

EDHS Aquatic Parents

Bylaws

Article I. Name

EDHS Aquatic Parents

Article II. Purpose

The EDHS Aquatics Parents (“Boosters”) is a non-profit organization. Its sole function is to provide financial and administrative support to the aquatics athletes and coaching staff of El Dorado High School’s aquatic programs (“Program”). Booster activities are intended to complement existing resources provided by El Dorado High School that allow aquatics athletes to achieve their maximum potential individually and as a team. Financial support is to be provided through the purchase of equipment , facility upgrades and travel expenses not otherwise provided by Program. Administrative support is intended to allow the coaching staff time to focus on aquatics athletes performance and development and not the everyday logistics of running the program.

Article III. Objective

The objective of Boosters is to provide support and increased opportunities for aquatic athletes, to ensure communication with parents and to conduct fundraisers approved by the EDHS Aquatics Parents Executive Board.

Article IV. Members

Membership in the EDHS Aquatic Parents shall be composed of parents, former athletes., interested members of the faculty and the community. A form requesting their name, address, telephone numbers, and who the aquatinted athlete is, will be required of each member. The secretary of the Boosters will keep an ongoing record in order to maintain a true knowledge of membership and will be updated annually.

Article V. Executive Board

1. Elected officers of the EDHS Aquatic Parents shall include President, Vice President Boys, Vice President Girls, Secretary, and Treasurer.
2. Board members are equal amongst each other, no office carrying more authority than another.
3. No officer shall hold more than one elected office simultaneously and no officer may hold the same office for more than two (2) consecutive years; Unless there is no opposition from the board and/or members.

4. The executive board may appoint special committees as deemed necessary; including but not limited to apparel, fundraising and snack shack.
5. Should a vacancy occur in any office, the remaining executive board may, at their option, appoint a successor or announce an election to fill the vacant position.

Article VI. Duties of Executive Board

1. President

- a. President shall run the general and board meetings.
- b. Organize an agenda for the meetings with input from the executive board and/or the members.
- c. See that all matters needing follow up are being seen to by the appropriate members.

2. Vice President Boys

- a. Is to act as liaison between the boys aquatic parents and the aquatic coach(es) representing with full faith the expressed concerns of the parents and addressing any issues that may arise during the appropriate season. Working with the Vice President Girls during the swim season with issues that may affect both male and female student athletes.
- b. Oversee the fundraising committee
- c. Overseeing the setup of team photos for Boys Water Polo
- d. Attend Booster Club Executive Board meetings once a month or as scheduled.
- e. Overseeing the setup of the Boys Water Polo Banquet and include MC duties or designating someone for those duties.
- f. Work with the Executive Board for Swimming photos and banquet.
- g. Assist coaching staff with transportation and parental help for overnight away tournaments during Boys Water Polo season.
- h. Encourage parents to participate in Booster activities and/or becoming members of sub-committees or Executive Board members.
- i. Must be the parent/guardian of a male athlete.

3. Vice President Girls

- a. Is to act as liaison between the girls aquatic parents and the aquatic coach(es) representing with full faith the expressed concerns of the parents and addressing any issues that may arise during the appropriate season. Working with the Vice President Boys during the swim season with issues that may affect both male and female student athletes.
- b. Oversee the fundraising committee
- c. Overseeing the setup of team photos for Girls Water Polo

- d. Attend Booster Club Executive Board meetings once a month or as scheduled.
- e. Overseeing the setup of the Girls Water Polo Banquet. This and include MC duties or designating someone for those duties.
- f. Work with the Executive Board for Swimming photos and banquet.
- g. Assist coaching staff with getting rides and parental help for overnight away tournaments during Girls Water Polo season.
- h. Encourage parents to participate in Booster activities and/or becoming members of sub-committees or Executive Board members.
- i. Must be the parent/guardian of a female athlete.

4. Secretary

- a. Shall keep accurate records of all board and general meetings.
- b. Shall maintain a current record of EDHS Aquatic Parents membership and aquatic athletes.
- c. Shall assist in the notification of minutes, and other correspondence as needed.
- d. Shall maintain a file of all documents as deemed necessary by the EDHS Aquatic Parents Board.
- e. In the absence of the President, the Secretary may perform any of the duties required of the president.

