

**Cumberland Valley Swimming and Diving Booster Club
By-Laws**

ARTICLE 1-NAME

Section 1. The organization shall be known as the Cumberland Valley Swimming and Diving Booster Club. Whenever within these by-laws the abbreviation CVSDBC is used, it shall refer to the Cumberland Valley Swimming and Diving Booster Club.

ARTICLE II-OBJECTIVE

Section 1. The objective of the CVSDBC is to provide support and recognition to the Cumberland Valley Swimming and Diving Team, its athletes and coaches.

Section 2. Funds raised by the CVSDBC shall be used exclusively for the benefit of the Cumberland Valley Swimming and Diving Team athletes, coaches and Cumberland Valley School District athletic program. Funds may not be used for any other purpose.

Section 3. All activities sponsored by the CVSDBC shall be undertaken in its name and as its sole responsibility.

ARTICLE III- MEMBERSHIP

Section 1. Any person wishing to promote, support and give recognition to the Cumberland Valley Swimming and Diving team may be a member of the CVSDBC upon payment of dues.

Section 2. Membership is for a period of one year from November 1 through October 30.

Section 3. Members are expected to fulfill membership obligations including the payment of dues and participation in fundraisers.

Section 4. Members have the right to hold officer positions, speak and vote on all issues at meetings they attend.

ARTICLE IV-DUES

Section 1. Dues shall be used for the purpose of financing the annual operating budget as approved by the Executive Committee.

Section 2. The amount of annual dues per member shall be established by the Executive Committee.

Section 3. Annual dues are payable by December 1 of each year.

Section 4. Members are not entitled to refunds after the team has been finalized.

ARTICLE V-OFFICERS

Section 1. The elected officers of the CVSDBC shall be:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

Section 2. The officers listed in Section 1(a)-(d) shall comprise the Executive Committee.

Section 3. Officers shall be elected at the end-of-season banquet/business meeting generally held in the Spring.

Section 4. The term of elected officers shall be for one year that begins after the end-of-season banquet/business meeting generally held in the Spring.

Section 5. No person shall hold more than one office during a term.

Section 6. Officers may serve more than one term.

Section 7. Should an officer not be able to fulfill his/her term for any reason, the Executive Committee shall seek a qualified person from the Membership to fill the vacated position. The person nominated by the Executive Committee shall be elected at the earliest possible meeting by a majority vote of the Membership present.

ARTICLE VI-DUTIES OF THE OFFICERS

Section 1. The President will preside at meetings, appoint committee members, assign the members and duties of the representative council, and perform other customary duties of the office.

Section 2. The Vice-President will perform all the duties as may be delegated by the President. In the absence of the President, the Vice President will perform the duties and exercise the powers of the President. The Vice President will be a member of all committees.

Section 3. The Treasurer will be the custodian of all CVSDBC funds and perform the duties as outlined in Article XI. The Treasurer shall function in accordance with Cumberland Valley School District Policy 915 (School-Related Organizations and Groups). The Treasurer shall provide an accounting of receipts and disbursements at each general membership meeting.

Section 4. The Secretary shall perform all duties customary of a club secretary and record and distribute meeting minutes.

Section 5. The Executive Committee shall approve the budget for all CVSDBC activities for the ensuing year.

Section 6. The Treasurer and at least one other officer shall be signatories on the CVSDBC bank account at all times.

ARTICLE VII-ELECTION OF THE OFFICERS

Section 1. The President of the CVSDBC shall appoint a Nominating Committee thirty (30) days prior to the scheduled election of officers. The Nominating Committee shall consist of three members.

Section 2. The Nominating Committee will be responsible for presenting a slate of officers to the membership forty-eight (48) hours prior to the scheduled election of officers.

Section 3. Any Member may nominate an individual for an officer position and a Member may self-nominate for any position. Nominations may also be made from the floor during the end-of-season banquet/business meeting generally held in the Spring.

ARTICLE VIII-REPRESENTATIVE COUNCIL

Section 1. The CVSDBC Executive Committee shall be assisted by the Representative Council appointed by the President in consultation with the CVSD Head Coach.

Section 2. The Representative Council shall be comprised of parents/caregivers of current team members as follows:

- one representative from the diving team
- no more than 2 representatives from the freshman class
- no more than 2 representatives from the sophomore class
- no more than 2 representatives from the junior class
- no more than 2 representatives from the senior class

ARTICLE IX-EXECUTIVE COMMITTEE MEETINGS

Section 1. The President may call an Executive Committee meeting at his/her discretion.

Section 2. A majority of the Executive Committee shall constitute a quorum.

Section 3. The Executive Committee shall conduct all necessary business between General Membership meetings.

ARTICLE X-GENERAL MEMBERSHIP MEETINGS

Section 1. The General Membership shall meet at least four times during the season, including the end-of-season banquet/business meeting generally held in the Spring. General Membership meetings can be held in person or other electronic technology by means of which all persons participating in the meeting can hear and be heard by each other at the same time.

Section 2. The Members in attendance at any regularly scheduled meeting shall constitute a quorum.

Section 3. Members who wish to have particular matters or topics presented at a General Membership meeting shall notify the Secretary in writing at least one (1) week prior to the meeting date for inclusion of the topic in the agenda.

ARTICLE XI SPECIAL MEETINGS

Section 1. Special Meetings of the membership may be called by the Executive Committee at any time.

ARTICLE XI-BUDGET

Section 1. As soon as practical, the Executive Committee shall develop a budget for the ensuing year. The budget shall be approved by the Executive Committee prior to the start of the season.

ARTICLE XII-EXPENSES & PURCHASES

Section 1. The Treasurer shall maintain and make available financial records for all CVSDBC activities.

Section 2. The CVSDBC financial records shall be the property of the CVSDBC and shall be retained for a period of four (4) years.

Section 3. The Treasurer shall be bonded at the expense of the CVSDBC.

Section 4. Expenses.

(a) All expenses and purchases made by a purchaser on behalf of the CVSDBC must be approved prior to the expense or purchase being made.

(b) Any expense or purchase made by a purchaser for the CVSDBC that has not been approved by the executive committee shall be considered a donation to the club. Similarly, any expense or purchase made for the CVSDBC that exceeds the amount approved by the executive committee shall be reimbursed only for the amount approved; the remainder shall be considered a donation to the club by the purchaser.

Section 5. All receipts shall be submitted to the Treasurer within thirty (30) days of the expense or purchase date.

ARTICLE XIII-AMENDMENTS

Section 1. Amendments to the by-laws may be proposed in writing by any member of the CVSDBC or by a special committee designated to proposed by-law amendments or revisions.

Section 2. Adoption of amendments or revisions to the by-laws must be provided to the General Membership for examination and review at least thirty (30) days prior to the time action is to be taken on the revisions/amendments.

Section 3. A positive vote of a majority of the Members at a regularly scheduled meeting is necessary for the adoption of amendments or revisions to the bylaws.

ARTICLE XIV-PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Revised, latest edition, shall govern the CVSDBC in all cases to which they are applicable and in which they are not in conflict with these by-laws.