



BY-LAWS
OF
Cerritos Aquatic Club

(Revised, Rewritten and Approved July 2019)

ARTICLE I - Office

SECTION 1. Corporation Name. The name of this corporation shall be the Cerritos Aquatic Club ("Club", "CAC").

SECTION 2. Official Address. The official address of this corporation shall be P.O. Box 272, Artesia, CA 90702-0272.

SECTION 3. Corporation. This corporation shall be incorporated as a non-profit corporation pursuant to California law.

ARTICLE II - Purpose

SECTION 1. Purpose. The Purpose of this corporation shall be to promote interest in amateur aquatic sports; to encourage competitive spirit and fair play among local swimmers and water polo players; and to cooperate with local recreation agencies to provide aquatic opportunities above and beyond the normal recreational facilities.

ARTICLE III- Membership

SECTION 1. Eligibility. Membership shall be open to all persons interested in participating, promoting, or supporting aquatic sports regardless of age, sex, creed, color, religion. Preference will be given to Cerritos residents. The Club reserves the right to terminate membership of non-Cerritos resident members, on a "Last In First Out" (LIFO) basis, to maintain the Club's preferential status to use City of Cerritos' facilities.

SECTION 2. Membership class. Membership shall consist of:

- A. Team Membership: Qualified swimmers (Deemed by the coaching staff) with potential ability and a willingness to participate and advance their skill will be selected/denied for this category of membership solely by the coaching staff.
 - 1. Provides written application with approval from Parent/guardian.
 - 2. Represents Cerritos Aquatic Club as a competitor.
- B. Regular Membership: Adult individuals who wish to participate in club activities, serve as officers, and contribute as a member of a committee(s).
 - 1. Adult individuals who participate in club activities, serve as officers, and contribute within committee(s).
 - 2. Voting member

SECTION 3. Dues and Fees

- A. Team Members: Are responsible for the following dues and fees:
 - 1. Annual Club Registration Fee, shall be payable on January 1st or upon request for membership approval
 - 2. Monthly Dues shall be pre-paid on the 1st of every month or upon request for membership approval. All monthly dues shall be paid on a calendar month and shall not be pro-rated;
 - 3. Meet Entry Fees, shall be payable on the 1st of the month (following the month such fees were charged to the account);
 - 4. Annual USA Swimming Registration Fee, shall be pre-paid on the 1st of September or upon request for membership approval;
 - 5. Other fees and penalties that could be assessed by the Club, including but not limited to, late fees, non-performance of 6-hour volunteer work for home swim

meets (whether active or not active at the time of the swim meet), non-performance of mandatory "timer-duty" during away swim meets and other miscellaneous charges. These fees are payable on the 1st of the month, (following the month such fees were charged to the account).

6. All amounts pertaining to dues, fees and charges are listed in the CAC Parent Team Handbook.
- B. Parent/s and or guardian/s shall be responsible for all qualified Member's Account dues, fees and other Club charges.
- C. All Accounts shall be required to be on Auto-Pay only.
- D. No Member shall be allowed to pay with checks, cash or other forms of payment.
- E. Each Member's parent/s or guardian/s shall be responsible and accountable for monitoring the Member Account and shall ensure that the Member Account reflects accurate transaction/s and handled with highest integrity.
- F. No-Pay: No-Workout-Rule. A member who is - active but does not pay monthly dues (example children joining their high school swim teams), suspended, on payment holiday, or delinquent shall not be allowed to join swim workouts.
- G. Regular Members: No dues shall be assessed for regular members.

SECTION 4. Delinquency

- A. A Member Account that fails to make timely payment as mandated in Article III (Membership), Section 3. A. 1-5 (Dues and Fees & Team Members' Dues & Fees) shall be considered delinquent. Delinquency is expressly prohibited within CAC's By-Laws. The Member/s under a delinquent account shall not be allowed to join swim workouts (No-Pay: No-Workout-Rule).
- B. A Member Account, delinquent for more than 30 days, shall be charged a monthly fee, as established by the Board of Directors.
- C. A delinquent account for more than 90 days shall be sent to a Collection Agency. An Account sent to a Collection Agency shall be charged for all normal and customary costs associated with the collection process.

