

**Bylaws of East Lansing Aquatics
Adopted 2014, Edited August 2015**

MISSION

To foster the development and success of swimming, diving and water polo programs for student athletes in East Lansing public schools.

VISION

We provide student athletes with opportunities to work together with coaches to achieve personal and team goals, build self esteem through leadership and camaraderie, and create nurturing relationships through aquatics sports and related activities. These skills, experiences and relationships will develop future leaders and foster life-long success throughout adulthood.

ARTICLE I- ORGANIZATION NAME

The name of the organization shall be East Lansing Aquatics Parent Organization (herein after referred to as EL Aquatics), and such organization shall not be organized for profit.

ARTICLE II - PURPOSE

EL Aquatics exists for the purpose of broadening the involvement of East Lansing students and their families through support of all aquatics programs at East Lansing schools. These by laws are intended to apply to all teams- varsity, junior varsity, and freshmen, if applicable and all aquatics sports—swimming, diving and water polo for boys and girls. It is also intended, to the extent possible, that the benefits provided by EL Aquatics to the students shall be fairly distributed to each applicable team for the benefit of the program as a whole.

EL Aquatics works to achieve its goals through active participation of as many families as possible in East Lansing schools' aquatics programs working closely with the coaches, the building staffs and district athletic director, and the building administrations. The club shall not seek to control or direct the activities or policies of the coaches or of the school administration. The organization shall operate in accordance with all East Lansing School District and Michigan High School Athletic Association rules and regulations, which shall take precedence over these by-laws. The organization shall also cooperate with the ELHS Athletic Boosters in its efforts to provide support to athletic programs in the East Lansing School District.

The objectives of the organization are:

1. To support, promote and maintain a high standard of integrity and good sportsmanship in the swimming, diving and water polo programs in East Lansing Public Schools.
2. To foster and promote good will, communication and cooperation between all involved in East Lansing aquatics sports—including parents, students, school and district representatives, coaches, and the community.
3. To promote and encourage attendance at swimming and diving and water polo events by parents and friends of athletes, the students, and faculty of the school.
4. To promote and encourage students to become involved in the sports of swimming, diving and water polo, either as active participants or as volunteers.
5. To raise funds to supplement aquatics programs and events in East Lansing public schools.
6. To encourage and help extend and promote participation in swimming, diving and water polo at all levels of East Lansing public school students.

7. To develop goal-setting and leadership skills and build self esteem through team participation designed to foster camaraderie and nurturing relationships.
8. To lay the foundation for life-long success of student athletes and their families.

ARTICLE III - MEMBERSHIP

1. Parents, step-parents, and guardians (“parents”) of current swimming, diving and/or water polo athletes shall be considered members.
2. A parent of a present swimming and diving athlete shall be responsible for paying fees for required team expenditures at the team kick off meeting. The amount of required team expenditures may be increased or decreased each year by the budget created by the elected EL Aquatics officers. It is not mandatory that there shall be any additional dues for being a member of EL Aquatics; however the requested booster contribution is encouraged.
3. Parents, as defined above, of present team players will be the only voting members entitled to make and second motions, and each parent is entitled to one vote for each dependent child they have participating in an EL Aquatics program.
4. A special sustaining membership may be established for persons unable to volunteer their efforts, but who can support EL Aquatics programs through what may be a tax free membership gift.
5. The head coaches of each team shall automatically be non-voting ex-officio members of the organization. They shall provide guidance and leadership and act as a liaison between parents and school administration, and shall report pertinent information to the booster club.
6. All members are encouraged to participate in EL Aquatics activities, such as by volunteering for various projects or being involved with fundraising to promote the success of this organization and the programs it supports.

