

**CITY OF CARSON  
VOLUNTEER ASSOCIATION  
BYLAWS**

**A. NAME**

1. The name of this organization shall be:  
The City of Carson – **Aquatics Volunteer Association**

**B. PURPOSE**

1. The Purpose shall be to have an effective organization to assist in the recreational activities of the youth of the community.
2. To promote fund-raising activities in an effort to support the recreational programs at this facility.
3. To represent and inform the community in matters of interest and relevance to the recreational programs presented by the Parks and Recreation Department in the City of Carson.

**C. POLICIES**

1. This group shall be non-discriminatory, non-sectarian, and non-profit. Neither the organization nor its officers in their official capacities shall endorse any political candidate or commercial enterprise or use any of the organization's resources for such purposes.

**D. MEMBERSHIP**

1. Adults eighteen years of age or older are eligible as voting members. Auxiliary memberships, in non-voting status, will be issued to youth under eighteen who show interest and share common goals. All prospective members will be required to fill out and submit an application. All officers must complete a background check questionnaire as provided by the Parks and Recreation Department. All information shall remain confidential.
2. Honorary memberships may be bestowed at the discretion of Association officers.
3. Dues may be levied annually prior to the election meeting as determined by the Board of Directors and ratified by vote of the membership, with approval of the Parks and Recreation Department Director.
4. A member in good standing is one who attends one meeting a month for the preceding three-month period prior to the current general meeting. Excused absences, as approved by the Board of Directors, will fulfill the attendance requirements.

**E. GENERAL MEETINGS**

1. There shall be a minimum of one general meeting per month.
2. Roberts' Rules of Order, newly revised, shall be used as the guideline for conduct at the meetings, except where in conflict with these bylaws.

3. There shall be quorum requirements for business of four general members, plus two-thirds of the Executive Board conducted at general meetings.
4. There shall be no proxy voting.
5. Only members in good standing shall be eligible to vote on any issue or in any election.
6. The Center Supervisor must be notified of all meetings 24 hours in advance of respective Association meetings, and such notifications be placed on the regular agenda for each meeting. Special meetings require 72 hours' notice.
7. All meetings shall be held at the respective facility.

#### **F. BOARD OF DIRECTORS**

1. The Board of Directors shall consist of the elected officers (President, Vice-President, Secretary, and Treasurer) and three elected adjutants.
2. Officers shall be members in good standing. They shall be nominated at the nomination meeting in July, shall be elected in office first meeting in August, and shall serve a one-year term of office that starts in September until the following election meeting.
3. The Board of Directors shall have the responsibility and authority to conduct all the necessary and emergency business of the organization. They will refer all other matters to the general membership for action or decision with or without recommendation.
4. Proxy voting shall not be permitted, but statements and views of absent board members may be heard.
5. The Board of Directors shall meet at such time and place as called by the President or by any four members of the Board of Directors. The President or Vice-President must be in attendance.
6. Anyone may address a Board meeting with prior approval of any member of the Board.

#### **G. COMMITTEES**

1. Special Committees shall be appointed by the President with the advise from the Board of Directors and shall serve as needed.

#### **H. ELECTIONS**

1. Election of Officers shall take place at the annual Election meeting in August.
2. Candidates may be nominated from the floor with their consent. They need not be present at the General Election meeting to be nominated for office, provided written consent of nomination is sent by nominee.
3. Election shall be by secret ballot and shall be decided by plurality vote. In the event of a tie vote, the two or more candidates receiving the identical vote shall have run-off elections by secret ballot until one shall receive a plurality of the vote.
4. Ballots shall be prepared by the Secretary and shall be distributed only to members in good standing.
5. In order to be eligible for office, a person must have been a member for a minimum of three months prior to the election meeting and must have attended at least one

meeting per month during that three-month period, except for excused absences as determined by the Board of Directors.

## **I. DUTIES OF BOARD OF DIRECTORS**

1. The President shall:
  - a. preside at all general meetings and Board meetings;
  - b. call Board meetings as he deems necessary;
  - c. appoint committees as he deems necessary or as directed by the Board of Directors;
  - d. act as the official spokesman and representative for the group in all matters unless he designates a stand-in;
  - e. report to the Board of Directors and general membership on all meetings in which he acted on behalf of the group;
  - f. or his appointed representative, as approved by the Board of Directors, will be empowered to sign any legal document deemed necessary to conduct business relating to the organization's goals and objectives described in section B, "Purpose."
  
