

**HEASB Water Ski Club**  
(aka Radar River Rats)

**By-Laws**

**March 2001**

## ARTICLE I

### Name

The organization shall be known as the El Segundo Association South Bay (HEASB) Water Ski Club, (HEASB Water Ski Club or CLUB), and is a suborganization of the Hughes Employees Association (HEA), a non-profit organization, and the Raytheon Employees Association (REA), a non-profit organization, and the Association of Boeing Employee Satellite Systems (ABESS), a non-profit organization.

## ARTICLE II

### Purpose

The purpose of the CLUB is to promote water skiing activities for the enjoyment of its members. The CLUB shall be a non-profit organization contemplating neither profit nor gain, collectively or individually.

## ARTICLE III

### Membership

Membership begins on the first day of May and ends on the last day of April of the following year. The Executive Board, by unanimous vote, can deny or retract a person's membership for flagrant or continuous failure to follow CLUB rules on organized ski trips.

All activities and benefits of the CLUB shall be extended to all members.

## ARTICLE IV

### Dues

Annual dues shall be payable on or before the first day of May of each year by all renewing members. Dues paid after 1 November but before 1 May shall allow full membership during the current and the next membership year.

The amount of dues may be changed by three-fourths majority of the entire Executive Board. All Board member shall be given advance notice of a vote to change dues at least one week prior to the vote.

## ARTICLE V

### Meetings of Members

Regular meeting shall be held at least once each month from May through September or more frequently as called by the Executive Board. The day, time, and place shall be selected by the President and announced at least one week prior to the meeting.

## ARTICLE VI

### Fiscal Year

The Fiscal Year begins on the first day of March and ends on the last day of February of the following calendar year.

## ARTICLE VII

### Affiliations

When passed by a two-thirds vote of the Executive Board, the CLUB may become affiliated with any national, regional, or local organization whose purpose is to encourage and develop water skiing through the support of organized water skiing. Disaffiliation with a previously approved organization can be effected by a majority vote of the Executive Board.

## ARTICLE VIII

### Officers

#### Section 1 Officers

The Officers of the CLUB shall be:

President  
Vice-President  
Secretary  
Treasurer

## **Section 2 Election**

All Officers shall be elected annually by ballot during a designated period between November and the following March, by a plurality of the votes cast by the members. In the case of a tie (no plurality), the election shall be decided by a fair toss of a coin. All votes cast must be counted. The vote is final when the results become known. The elected officers shall take office at the beginning of the Fiscal Year.

An election chairperson shall be nominated by a majority of the Executive Board. The election chairperson is responsible for the preparation, distribution, collection, and counting of ballots. The election chairperson shall designate a closing date for the election that allows reasonable time for all members to vote.

In the case where an election is disputed, the existing Executive Board shall by three-fourths majority resolve the dispute. If the Executive Board cannot resolve the dispute, the HEA, REA or ABESS shall act as referee and their decision is final.

Each Officer shall hold office until replaced by a valid election or until he/she shall resign, be removed, or otherwise be disqualified to serve, whichever occurs first.

## **Section 3 Removal of Officers**

Recall of Officers may be initiated by written request signed by at least fifteen percent of the members or a majority of the officers.

An automatic recall vote shall be instituted when one Officer misses any two of four consecutive Executive Board Meetings without advanced exception by the presiding Officer of the Executive Board. Upon initiation of recall, officers will be removed from office by a two-thirds vote of the members in a valid recall election.

## **Section 4 Vacancies**

Vacancies occurring in the elective offices shall be filled by a two-thirds vote of the remaining Officers.

## **Section 5 President**

The President shall be the executive officer of the CLUB. Subject to the control of the Executive Board, the President shall be responsible for the general supervision, direction and control of the affairs of the CLUB. The President shall preside at all regular and Executive Board Meetings. The President shall be responsible for maintaining contact with the Clubs Chairman of the HEA, REA and ABESS.

### **Section 6 Vice President**

The Vice President shall in the absence or disability of the President, perform all the duties of the President. When so acting, the Vice President shall have the powers of and be subject to the restrictions upon the President. In addition, the Vice President shall act a parliamentarian for the CLUB. The Vice President shall also maintain contacts with publicity outlets.

### **Section 7 Secretary**

The Secretary shall take the minutes of all Executive Board meetings, including how called or authorized, notice given thereof, place and time of meetings, the names of those Executive Board members present, and shall keep a book of such minutes.

The Secretary shall keep a copy of these By-Laws, as amended to date, which shall be available for inspection by members at all reasonable times.

The Secretary shall substitute for the Treasurer if the Treasurer is absent from any board meeting.

### **Section 8 Treasurer**

The Treasurer shall be the custodian of the CLUB funds, and shall keep an itemized account of all receipts and expenditures. Money shall be collected by check and the canceled check shall serve as a receipt. When absolutely necessary, cash may be accepted. Expenditures shall only be made pursuant to resolutions of the Executive Board and shall be supported by vouchers. All checks must be signed by the President, Vice President, Secretary, or the Treasurer.

The Treasurer, with the concurrence of another Officer, may authorize and pay miscellaneous expenditures up to a hundred dollars per week when consultation of the Executive Board is not practical. At no time shall CLUB funds be co-mingled with personal funds.

The Treasurer shall supervise the collection of funds to ensure that sound accounting practices are followed. The records of the Treasurer shall be available for inspection by the members at all reasonable times.

The Treasurer shall substitute for the Secretary if the Secretary is absent from any board meeting.