ARTICLE IV - GOVERNANCE/EXECUTIVE BOARD/OFFICERS

1. The governance of the organization shall be an Executive Board of Directors (“Executive Board”) elected from the membership and shall include a President, Vice President, Secretary, and Treasurer.
2. Election of the Executive Board shall take place at the final monthly meeting, the Annual Meeting of EL Aquatics. All voting members are eligible to join the Executive Board. The slate of the proposed Executive Board should be presented to the membership at least seven (7) days prior to the Annual Meeting. The full slate of the Executive Board shall be presented and voted upon at the Annual Meeting.
3. The Executive Board can determine if other officer positions are deemed necessary. The installation of the Executive Board and officers shall be effective at the conclusion of the Annual Meeting.
4. The election of the officers shall be made by a show of hands when the candidate is running unopposed. Voting shall be by secret written ballot, organized by the current Executive Board, if two or more candidates seek the same officer position. The Executive Board may forego the secret ballot and call for election by a show of hands if the current President deems the members are in favor of such a procedure.
5. Officers shall serve for one year and may stand for re-election. An officer shall not be eligible to serve more than 2 consecutive years in the same office.
6. A vacancy occurring in any office may be filled by appointment by the Executive Board from the membership or left vacant at the discretion of the Executive Board.

7. Booster members and officers may not receive any compensation or anything of value for their services as an EL Aquatics member or as an officer. EL Aquatics members, officers, coaches and other supporters may receive reimbursement for expenses incurred on behalf of the swimming, diving and/or water polo programs in accordance with the procedures set forth in these by-laws.
8. Contributions to ELAPO have no influence on any operational practices of the organization.
9. No EL Aquatics member has the authority to commit the organization to any financial obligation outside of the budget, except upon prior approval and the vote of the full Executive Board and the vote of the majority of the members.
10. Two offices may be held by the same person, except for the President and Treasurer positions.
11. The Treasurer and President may not be in the same family.
12. A member, including a member of the Executive Board, may be removed at any time for good cause. "Good Cause" for removal of an officer or member includes, but is not limited to, willful neglect of his/her duties; fraud; misuse of organization funds; accepting compensation or other things of value based upon their Executive Board position; conflicts of interests not approved by the Executive Board; or other appearances of impropriety that are determined by the Executive Board to reflect negatively on EL Aquatics. If this circumstance were to arise, the Executive Board or a majority of the members may call an emergency meeting to discuss the removal of the member. The meeting notice shall state that the removal of the member is on the agenda; and the member subject to removal may attend to explain why he or she should not be removed. At the meeting, the Executive Board shall consider all possible arrangements for resolving the issue that are of mutual interest to the club and member subject to removal. If the matter is not resolved in this manner, then the Executive Board may remove the member subject to confirmation of the removal by the affirmative vote of a majority of the members. If confirmed, the member shall no longer be considered a member of the EL Aquatics organization.

ARTICLE V - DUTIES OF BOOSTER MEMBERS, EXECUTIVE BOARD, AND OFFICERS

1. Members- Members of EL Aquatics shall transact necessary business and be involved with activities in support of the purpose of the organization on behalf of the EL Aquatics general membership. Members are encouraged to propose ideas, activities, and programs in support of the purposes of EL Aquatics in order to keep the organization actively involved with the aquatics programs at all levels.
2. Executive Board-The Executive Board may act on behalf of the members of EL Aquatics pursuant to the specific authority delegated if day to day decisions must be made in between regular meetings. The Executive Board shall report on these decisions either electronically at the time they are made or at the next regular meeting. The EL Aquatics President and Treasurer shall be signatories on all booster bank accounts. Upon authority of the Executive Board, the authorized signatories may sign checks or disburse funds individually up to \$500 in the aggregate for approved budget items and for items in support of the purposes of the organization. All checks and disbursements over the amount of \$500 require the signature of both the President and Treasurer.
3. President-The President shall prepare agendas and shall preside at all general membership meetings, Executive Board member meetings, Executive Committee member meetings, and the Annual Meeting. The President shall perform all duties of the office; shall ensure that all decisions of the organization are put into effect; shall appoint committee chairs of all committees formed; shall be an ex-officio member of all committees; and have overall leadership and management responsibility for the organization. The President shall serve as liaison between EL Aquatics, the coaches, and East Lansing Public Schools representatives. The

President shall sign all contracts and requests subject to the ratification of the Executive Board. The President shall be able to authorize the disbursement of funds as necessary with the approval of one other Executive Board member. The disbursement of funds shall be within good accounting practices and within the policies of the East Lansing Public Schools as further described in these by-laws. Vice President-The Vice President shall act as President in the event of the President's absence, death, or incapacity and shall assume duties for the balance of the term unless the President returns or the vacancy is otherwise filled by the Executive Board. The Vice President shall maintain the EL Aquatics calendar, providing updated version each month at board meetings unless the board decides differently, and also perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the organization. The Vice President shall fulfill the duties of any absent board member.