SECTION 5. Suspension.

- A. An Account delinquent for more than 30 days shall be put on Suspended Status. Member/s under an Account with Suspended Status shall not be allowed to join swim work-outs.

SECTION 6. Change of Status, Payment Holiday, Resignation.

1. High School Swim Team Members: A Member who decides/plans to temporarily join his/her High School Swim Team (remain on Active status with the Club and take a payment holiday) shall provide the Club (through Membership Services) the required e-mail notice of such decision/plan.
 1. Email notices to the Club's Membership Management shall be given no less than 7 days before the effective calendar month of such requested payment holiday
 2. Failure to provide such email notice within the required time period shall result in irreversible billing to the account.
 3. The No-Pay; No-Workout---Rule shall apply to Active Team Members on payment holiday.
 4. A Member who wishes to return to the Club from the High School Swim Team shall provide the Club (through Membership Services) the required e-mail notice. Notice shall be given no more than 30 days and no less than 15 days before the

- effective calendar month of the Team Member Member's return
2. Vacation, Doctor's Advice, Temporary Time-Off, and Other Reason/s. A Team Member who (for any reason) wishes to take payment holiday/s for any given Calendar Month/s shall provide the Club through Membership Management the required e-mail notice.
 1. Notice shall be given less than 7 days before the effective calendar month of such requested Payment Holiday.
 2. Failure to provide such email notice within the required time period shall result in irreversible billing to the Member Account.
 3. Member/s on Payment Holidays [other than those in Article III (Membership), Section 6 (Change of Status, Payment Holiday, and Resignation), and A (High School Swim Team Members)] shall be on Suspended Status.
 3. Resignation of a Team Member shall be in writing (email is preferred), and shall become effective immediately.
 1. Email notice of Account termination shall be given to Membership Management.
 2. Failure to provide such email notice shall result in irreversible billing to the Member Account.
 3. Resigned/terminated members shall be on Canceled Status. A canceled account ceased to be a member of the club and Member/s under a canceled account is/are also canceled and no longer part of the team.

ARTICLE IV- Meetings

SECTION 1. Business meetings. Monthly meetings held at the discretion of the Board of Directors. Time and date will be established as meetings are necessary.

SECTION 2. General membership meetings. Shall be held three (3) times a year. Written notice of the meeting shall be electronically sent at least seven (7) days prior to the general membership meeting.

SECTION 3. Quorum.

- A. 25% of the Regular Members for membership meetings
- B. Majority of the members of the Board of Directors for a board meeting.
- C. A quorum must be present in order to conduct any official chapter business.

SECTION 4. Order of Business

- A. The order of business shall be
 1. Call to order
 2. Roll call
 3. Reading of last minutes
 4. Officers' reports
 5. Committee reports
 6. Old business
 7. New business
 8. Announcements and
 9. Adjournment
- B. CAC follows modified adapted provisions of the Roberts Rule of Order (RRO)
 1. The President of the Board will act as the enforcer of RRO.
 2. If there is a conflict that cannot be amicably resolved the Board will seek outside and expert services (consultant) in parliamentary conduct to assist.
 3. RRO will be revisited and revised/or updated as needed.

4. The RRO edition that applies to CAC is: *Eleventh Edition of Robert's? Newly Revised?*

SECTION 5. Special meetings. Special meetings of this corporation may be called by the President, or upon request of four (4) Directors or one-third (1/3) of the membership.

ARTICLE V- Board of Directors

SECTION 1. Board of Directors. The Board of Directors of this corporations shall be composed of nine (9) regular members, five (5) of which will be officers, and four (4) shall be directors

SECTION 2. Qualifications. Officers and directors other than the team coach shall be regular members, who have been in good standing with the Club, pays via auto pay, and has been with CAC no less than six (6) consecutive months immediately preceding their election.