5. Treasurer

- a. Shall keep permanent books of any and all bank accounts held by the EDHS Aquatic Parents, including records of income, receipts, and disbursements.
- b. Shall receive all monies, provide receipts and make necessary deposits to the bank approved by the executive board.
- c. Shall pay all bills as authorized by the Club executive board. Shall dispense allotted money to the Aquatic's Coach(es) for miscellaneous expenses (ordeposit into ASB account for the coaches use) Disbursement of checks shall require a warrant signed by two other members of the executive board.
- d. Shall prepare the annual budget and financial summaries for any board and general meetings of the EDHS Aquatic Parents.
- e. Shall work with the executive board to forward all necessary tax and insurance forms as required by the district and/or government agencies.
- f. Treasurer's reports shall be made available to the general membership

Article VII. Removal of a member of the Executive Board

1. Any officer may be removed with cause by a unanimous vote of the remaining Executive Board. The cause is to be submitted in writing to the Executive Board, and the officer must be given the opportunity to address the Executive Board concerning the matter.
2. Any office may be removed by a two-thirds vote of the general membership at any time

Article VIII. Meetings

1. The EDHS Aquatic Parents shall meet regularly and at the discretion of the executive board and committee representatives. The executive board will determine the time and place for the meetings.
2. All meeting dates and times will be communicated via email to booster members to ensure transparency and opportunities to speak.
3. Meetings shall be conducted in person. Text and E-mail are not appropriate forms for conducting meetings as they do not allow an opportunity for complete, timely or effective communication. All decisions made through these mediums will be void. In rare emergency situations, a conference call with the majority of officers is acceptable.
4. Meetings will discuss the presented agenda in a focused and timely manner. Issues for the next agenda will be addressed prior to the conclusion of the meeting.
5. Minutes shall be submitted to the executive board in writing (mail or email is appropriate) and approved and/or corrected by the executive board. If it is done outside of a board or general meeting, this needs to be noted in the next meeting and recorded in the minutes of that meeting.
6. Minutes of the meetings are available to any member upon request.
7. It is suggested that an adaptation of Robert's Rules of Parliamentary Procedure be followed for the board and general meetings.

Article IX. Voting

A quorum for the EDHS Aquatic Parents executive board shall be set with the majority of the members present.

Article X. Funds

1. If any money remains in the account at the year-end, it is at the discretion of the current board to determine the amount of the remaining funds that will be deposited into the "Pool Deck Improvement Fund" with the remainder being carried over to the next year for use by the new board.
2. The way in which our funds are spent will be at the approval of the executive board along with the input from the members and Aquatic head coach.
3. An annual budget will be discussed/begun when the new board meets at their first meeting after elections.
4. There is to be an annual "make sense audit" at the close of each year's books. If the board or members feel an official audit needs to be done, an approval for the audit and the audits expenses will be voted on by a majority of members present at a Club meeting.

Article XI. Elections

Elections will be held annually at the May or June club meeting. The outgoing EDHS Aquatic Parents executive board may act in an advisory capacity.

1. Nominations will be taken from the floor. Anyone absent who wishes to run for office can submit written authorization to place his or her name in for nomination.
2. Elections will be conducted by a show of hands. A simple majority is required for elected positions.

Article XII. Amendments to the Bylaws

1. Proposed changes to the bylaws are to be submitted to the EDHS Aquatic Parents executive board in writing.
2. The EDHS Aquatics Parents executive board will present the proposed changes at the next membership meeting.
3. Passage of bylaws requires a simple majority vote of members present at the meeting or by proxy.
4. Bylaws are to be reviewed annually by each new board that is elected and approved biannually.

The above Bylaws of the EDHS Aquatics Parents Board are to be witnessed and executed:

On this the _____ day of the month of _____ in the year _____

Witnessed _____ President

Witnessed _____ Vice President Boys

Witnessed _____ Vice President Girls

Witnessed _____ Secretary

Witnessed _____ Treasurer