

BYLAWS OF THE EL TORO HIGH SCHOOL AQUATICS BOOSTER ORGANIZATION

ARTICLE I – ORGANIZATION NAME

The name of this organization shall be the El Toro High School Aquatics Booster Organization.

ARTICLE II – PURPOSE

The purpose of this organization shall be to support the Aquatics program of El Toro High School. The El Toro Aquatics Booster Club President shall coordinate with the head Varsity Water Polo and Swim Coaches to provide additional funding for the El Toro High School Aquatics program. Fundraising activities shall comply with applicable California Interscholastic Federation Southern Section (CIFSS) and Saddleback Valley Unified School District (SVUSD) guidelines. This booster club does not contemplate pecuniary gain or profit and is organized for non-profit purposes. All monies raised, in kind contributions and donations shall be for the exclusive use of the El Toro High School Aquatics Booster Organization.

ARTICLE III – DUES

A portion of the total gross annual income from the El Toro High School Aquatics Program is designated for the El Toro Athletic Booster Board. The portion to be paid out is determined by the El Toro Athletic Booster Board, which shall include the President of this Booster Organization (or designee), as a voting member.

ARTICLE IV – MEMBERSHIP

Membership is granted to the parent(s) or legal guardian of each student in the El Toro High School Aquatics Program. Member voting shall be limited to one vote per family or household.

The head varsity Coach(s) of the Water Polo and Swim programs, or his designee, shall be a non-voting member.

Membership dues shall be assessed annually. The amount of membership dues shall be determined by the current Board of the El Toro High School Aquatics Booster Organization.

Members may join at any time.

Membership in the El Toro High School Aquatics Booster Organization is revoked if the student leaves or is dismissed from the team, before, during, or after the season.

ARTICLE V – MEETINGS

Meetings of the El Toro High School Aquatics Booster Organization may be held at El Toro High School or a mutually agreed upon location. Changes to either meeting place or time require 3 days notice in written, e-mail, or telephone contact to the Executive board members and signed in members of the previous meeting.

The Executive Board shall meet on the first Monday of each month.

Regular meetings of the membership shall be held as needed.

There will be a mandatory meeting in June of each year that shall be known as the Annual Meeting. This meeting shall be for the purpose of transferring leadership responsibilities and the transaction of year-end business. New Executive Board Members will be named at this time and shall be in attendance.

The current school year's El Toro High School Aquatics Booster Organization's proposed program and budget, which includes all programs, projects, and expenditures including those specified in the budget, REQUIRE approval and/or ratification by the membership. All approved programs, projects and expenditures **MUST** be recorded in the Booster Organization's minutes, the legal record of the Booster Organization.

The Booster Organization shall establish a quorum for the transaction of business in any meeting of this Organization. Fifteen (15) members shall constitute a quorum.

ARTICLE VI – OFFICERS AND EXECUTIVE BOARD

The officers of the El Toro High School Aquatics Booster Organization shall consist of the President, Secretary, Treasurer, Accounts, Bingo Board Members and team Representatives, Snack Bar, Scrip, Equipment, Travel, Membership, Webmaster and Hospitality. The President shall be appointed by the Varsity Water Polo and Swim Coach(s), and ratified by a majority vote of the membership in attendance at the meeting preceding the Booster Organization's Annual Meeting. The President, Treasurer, and Secretary shall be elected annually.

Elections shall be held at the Annual Meeting in June. The election shall be by ballot. If there is only one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote, and the entire slate presented as one vote.

Officers shall serve for a term of one year, or until their successors are elected. No officer shall be eligible to the same office for more than two consecutive terms. Officers shall assume their duties at the Annual Meeting in June.

The Executive Board shall consist of the Officers of the Booster Organization, the Chairmen of Standing Committees, and the Varsity Water Polo and Swim Coaches.

Five (5) members shall constitute a quorum.

ARTICLE VII – DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The President Shall:

Preside at all meetings of this Organization and the Executive Board.

Attend all meetings of the ETHS Athletic Booster Club.

Be a member ex-officio of all committees.