4. Secretary-The Secretary shall provide notices of meetings and shall keep a record of all meetings. The Secretary shall provide a copy of the minutes to members or post the minutes of each meeting on the EL Aquatics and various teams' team websites, if applicable. The Secretary shall maintain a copy of these by- laws, contact information and position descriptions for all EL Aquatics Executive Board and Executive Committee members, a record of all meetings, minutes, and decisions of the Executive Committee, the Executive Board, and the general membership meetings for use by future board members. The Secretary shall manage club correspondence including, letters, memos, fundraising and promotional letters and flyers for the support and purposes of the organization. The Secretary shall also perform duties assigned by the President and shall implement and support the purposes of the organization. Secretary shall provide monthly updates on team news such as win/loss record special events, honors, etc. These will be included as an addendum to minutes
5. Treasurer-The Treasurer shall keep an accurate record of all financial affairs; and be responsible for the booster club bank accounts. The Treasurer shall receive all monies due to the booster club and promptly deposit these funds in a financial institution approved by the Executive Board and within the policies of the East Lansing Public Schools. The Treasurer shall disburse funds of the organization only for the purposes approved by EL Aquatics. The Treasurer may reimburse pre-approved expenditures made by members subject to the receipt of actual proof of such expenditures. The Treasurer shall present a statement of account and profit and loss statement at all regular meetings and at other times as requested by the President or the Executive Board. The Treasurer shall prepare a full written financial report for presentation at the Annual Meeting. The bank accounts of the organization may be audited by a committee approved by the President or if requested by the Executive Board. All books and records of EL Aquatics may be inspected for any proper purpose at a reasonable time upon the request of any organization member.
6. Program Director-The Program Director shall select, train, motivate coaching staff for middle school swimming and water polo. Will select outside programs as needed to provide East Lansing Public School student athletes with opportunities to train and compete in swimming, diving and water polo. Will work with coaches to establish schedules, including tournaments and clinics EL Aquatics will host. In addition, the Program Director will provide updates of all programs at board meetings. Review all programs on a yearly basis and provide the board with a report.

ARTICLE VI - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected Executive Board and the Program Director. Meetings of the Executive Committee shall be held as needed. The majority of the Executive Committee

shall constitute a quorum. The duties of the Executive Committee shall be to transact necessary business in the intervals between EL Aquatics meetings, consider the implementation of processes and improvements to the financial accountability and transparency of the organization and conduct such other business as may be referred to it by the members.

ARTICLE VII - FINANCIAL ACCOUNTABILITY AND TRANSPARENCY

It is intended that the collection and disbursement of members' funds and that the financial activities of EL Aquatics are to be conducted within good accounting practices and within the policies of the East Lansing Public Schools. It is also intended that there be complete transparency as to the financial activities of the organization and that any member of the Executive Committee, Executive Board, and general membership shall have full and complete access to all financial activities of EL Aquatics.

The Executive Committee and the Executive Board has the option to meet from time to time to ensure the financial accountability and transparency and if deemed necessary, it shall implement processes and procedures to support the intended goals of financial accountability and transparency. In furtherance of these objectives, the following procedures are adopted:

- (a) All offers of financial or equipment donations for the benefit of the swimming and diving program from companies, families, or individuals must be made directly to the Executive Board.
- (b) All potential conflicts of interest, including a member transaction with EL Aquatics, or the organization's payment for services to anyone that is a member, shall be immediately brought to the attention of the Executive Board with a full disclosure of all relevant facts. The Executive Board upon the majority vote (not including the vote of any person involved in the potential conflict, if applicable) will determine how to handle the potential conflict of interest. If deemed necessary, any Executive Board member can decide to bring the situation to the attention of the Executive Committee.