SECTION 3. Officers. The officers shall be as follows: President, Vice-President Membership and Registration, Vice President Home Meet, Secretary and Treasurer.

1) The President shall:

1. Act as chairman of the Board of Directors and preside over all meetings.
2. Rule on all points of order, subject to an appeal of the Board of Directors.
3. Give the deciding vote in case of ties and shall vote in all elections.
4. Submit to the membership at the annual meeting a resume of the corporation's activities for the preceding year.
5. See that all orders and resolutions of the Board of Directors are carried into effect and have active management therein.
6. Be the official representative of the corporation.
7. Ensure transparency of team finances at all times.
8. Make sure obligations to the US government, the State of California and the City of Cerritos are met on a timely manner.

2) Vice President – Membership and Registration shall

1. Preside over all meetings in the absence of the President.
2. Be in-charge of membership/registration within the CAC business platform and ensure integrity/accuracy of all account and member information
3. Help the new parents to join the team.
4. Process new member application.
5. Keep/Maintain all members' USA swimming registration current.
6. Maintain all members' information on CAC database current.
7. Update all members' status on CAC database as necessary and inform coaches.
8. Renew all active members' USA swimming registration annually.
9. Assist coaches in maintaining swimmer's work-out records as current as possible.
10. Ensure that the No-Pay: No-Workout-Rule is implemented at daily swim workouts

3) Vice-President – Home & Away Meet

1. Preside over all meetings in the absence of the President and VP- Registration and Membership.
2. Plan, preside and manage all Home meets.
3. Send all necessary or required email to all members to ensure that successful execution of all pre-requisites to completion of the meets
4. As necessary, make arrangements for home meet referees and meet administration

5. As necessary, make arrangements to secure meet ribbons and medals (for home meets)
6. Manage/delegate the tasks associated with tracking, validating performance of 6-volunteer hours by Account/s or Member/s at home meets.
7. Ensure Account/s is/are properly billed for non-performance of the required service hours during home meets.
 - i. Secure team items, such as, but not limited to, sweats, bags, T-shirts, etc., with the approval of the Board of Directors.
 - ii. Plan Away meets
8. Make sure team tents are transported.
9. Enforce timing chair assignments. Ensure Account/s is/are properly billed for non-performance of the required timing shift during away meets.
4. The Secretary shall:
 1. Keep an updated and correct list of names, addresses, telephone numbers and ages, if required of all members of this corporation.
 2. Keep and preserve all records and minutes of regular meetings of the Membership and the Board of Directors.
 3. Send out notices deemed necessary or as directed by the Board of Directors.
 4. Follow the instructions of the President in respect to routine and special functions.
 5. May appoint an Assistant Secretary upon approval of the Board of Directors.
 6. Notify board members of the monthly meeting of the Board of Directors.
5. The Treasurer shall:
 1. Ideally possess a Bachelor's Degree in Business Administration and have solid Corporate Treasury or Financial Accounting work experience.
 2. At a minimum, have a formal education OR professional work experience in Finance OR Accounting AND have general understanding of corporate treasury or financial reporting.
 3. Have joint custody of CAC funds with at least one other Board Member, preferably the President, or with another Board Member, who is knowledgeable in the field of Finance, Accounting and Corporate Reporting.
 4. Keep verifiable, complete and acceptable supporting documents (electronic or paper) for all cash receipts and check disbursements. Supporting documents could include purchase order, request for reimbursement, pre-order sales or price quote from vendors or service providers, prior pre-approval by majority of the Board and other acceptable documentation deemed appropriate for the situation by the President.
 5. Ensure that all anticipated check disbursements over \$200 are pre-approved by the majority of the Board (exceptions: regular bi-monthly payroll, regular monthly pool fees, sanctioned meet entry fees, USAS registration fees (with complete schedule of Team Members to be registered and verified by the Vice President – Membership and Registration to have pre-paid CAC for such fees), annual business process platform (currently Team Unify) service fees, home swim meet administration and referee fees, bank service fees, annual storage fees, annual D&O liability and crime insurance premiums, USA Water Polo Registration and USA Swimming Club renewal fee).
 6. At all times, process disbursement check/s only after satisfying the requirements of Article V (Board of Directors), Section E (Treasurer), 4 (Supporting Documents), and 5 (Pre-approval.) Failure to comply with this provision would be a reason to outsource the Treasury functions outlined in Article V (Board of Directors), Section E Treasurer, 3 (Fund Custody), 4 (Supporting Documents), 5 (Pre-Approval), 6 (Check processing), 7 (Credit-Card Payment Deposit), 8