2. The Vice President shall:
  - a. assume all duties of the President in his absence;
  - b. assist the President as required;
  - c. succeed as President upon the vacating of that office.
  
3. The Secretary shall:
  - a. keep accurate minutes of all General and Board Meetings, and attendance at the General meetings shall be recorded;
  - b. present minutes of prior meetings for approval to the Board and General meetings;
  - c. prepare meetings notices and other communications at the direction of the President;
  - d. maintain complete correspondence files of all officials' communications.
  
4. The Treasurer shall:
  - a. maintain adequate and accurate financial records in prescribed bookkeeping systems as required by the City of Carson Parks and Recreation Department;
  - b. maintain public membership records of all paid-up members and active volunteers;
  - c. present financial reports to all general membership and Board meetings;
  - d. establish a checking account in the organization's name with authorized signatures required on the checks. The organization's funds shall be maintained therein;
  - e. be one of the three authorized signatories of the checking account. (Any other immediate family members may not be the other authorized signature holder);
  - f. pay all bills after authorization by the Board of Directors;
  - g. submit all financial records as required by the City of Carson Parks and Recreation Department for financial audit.

- h. acquire two signatures for all check deposits

**J. RECALL PROCEDURE**

1. Upon receipt of a recall petition containing signatures of one-fourth of the members, and upon verification of the signatures, a special recall meeting shall be held within 30 days to vote on the recall petition.
2. A quorum for a recall shall consist of 66% of the members in good standing. If a quorum is not present, the recall shall be declared to have failed. All members are to be notified by mail by staff at least 15 days prior to such meetings dealing with a recall vote.
3. Any vacancy resulting from a recall petition vote shall be filled by election at the same meeting with nominations from the floor.

**K. DISQUALIFICATION FROM OFFICE**

1. Any member of the Board of Directors shall be removed from office for failing to attend three consecutive meetings without reasonable justification as determined by the remaining members of the Board of Directors with at least four affirmative votes.
2. The vote shall be by secret ballot, and the Chairman of the meeting shall be permitted to vote.

**L. MEMBER REPROOF**

1. The Board of Directors shall have authority to adjudicate in matters pertaining to member conduct violations. The procedure followed will be to have a member charged with a violation of code of ethics or other serious allegations appear before the Board of Directors at a special hearing. At this time, he or she will be cited for the specific violations; he/she will also use this time to present his/her position.
2. Subsequent to the foregoing, a ballot will be taken by the Board to determine disposition of the case. Varying degrees of penalty can be imposed by the Board acting as adjudicators, the maximum being dismissal from the Association and forfeiture of all rights thereto.
3. An appeal is allowed if asked for by any member. The form of this appeal will be to make a written statement to the President. The President will then, factually, review the case orally to the membership at large. The membership may then move and vote to sustain or reverse the decision. All actions taken subject to the approval of the Parks and Recreation Department.

**M. AMENDMENTS**

1. Proposed Bylaws amendments may be made at any regular or special general membership meeting by a majority vote of those members in good standing who are present and voting.
2. Proposed amendments shall be presented in written form to the Secretary and shall be published at the time of calling the general membership meeting.
3. All amendments must be approved by a majority vote of the general membership and approved by the Parks and Recreation Department.

**N. PROPERTIES OF ASSOCIATION**

1. All property purchased by each respective Association shall remain at the facility at which time they were purchased.
2. There will be no co-mingling of funds between parks without the approval of those parks involved and the Parks and Recreation Department Director.
3. All funds shall be used only to support the recreational activities for the youth of the community and may not be used for the association's private recreational activities unless prior approval is granted from the Parks and Recreation Department.
4. Dissolution of this organization shall be accomplished only by Constitutional Amendment. At such time that this organization is dissolved, all remaining funds shall be turned over to the Parks and Recreation Department. The Parks and Recreation Department Director will make the final decision concerning use of the funds.

**O. APPEAL PROCESS**

1. If the association wishes to appeal the Parks and Recreation Department Director's decision on an issue, a written statement must be submitted to the Parks and Recreation Commission within 24 hours.
2. The Parks and Recreation Commission will schedule a hearing at the first available Commission meeting and will notify the association President of such.
3. The Parks and Recreation Commission will have the final authority in the matter.

SIGNATURES:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Date

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