Coordinate the work of officers and committees of the Booster Organization in order that the purposes may be promoted.

Perform such other duties as may be prescribed in these bylaws or assigned by the Booster Organization.

Section 2. The Treasurer shall:

Chair the budget Committee and prepare the budget, in coordination with the Varsity Water Polo and Swim Coaches, for adoption by the Booster Organization.

Receive all monies from the Fundraising Chairmen or the Coaches for the El Toro High School Aquatics Booster Organization.

Deposit all monies received within 2 business days to the ETHS Athletic Secretary.

Receive and retain copies of all ETHS Athletic Secretary Records of Deposit and Disbursements.

Present a statement of account at every meeting of the organization, and at other times when requested by the executive board.

Make an annual financial report to the El Toro High School Aquatics Booster Club, which includes gross receipts and disbursements for the year.

Keep an accurate record of receipts and disbursements, either in a ledger or electronically, which is a permanent record of this organization. All financial records must be retained for 4 years, including the current year.

Section 3. The Secretary shall:

Keep an accurate record of the proceedings (include all motions passed) of all meetings of the organization and the executive board.

Be prepared to refer to minutes of previous meetings.

Prepare a summary of all unfinished business for use by the president.

Record all expenditures in the minutes.

Keep a copy of the bylaws and standing rules.

Be authorized to sign purchase order requests.

Section 4. The Accounts Secretary shall:

Maintain an up-to-date accounting of all booster accounts including credits and debits.

Explain booster credit accounting at Booster Parent's Meetings.

Publish and send out end-of-year statements by June 1st.

Collect all monies owed by the end of the school year.

Section 5. The Membership Secretary shall:

Maintain a current database of Aquatics athletes and their families.

Publish rosters for each season.

Section 6. Bingo Board Members shall:

Be members of the executive board and report on the management and status of the Bingo fundraiser.

Section 7. Bingo Team Representatives shall:

Be members of the executive board.

Be responsible for filling working positions for each of the nights that Aquatics is responsible for running bingo.

Section 8.

The rest of the board shall be comprised of the member(s) in charge of the following areas:

Website

Snack Bar

Script

Equipment

Travel

Hospitality

Fundraiser (Golf Tournament)

Section 9.

When an officer fails to attend three meetings without adequate excuse, the executive board may declare his/her position vacant.

Section 10.

Each officer, upon the expiration of his/her term of office, or in case of resignation shall turn over to his/her successor, without delay, all records, books, and other materials pertaining to the office; and he/she shall return to the treasurer, without delay, all funds pertaining to his office.

ARTICLE VIII – STANDING COMMITTEES

There shall be such standing committees created by the executive board as may be required to carry on the work of the organization

The term of office for chairmen of these committees shall be one year, or until their successors are appointed.

Each chairman, upon the expiration of his/her term of office or in case of resignation, shall turn over to his/her successor, without delay, all records, books, and other material pertaining to the office; and he/she shall return to the treasurer, without delay, all funds pertaining to his/her office.

ARTICLE IX- BYLAWS

Bylaws of the El Toro High School Aquatics Booster Organization may be amended by a vote of two-thirds of the membership in attendance at any regular meeting, provided notice has been given at the previous regular meeting, or thirty days notice has been given to the membership.

ARTICLE X – MEMBER ROSTER

A current roster of all members will be kept as an attachment to the bylaws. Rosters are to be updated no later than the CIF designated start date of each sport's season in the given school year. Each family or household of a student in Aquatics at El Toro High School is entitled to one vote.

In witness whereof, the undersigned hereby adopts the foregoing bylaws of the El Toro High School Aquatics Booster Organization, this _____ day of _____ 2003.

_____ President

_____ Secretary

_____ Treasurer

I do hereby certify that I am the Officer, of the position noted above, of the El Toro High School Aquatics Booster Organization and that the foregoing bylaws consisting of Ten Articles and comprising 5 pages constitutes the Bylaws of the El Toro High School Aquatics Organization as duly adopted at a meeting of the General Membership held on