- (Check Payment Deposit), 9 (ACH Payment Deposit), 10. (Other Payment Deposit), and 11 (Regulatory & Corporate Reporting)
7. Deposit monthly total funds reported on CAC's business process platform's Chart of Accounts Summary "Paid-Credit Card" Monthly total reported amount should be formally reconciled versus monthly total credit card bank deposit and discrepancies should be reported to the Board. Current CAC's business process platform is Team Unify.
 8. Deposit to CAC's bank account monthly total funds reported on CAC's business process platform's Chart of Accounts Summary "Paid-Check". Monthly total reported amount should be formally reconciled versus monthly total manual check deposits made by the Treasurer and discrepancies should be reported to the Board.
 9. Deposit to CAC's bank account monthly total funds reported on CAC's business process platform's Chart of Accounts Summary "Paid-ACH". Monthly total reported amount should be formally reconciled versus monthly total ACH bank deposits and discrepancies should be reported to the Board.
 10. Deposit to CAC's bank account monthly total funds reported on CAC's business process platform's Chart of Accounts Summary "Paid-Others". Monthly total reported amount should be formally reconciled versus monthly total other bank deposits and discrepancies should be reported to the Board.
 11. File all of the following reports:
 - i. Form 199 – California Exempt Organization Annual Information Return (due 15th day of the 5th month after the taxable year end)
 - ii. Form RRF-1 Annual Registration Renewal Fee Report to Attorney General of California due February 15th
 - iii. Form 990 (or 990EZ) -Return of Organization Exempt from Income Tax due February 15th
 - iv. S1-100 Statement of Information to the State of California
 - v. Prepare written Monthly Board Reports including:
 1. Schedule of Bank Accounts stating the name of the financial institutions, the account numbers, month-end balance for the reported period, signatories for the account and a certification that individual bank reconciliation for each of the accounts was made.
 2. Statement of Cash Flow for the month with details of the sources of cash receipts/income and uses of cash disbursed/expenses incurred
 3. General Ledger of cash/bank accounts for the report period.
 4. Statement of Cash Flow for Home Swim Meet Operations, as appropriate.
 5. Statement of Cash Flow for Home Swim Meet Snack Bar Operations, as appropriate.
 12. Be outsourced. In the event that no volunteer can meet the minimum requirements under Article V (Board of Directors), Section E (The Treasurer), 2 (minimum requirements), the Board shall outsource the Treasury functions (outlined below) to an adequately insured and qualified third party service provider until a competent volunteer is appointed to the position. Such third party service provider should perform the following duties of a CAC Treasurer:
 - i. Check Disbursements
 - ii. General Bookkeeping
 - iii. Record Keeping
 - iv. Monthly Board Reporting
 - v. Regulatory Filings for two accounts (One for general funds and one for

payroll) includes:

1. Check register for the prior month
 2. Income and expense for the prior month
 3. Cash flow for the prior month – Income and expense for every home meet
6. Director of Team data and General Meet Management
1. Update upcoming swim meet schedule in CAC team calendar.
 2. Post upcoming swim meet event in CAC website.
 3. Register swim meet as team.
 4. Update team treasurer for swim meet entry charges.
 5. Update swimming records after each swim meet.
 6. Maintain swimmer's records in CAC website current and accurate.
7. Director of Water Polo
1. Work with the water polo coach to arrange regular team participation in water polo tournaments and then setup the event online at CAC website to collect fees.
 2. Create team rosters at USA Water Polo website prior to sanctioned tournaments and events.
 3. Maintain list of current USA Water Polo registered members.
 4. Work with other local teams to set up several scrimmage games each month.
 5. Communicate with water polo team athletes and parents to keep them apprised of upcoming events and USA Water Polo registration status.
 6. Participate in board meetings to communicate needs of water polo team.
8. Director of Special Events and Fundraising
1. Snack Bar Organizer and Lead:
 2. Organize and serve as lead in the snack bar at all home swim meets.
 3. Responsible/ organizing the shopping for items necessary for the snack bar (food items and paper goods, and utensils).
 - i. Able to dedicate extra hours to oversee the snack bar (set-up, take down, and during snack bar hours).
 - ii. Advise the food prep volunteers on items that need to either be cut, cooked, etc.).
 - iii. Work with the BBQ Lead to ensure smooth transition between breakfast menu and lunch menu.
 - iv. Create menus to post around the snack bar.
 - v. Create a shopping list for the 2nd day of the meet to be purchased after the end of the 1st day of the meet.
 - vi. Responsible for cash register (along with another designated volunteer) to collect and exchange money from the cash box).
 - vii. Pack/organize the supplies and utensils to be taken to storage.
 4. Awards Ceremony and Christmas Party & Social Events:
 - i. Plan and organize the swim club's parties and social events.
 - ii. Plan a theme and organize the decorations for the events.
 - iii. Shop and set up for the party.
 - iv. Order food (pizza, dessert, catering)
 5. Fundraising: In the event CAC conducts a fundraising event, primary responsibility is to organize a planning committee and oversee event.

SECTION 4. Powers.

A. General Corporate powers

1. Subject to all provisions of the California non-profit corporation law and any limitations in the Articles of Incorporations and these by-laws to action required to be proved by the members, the business and affairs of the corporations shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors.
- B. Specific powers
1. Without prejudice the these general powers, and subject to the same limitations, the Board of Directors shall have the power to:
 - i. Select all officer, agents, and employees of the corporation; remove all officers, agents, and employees of the corporations and prescribe any powers and duties for them that are consistent with law, the Articles of Incorporation, and with these by-laws;
 - ii. Change the principal office or the principle business office in the State of California from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business within or outside the State of California; and designate any place within the State of California for the holding of any member meetings;
 - iii. Adopt, make, and use a corporate seal, and where appropriate, alter the form of the seal;
 - iv. Develop an annual budget, borrow money and incur indebtedness on behalf of the corporation and cause to be executed and delivered for the corporations purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation and other evidences of debt and securities.

SECTION 5. Recall of Board of Directors.

- A. If any Board of Director refuses to perform his or her duty as prescribed by these by-laws or has otherwise violated his or her oath or failed to perform his or her obligations, his or her resignation may be demanded by a two-thirds (2/3) vote by the Regular members. If two-thirds (2/3) of the votes are for recall of such Board of Director, the position shall be declared vacant and the Regular members shall fill the vacancy as hereafter provided.

ARTICLE VI- Elections

SECTION 1. Nominations.

- A. Nomination for all Officers will be accepted at the regular membership meeting in the month preceding the annual election meeting, except the two team representatives which shall be elected by the team membership.
- B. At the election meeting, nominations may be received from the floor.
- C. A former Board Member in good standing would be eligible for nomination or re-election if such Board Member completed his/her last fiscal year's term as mandated by the By-Laws. No former Board Member would be eligible for neither nomination nor election, if such Board Member resigned from his/her prior Board Member position without completing his/her term in the last fiscal year in office.

SECTION 2. Voting.

- A. Voting will be by secret ballot.
- B. Written notice of the nomination and election meeting shall be electronically sent at least

seven (7) days prior to the meeting.

- C. A committee appointed by the president will tabulate the votes. A majority of votes is necessary for election.

SECTION 3. Terms of office.