## **ARTICLE IX**

### **Executive Board**

#### **Section 1 Purpose**

The purpose of the Executive Board is to develop projects, policies, and personnel to perform the activities of the CLUB.

#### **Section 2 Members**

The Executive Board shall consist of all Officers and any Standing Committee Chairpersons approved by the officers. There shall be one vote allowed for each person on the Executive Board.

#### **Section 3 Meetings**

The Executive Board shall meet at a time and place scheduled by the President. The meetings shall be announced to the membership at least one week in advance. Emergency Executive Board Meetings can be called at any time by the President if there are urgent matters that cannot wait for a scheduled meeting. Any motion brought before the Executive Board shall be decided by a simple majority of the Executive Board present at any meeting at which a quorum is present, except as otherwise specified in these By-Laws.

Any Officer who is unable to attend an Executive Board meeting can designate, by written proxy, another person to take their place. The proxy shall designate any voting rights.

#### **Section 4 Quorum**

A quorum shall consist of a majority of the Officers.

#### **Section 5 Approval of Minutes**

The minutes of any meeting of the Executive Board must be read and approved by a majority of the Board in the following regularly scheduled Executive Board Meeting.

#### **Section 6 Order of Business**

The order of business at all meetings shall be:

1. Call to order
2. Introduction of guests
3. Minutes of preceding meeting
4. All Officer and Committee reports
5. Correspondence
6. Uncompleted business
7. New Business
8. Meeting adjourned

Business initiated by correspondence shall be scheduled by the presiding officer during the appropriate portion of the meeting.

## **ARTICLE X**

### **Committees**

#### **Section 1 Standing Committees**

The Club shall have the following Standing Committees:

- Membership
- Weekend Trips
- Boat Driver Coordinator
- Inventory Controller
- Special Events Coordinator
- Photographer / Historian
- Reservations Coordinator
- Newsletter Editor

#### **Section 2 Appointment of Committee Chairpersons**

The Standing Committee Chairpersons, along with additional Committee Chairpersons and special appointees shall be appointed by the President, subject to approval by three-fourths of the Officers. The appointment of the Standing Committee Chairpersons shall occur each year following the election of Officers.

The Boat Driver Coordinator shall not own a boat used by the CLUB.

**Section 3 Removal of Appointees**

Any appointees may be removed by resolution of three-fourths of the Officers.

**Section 4 Power of Committees**

Resolutions adopted by the committees shall be effective only upon formal adoption by the Executive Board. The Executive Board may alter any resolution made by a committee.

**Section 5 Committee Meetings**

Committees shall meet upon call of the respective committee chairperson or by order of the Executive Board. Attendance at all committee meetings shall be open to all members.

**ARTICLE XI**

**Expenditures**

Expenditures in excess of \$50 per week or any one project expect to exceed \$50, other than trip expenses, shall be submitted to the Executive Board for approval. Upon completion of the approved project, the people involved must submit authentication and substantiation of the incurred expenditures to the Treasurer with 30 days.

**ARTICLE XII**

**Annual Budget Forecast and Financial Reports**

An Annual Budget Forecast all be submitted by the Treasurer upon request by Hughes Employees Association or Raytheon Employees Association or Association of Boeing Employee Satellite Systems. The budget forecast shall include all items necessary to conduct the CLUB's business.

The Treasurer shall prepare a Balance Sheet and Income Statement at the end of each Fiscal Year and submit said report to the Executive board. The Treasurer shall prepare a monthly financial report for the board meetings. HEA and /or REA and/or ABESS shall have the authorization to audit the CLUB at any time and the Treasurer shall immediately open all CLUB records to HEA and /or REA and/or ABESS.



## ARTICLE XII

### Liability to Members

The CLUB shall not be liable to anyone for injury or loss incurred by him/her while traveling to, participating in, or traveling from an activity sponsored by the CLUB, including meetings, or while using any facilities controlled by the CLUB.

## ARTICLE XIV

### Gratuities and Rebates

No member is to use the name of the CLUB and /or his/her CLUB position for the purpose of personal gain except as follows:

A person who provides his/her boat for the CLUB's weekend trips shall be paid a boat driver compensation, as determined by a vote of three-quarters of the Executive Board and stated in the CLUB's Boat Driver Guidelines, to defray expenses. The boat driver's trip fee shall be provided free of charge except for expenses to and from the trip location. The boat driver compensation can be adjusted from that cited in the Boat Driver Guidelines to reflect the increased or decreased fuel costs above \$1.60 per gallon for regular gas or for trips where a boat has broken down or otherwise been unable to pull skiers for the scheduled number of hours on the trip.

For trips other than weekend trips, the compensation shall be determined by the Executive Board.

A person acting as a trip leader shall be compensated for his/her trip based on the number of skiers, boat drivers and adult non-skiers on the trip as detailed in the Policies of HEASB Water Ski Club.

In the event of the abandoning of the CLUB, all CLUB property including donated property shall revert to Hughes Employees Association or Raytheon Employees Association or Association of Boeing Employee Satellite Systems.

## ARTICLE XV

### Rules of Order

The rules contained in the latest revision of Robert's Rules of Order shall govern all regular meetings, elections, and Executive Board Meetings, except in instances of conflict between said rules of order and the By-Laws of the CLUB or Provisions of Law. In such instances, Robert's Rules shall not prevail.

## ARTICLE XVI

### Amendments

These By-Laws may be amended by at least two-thirds vote of the entire Executive Board subject to approval by a majority of the ballots cast by the members. Notice of a proposed amendment must be submitted to the members at least two weeks prior to the vote.