



MOUNTAIN VIEW HIGH SCHOOL SWIMMING PARENT BOOSTER CLUB BY-LAWS

The Mountain View High School Swimming Booster Club (MVHSS Parent Booster Club) has been established, with intent of becoming a 501-(c)(3) organization to support the Mountain View High School Swim Team (MVHSST). The MVHSS Parent Booster Club exists solely to support the MVHSST program.

I. Purpose of Organization:

1. **Mission Statement:** To provide support to the MVHS Swim Team Program Coach and athletes through volunteering time and participating in Fundraisers.
2. **Objectives:**
 - a. To make decisions to help meet the needs of the MVHSST program.
 - c. To help promote team spirit through social interaction and functions.
 - d. To help MVHSST meet its goals through fundraising.
 - e. To support and assist MVHS and Coach in reaching their goals for the MVHSST program
3. **Means for Accomplishing Objectives:**
 - a. A Booster Club Board (hereafter referred to as Board), shall be established and will operate to attain the stated objectives.
 - b. The General Membership of the Booster Club and the Board share the responsibility of effecting communication in order to accomplish the objectives.

II. Membership:

- a. Membership in the MVHSS Parent Booster Club is open to all parents or legal guardians of the current season's MVHSST participants or other individuals who have ties to MVHSST.
- b. In matters requiring a vote from the general population, one vote per registered swimmer who has paid the team fee for that season shall be counted. Votes submitted by verified email shall be accepted.
- c. In matters requiring a vote from the general population, a 7 day time frame will be allotted for votes to be registered. Majority votes will decide the issue. Any tied votes will be directed by the board.

III. Executive Board:

- a. The Executive Board (Board) consists of five members: President, Vice President, Treasurer, Secretary, and Fundraising Coordinator.
- b. The Board shall direct the business affairs of the MVHSS Parent Booster Club and shall make rules and regulations for the use of services by the members, consistent with these bylaws.
- c. Elected Positions of the Board are President, Vice President, Treasurer, Secretary, and Fundraising Coordinator. These Board positions shall be nominated and selected from the general membership of the MVHSS Parent Booster Club. Positions will be held for 2 years and elections shall be held every year in November at the Team Banquet.
- d. In the event there are not enough volunteers from the booster club to fill the openings on the Board, Board members may recommend qualified individuals with an interest in High School Swimming to fill vacant positions. These recommendations shall be approved by a simple majority vote from the Board.
- e. A Board member who no longer has a swimmer on the team may continue to serve as long as that person is willing or until a replacement is found and approved by the Board.
- f. Any elected Board member may be removed from the Board with a majority vote from the Board.
- g. Conflicts between members or others involved with the team may be escalated to the Board for discussion and vote on the resolution.
- h. A conflict resolution vote shall receive a majority vote from the Board before any action is implemented.
- i. Board members shall not be held liable for any actions resulting from the performance of their duties as defined by these bylaws.
- j. Members of the Board shall not receive any salary or compensation for their services on the board. Expenses incurred for the Board, and approved by the Board, can be reimbursed.

IV. Duties of the Board Members:

- a. ***The Duties of the President:***
 - i. Preside over all meetings of the MVHSS Parent Booster Club and the Board.
 - ii. Call special meetings of the MVHSS Parent Booster Club and the Board.

- iii. Perform all acts and duties required of an executive and presiding officer, which includes the appointment of various committees that may be required for the proper functioning of the MVHSS Parent Booster Club.
- iv. Coordinate with MVHS Athletic Director and the Coach to know how the MVHSS Parent Booster club can help support the MVHSST program.
- v. Cosigner for MVHSST checking account.

b. ***The Duties of the Vice-President:***

- i. Perform all duties incumbent upon the President, during the absence or disability of the President.
- ii. Perform such duties as the by-laws may provide or the Board may prescribe.
- iii. Review any bill presented by the Treasurer, which has not already been approved by the MVHSS Parent Booster Club and requires payment before the next regular meeting of the MVHSS Parent Booster Club . These bills may be approved or disapproved by the Vice-President by prior policy or Board vote.

c. ***The Duties of the Secretary:***

- i. Keep a complete record of all meetings of the MVHSS Parent Booster Club and of the Board.
- ii. Write letters and or emails on behalf of the MVHSS Parent Booster Club as directed by the President and/or Board.
- iii. Serve all notices required by law and these by-laws.
- iv. Assisted by the Treasurer, maintain a complete list of members and related information.
- v. Perform such other duties as may be required by the President and/or Board.
- vi. Manage and count votes, both on board issues and from the general population.

d. ***The Duties of the Treasurer:***

- i. Cosigner as Treasurer along with the President, all checks and other obligations of the MVHSS Parent Booster Club .
- ii. Maintain a checking and/or savings account with an accredited financial institution for the purposes of the MVHSS Parent Booster Club .
- iii. Receive and disburse all funds, and be custodian of all securities of the MVHSS Parent Booster Club.

- iv. Keep a full and accurate account of all the financial transactions of the MVHSS Parent Booster Club in books belonging to the MVHSS Parent Booster Club , and deliver such books to the successor of this office.
 - v. Shall make a full report of all matters and business of this office to members at the annual meeting, and to the Board, whenever requested.
 - vi. Assist the Secretary to keep and maintain a complete list of members and related information.
 - vii. Perform such other duties as may be required by the Board.
- e. Duties of the Fundraising Coordinator
- i. To find and coordinate fundraisers needed to accomplish the objectives of this Board, as stated in these Bylaws, and the MVHSST program.

V. Bylaws:

- a. The MVHSS Parent Booster Club by-laws shall be approved by a majority vote of the general membership of the MVHSS Parent Booster Club in attendance at the first meeting of the calendar year.
- b. Changes in the by-laws may be recommended by any Board member. A meeting shall be called to approve changes. Approval for changes to the by-laws shall be by a majority vote of the general membership of the MVHSS Parent Booster Club in attendance at the meeting.

VI. Finances:

- a. Athletes of the MVHSST and members of the MVHSS Parent Booster Club shall be expected to participate in fundraising activities.
- b. In the event of a successful fund-raising season, the Board may approve the purchase of training equipment recommended by the coach with a majority vote. The Board may also approve use of the club's funds for purposes which directly benefit the MVHSST Program.

VII. Meetings:

- a. The Board shall meet at least 3 times during the year. The first meeting shall be in March. The final meeting will be held in November. All other meetings will be held as needed to meet the goals and objectives of the MVHSS Parent Booster Club.
- b. Other meetings may be called by any member of the Board with at least 7 days notice by email.

VIII. Duration of the MVHSS Parent Booster Club:

- a. At such time The MVHSS Parent Booster Club is no longer needed or supported by the MVHSST program it shall be subject to disbandment upon a simple majority vote of the members.
- b. At the time of disbandment of the MVHSS Parent Booster Club, any equipment that is property of the MVHSS Parent Booster Club shall be transferred and distributed to another 501-(c) (3) organization according to the IRS code of 1954 or the corresponding provision of any future United States Internal Revenue Service law or to the state and local governments for a public purpose as the Board of Directors shall determine.