- A. Officers shall serve one fiscal year. Directors of the Board shall serve staggered terms with two (2) new Board members being elected each year rather than four (4), hereafter having a board comprised of two (2) members who have served on the board the previous year. The election meeting will be held annually in the month of July, during team pictures. New officers assume their duties beginning September 1st.
- B. An officer or director elected to fill a vacancy shall complete the unexpired term.

SECTION 4. Vacancies. Special Elections.

- A. In the event that a vacancy occurs, in an office, such vacancy shall be filled by a special election at the next regular meeting or at a special meeting called for this purpose.
- B. If there are no qualified volunteers and term positions do not become filled, they may remain vacant for up to three (3) months, after the three (3) month time frame is over all positions must be filled by election or Presidential appointment.
 - 1. It is the responsibility of the current President to ensure all positions are filled.
- C. Key positions [President & Treasurer] must always be filled.
 - 1. Should a vacancy be unfilled in either of these two positions it is the responsibility of the immediate past President to ensure they become filled by election.
 - 2. Under special circumstances and after exhausting all election and appointment options, the President may choose to gain approval through consensus from the board to either outsource, contract out to consultants or hire specific, qualified, CAC employees in order to perform the necessary functions of the President and/or Treasurer to keep the organization fully in operation.
 - i. If it is decided to go outside the club to fill either or both of these positions the consultant or employee must adhere to all policies detailed in the CAC By-Laws and Parent Handbook and other governing documents.
 - ii. The hired replacement will be required to maintain a year to year contract as a qualified incumbent from the Club members is sought.
- D. Should outsourcing or hiring occur membership dues will be reassessed and adjusted as needed to cover all expenses.

SECTION 5. Removal from Office.

- A. By recall as described in Article V, Section 5. For not participating in three consecutive meetings.
- B. For expulsion from the Club.

SECTION 6. Resignations.

- A. Resignations from the Board of Directors shall be in writing and shall become effective immediately.

SECTION 7. Compensation. Officers shall receive.

- A. No monetary compensation for their services but will receive service scholarships (in discounted monthly dues) according to the table below:

- i. President – 100% Discount
 - ii. Vice President -Membership and Registration – 80% Discount
 - iii. Treasurer – 80% Discount
 - iv. Vice-President - Home & Away Meet – 60% Discount
 - v. Director of Team Data and General Meet Management – 60% Discount
 - vi. Director of Special Events and Fundraising – 50% Discount
 - vii. Secretary – 33% Discount
 - viii. All other officers and Directors – 33% Discount
- B. Scholarships apply to membership fees only, maximum of 3 children per family eligible.
 - C. Such reimbursement of expenses as may be determined by resolution of the Board of Directors to be just and reasonable.

SECTION 8. Indemnification.

- A. Each person who is or was a director, officer, or employee of the corporation (including heirs, executors, administrators, or estate of such person) shall be indemnified by the corporation to the full extent permitted by the Nonprofit Corporation Law of the state of California against any liability cost or expense incurred in the capacity as a director, officer, or employee, or arising out of the status as director, officer, or employee (including serving at the request of the corporation as a director, officer, employee, or agent of another corporation).
- B. The corporation may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

ARTICLE VII- Committees

SECTION 1. Committees.

- A. All Committees will be appointed by the President subject to the approval of the Board of Directors.
- B. Committee Chairman/Chairwoman shall be a Director and can appoint their respective Managers for the sub-functions within his/her Committee
- C. The President shall be ex-officio member of all committees.