ARTICLE VIII - MEETINGS (VOTING; EXECUTIVE BOARD; GENERAL MEMBERSHIP)

1. Annual Meeting-The EL Aquatics Annual Meeting shall be the final monthly meeting of each year. Members shall be provided with at least seven (7) days written notice of the Annual Meeting. The departing Executive Board and officers shall transfer to the new Executive Board and new officers all books and papers and any other items belonging to the organization.
2. Executive Board Meetings- Regular meetings of the Executive Board shall be held as deemed necessary by the President or members of the Executive Board. A majority of the Executive Board members shall constitute a quorum. Officers may not vote by proxy. Actions shall be based upon the majority vote of the Executive Board members. If it is not possible to obtain a quorum, the actions taken by the Executive Board members in attendance shall be subject to ratification by the full Executive Board and the majority vote of the membership.
3. General Membership Meetings- general membership monthly meetings shall be held as deemed necessary during the school year by the President or members of the Executive Board, but not less than one (1) time per season; Varsity and JV girl's swim/dive season, Varsity and JV boy's swim/dive season, Middle School swim and dive season, Varsity and JV boys' water polo season, Varsity and JV girls' water polo season and Middle School water polo season. A general membership meeting may be held when there are matters requiring that information be provided to the general membership; in order to approve of or amend these by laws; or at any other time as determined by the President or members of the Executive Board. Actions shall be based upon a majority vote of the attendees. Officers and general members may not vote by proxy. If it is deemed necessary by the Executive Board, the actions taken by the members in

attendance shall be subject to the ratification by the majority vote of the Executive Board and the ratification by the majority vote of the general membership, these situations can utilize proxy voting if necessary.

4. All meetings shall be open to public attendance.

ARTICLE IX - PROPERTY RIGHTS AND REMUNERATION

Membership in this booster club shall not vest any of the members with any title, property rights, or rights having monetary value of any kind whatsoever, including, but not limited to, property rights in the school, the school name and logos, or in the EL Aquatics organization. All members are volunteers and receive no remuneration for their services.

ARTICLE X - AMENDMENTS

These by-laws shall be approved by a meeting of the general membership of the booster club and a majority hand vote of members in attendance at the meeting, subject to the ratification procedures set forth above. Amendments to these by laws may only be made by written recommendations made to the Executive Board, who will then present the recommended changes to the membership. Upon approval of a majority of the Executive Board, the membership should be notified of the proposed amendment in a timely manner prior to the meeting of the general membership where the by laws may be amended by a majority vote of the members present at any general membership meetings, subject to the ratification procedures set forth above.

ARTICLE XI - RELATIONSHIP WITH THE SCHOOL AND ATHLETIC DEPARTMENT

East Lansing Aquatics shall operate in full support of the school, its administrators, the athletic directors, the athletic department, and the coaches. At no time shall the organization make recommendations or become directly involved in the day to day operations of the schools' aquatics program. The organization serves only to support and facilitate East Lansing schools' swimming, diving and water polo programs and has no role in deciding the direction of policy established by the building and district athletic directors and the building principals.

ARTICLE XII - INDEMNIFICATION/INSURANCE

Each person past or present who acts as an officer, Executive Board member, general member, or volunteer under the direction of an Executive Board member shall be indemnified by EL Aquatics for expenses actually and necessarily incurred on behalf the organization and in the defense of any action, suit or proceeding in which he or she may be made a party solely by reason of his or her having been an officer, Executive Board member, general member, or volunteer of the organization; except to the extent that such involvement is a result of the negligence or willful misconduct of such individual or the individual was acting outside the scope of his or her responsibilities. In support of this indemnification, the _____ general liability insurance policy covers the above individuals that are serving as an officer, Executive Board member, general member or volunteer as described above.

ARTICLE XIII - DISSOLUTION

The East Lansing Aquatics Organization may be dissolved by a majority vote of the Executive Board and a majority vote of the general membership. If for any reason EL Aquatics is dissolved, the remaining funds in the organization's bank accounts or if the East Lansing Public Schools District or other organization in a fiduciary capacity is holding bank accounts with such funds on behalf of the organization; they will be used for the benefit of the East Lansing High School swimming and diving program until the funds are exhausted. If necessary, any such funds will be turned over to East Lansing High School for safekeeping and disbursement. The bank account funds as well as any other asset of EL Aquatics shall not inure to

the benefit of any member or private individual, nor to the East Lansing Public Schools or District Athletic Department; but instead will be used for the support of the East Lansing High School swimming and diving program; and if such program no longer exists, to the athletic programs of East Lansing High School.

Effective this ____ day of _____, 2014. These by laws shall replace any previously issued and authorized by laws of any East Lansing-based Swimming and Diving Booster Club or its predecessors.