SHHS Aquatics Boosters shall be a self-governing organization administered by its duly elected officers and active members. Any and all communication required between the SHHS Aquatics Booster Club and SHHS Administration to ensure a harmonious and beneficially supportive program for our athletes will be done as needed. The SHHS Aquatics Booster Club shall be an independent organization with its government and active membership vested in the SHHS Aquatics Booster Club mission.

Section 4.1: The Booster Club shall, at all times, be operated on a non-profit basis in support of the mission statement and never be used as a means for personal gain.

Section 4.2: The Board Members shall not be personally liable for any debts, liabilities, or other obligations of the SHHS Aquatics Booster Club.

ARTICLE 5 – BOARD OFFICERS

Section 5.1: The Officers of this organization shall consist of President, Vice President, Secretary, Treasurer, and Coaches Representative.

Section 5.2: The Secretary shall receive Nominations from the active members for officers by the April meeting. All board officers shall be notified of the nominations within seven (7) days following the April meeting. Elections for the upcoming year will occur at the general meeting in April. Nominations from the floor will be accepted at the April 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 5.3: The term of office for Board Officers shall be for one-year with term beginning on June 1st.

Section 5.4: When a Board officer 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 detrimental 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 5.5: Any Board officers' resignation will be effective upon giving written notice to the President of the Board, unless the notice specifies a later date.

Section 5.6: 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. The position of President will be appointed by a 2/3rd vote of the Board.

Section 5.7: The duties of the officers are as follows:

Subsection 5.7.1: 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 (or may designate a board officer as a 2nd signer), 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. Send out the agenda 72 hours prior to the board meeting. 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.

Subsection 5.7.2: VICE PRESIDENT: Shall assist the President as needed with all duties of the President, and in the event the President is not able, will fulfill the position until a new President is approved by the Board. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, minutes, etc.) to be handed over to the incoming executive vice president at the end of term or resignation of position.

Subsection 5.7.3: 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 by the President/ board. With the President/Treasurer, record 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 list of active members. Perform such duties that may be delegated to the Secretary. Send out previous meeting minutes along with the proposed agenda at least 72 hours prior to the next board meeting. Send out notices of the approved minutes and 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.

Subsection 5.7.4: TREASURER: Keep such permanent books of account and records and 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 by active members. Chair the annual budget committee and prepare the budget for presentation to the board. Send out the most current finance report at least 72 hours prior to the next board meeting. 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 and forward rosters and 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.

Subsection 5.7.5: The Executive Board and Head Coach shall prepare an estimated budget for each Aquatics team in April. Submit to the Board for approval at the May Board meeting with any adjustments finalized at least 30 days prior to the appropriate season.

ARTICLE 6 – REPRESENTATIVES

Section 6.1: PARENT SPORT REPRESENTATIVE:

Boy's Water Polo

Girls Water Polo

Boy's and Girl's Swimming

Dive team

Shall act as the communication and coordination liaison between the coaches, administration, SHHS Aquatics Booster Club, athletes and active 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 member meetings before a sport begins and distribution of "active member packets" with details of the sport season, coordinate picture day, coordination of all Volunteers, and chair/ coordinate sports banquets. Keep and forward rosters to Coaches, Treasurer, and Secretary for permanent record. Shall act as liaison between the Board, coaches, active members and athletes for decisions regarding the purchase, repair, replacement and acquisition of team related equipment/ clothing as was budgeted and approved by the Board. Shall coordinate and distribute uniforms to athletes with the Vice President. Organize and Coordinate all volunteers for home events. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, documentation including a listing of all vendors for all equipment which has been purchased, etc.) to be handed down to the incoming Parent Representative at the end of term or resignation of position.

Section 6.2: SNACK SHACK REPRESENTATIVE: Responsibilities within a given sport include communication with and between coach and parents throughout the sport season for donation collection and coordination of all Volunteers. Shall act as liaison between the Board, coaches, active members and athletes for decisions regarding the purchase, repair and replacement and acquisition of team related equipment for the snack shack as was budgeted and approved by the Board. Shall coordinate and supervise all equipment items for snack shack use. Shall ensure and maintain a cashbox reserve of \$100 and count and record Cash sales at the end of each home event before returning the cashbox to its designated area. Open snack shack and be sure all items and volunteers are ready before meet begins. Clean and close down snack shack after each meet and thoroughly after season completion. Maintain a current and up to date Inventory of all Snack Shack Equipment and merchandise. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, documentation including a listing of all vendors for all equipment which has been purchased, etc.) to be handed down to the incoming Snack Shack Representative at the end of term or resignation of position.

Section 6.3: COACHES REPRESENTATIVE: Head Coach or any aquatics coach designated by the Head Coach to be the board liaison. Shall not be subject to election or appointment by the Board. Shall be responsible to update and inform the SHHS Aquatics Booster Club, of all the needs and requests. Coaches will abstain from voting on monetary compensation.

Section 6.4: FUNDRAISER CHAIRPERSON: Shall research and present appropriate fundraising ideas to the Board. Upon acceptance by the Board, the fundraiser representative shall help coordinate and implement the fundraising event through the active members 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.

Section 6.5: TECHNOLOGY AND SOCIAL MEDIA CHAIRPERSON: Shall be responsible for the set-up and maintenance of the website that will communicate to all aquatics teams. Shall update the information for all teams and set up and maintain an online payment system. Shall share parent and student data to appropriate parties that was gathered from the website. Keep an updated notebook, (which includes job description, financial reports, job specific documentation, etc.) to be handed down to the incoming Technology and Social Media Chairperson at the end of term or resignation of position.

ARTICLE 7 - MEETINGS

Booster Club Meetings will be held once a month, day to be determined by current board officers. All active members shall be notified of any scheduled meeting via Remind text and via the website within seven (7) days of the meeting from the President or his/ her designee. 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 April` shall be the annual election meeting, with at least 30 days 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 8 – 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 9 – 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 SHHS Aquatics Booster Club shall be signed by the Treasurer of the SHHS Aquatics Booster Club or the designated 2nd signer in the event the Treasurer is not available. Unbudgeted expenditures not to exceed \$250.00 paid without prior Board approval.

ARTICLE 10 – AMENDMENT OF BYLAWS

The two-thirds vote of the board present at the May Booster meeting may amend the bylaws of this organization. Notice of any amendment shall be done prior to the April board meeting and be voted on in May and adopted at the May 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 active Board members of the SHHS Aquatics Booster Club, and consent to, and hereby adopt the foregoing bylaws, on this the twenty-first day of November, two-thousand nineteen. This document consists of 4 pages, as the bylaws of the SHHS Aquatics Booster Club.

Loren Aguirre, President

Sandra Vera, Vice President

Punita Patel, Treasurer

Margie Munoz, Secretary