SECTION 2. Standing Committees

- A. Team Events & Functions Committee – Team Events Committee Chairman/Chairwoman shall lead this committee, define the committee’s goal/s for the fiscal year and appoint a Manager for:
 - a. Team Transportation and Equipment,
 - b. Team Publicity
 - c. Team Social Events
 - d. Awards & Records,
 - e. Others
- B. Audit, Finance & Budget Committee – Audit Committee Chairman/Chairwoman shall lead this committee, define the committee’s goal/s for the fiscal year and appoint a Manager for:
 - a. Audit – purpose to review CAC’s financial position and results of operating activities on a monthly and annual basis.
 - b. Budget & Finance – purpose to assist in the preparation of annual financial projections and review/analyze performance versus budget.
- C. Age Group Committee - Age Group Committee Chairman/Chairwoman shall lead this

committee, define the committee's goal/s for the fiscal year and appoint a Manager for:

- a. Enumerate
 - b. Enumerate
- D. On-Deck Membership Services - On-Deck Membership Services Committee
Chairman/Chairwoman shall lead this committee, define the committee's goal/s for the fiscal year and appoint a Manager for:
- a. On-Deck Daily Attendance
 - b. On-Deck Pre-registration
 - c. On-Deck New Family Orientation
 - d. On-Deck Existing Member Services
 - e. On-Deck Team Gear & Team Equipment

ARTICLE VIII- Amendments

SECTION 1. Recommendations for amendments.

- A. Recommendations for amendments to these by-laws may be made by any member at any meeting of the corporation.
- B. Amendments must be ratified by a two-thirds (2/3) majority of Regular members present at any general membership meeting, provided that a copy of the amendment proposed for consideration has been sent electronically, with notice of said meeting, and proposed amendment, to each member at his or her last known address at least seven (7) days prior to the date of said meeting.

ARTICLE IX- Finances

SECTION 1. Expenditures

- A. Authorized expenditures other than petty cash shall be signed by means of a check drawn on the official depository of this corporation and signed by any two of the following officers: President, Treasurer and any other authorized Officer
- B. Any expenditures not authorized by these procedures of the Board of Directors become the responsibility of the individual.

SECTION 2. Operating funds.

- A. All money handled by this corporation shall be known as operating funds.
- B. Funds from monthly membership dues shall be used solely for payment of coach and pool fees.
- C. Funds from annual membership dues, entry fees, fundraising events and other fees and charges shall be used for all other regular operational costs, including USA Swimming, USA Water Polo and event fees.

ARTICLE X- Business Process Platform

SECTION 1. Business Process Platform Access. A member, and/or any family-member of that member, whose user privilege/s for the Club's business process platform became compromised in the past and resulted in monetary losses for the Club, shall not be allowed user privileges on current and future CAC business process platform under any circumstance. (Currently the business platform is Team Unify).

ARTICLE XI- Endorsements

SECTION 1. Endorsements.

- A. No swimmer, member, or individual of this corporation shall endorse, or be endorsed by, any other agency for profit or personal gain.
- B. This corporation shall not endorse any activity, person, or group in connection with political activity.

ARTICLE XII- Contracts

SECTION 1. Contracts.

- A. No officer, agent, member, or employee of this corporation shall have the unlimited authority to bind this corporation to any contract, or engagement, or to pledge its credit, or to render it liable for any purpose or any amount. However, the Board of Directors may authorize the President or designated person to enter into a specific contract or instrument on behalf of this corporation, providing that said contract or instrument is not prohibited by these by-laws.

ARTICLE XIII- Voting

SECTION 1. Voting.

- A. Voting must be in person, electronically (via e-mail), or as designated by the Board of Directors, but not by proxy.
- B. Oral vote may be taken when constitutional or by-laws changes are not in question.
- C. There shall be only one vote per household or family for voting members. Such vote shall only be exercised by an adult.

ARTICLE XIV- Fiscal year

SECTION 1. Fiscal year. The fiscal year of this corporation shall be September 1 through August 31th of every year.

ARTICLE XV- Dissolution

SECTION 1. Dissolution.

- A. Upon the winding up and dissolution of this corporation, after paying or adequately, providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and exclusively for charitable, educational, religious, and/or scientific purposed and which has established its tax exempt status under section 501 (c)(3) of the Internal Revenue Code.

ARTICLE XVI- Waiver and Suspension

SECTION 1. Waiver and suspension. The by-laws of this corporation shall not be waived or suspended.