

BYLAWS FOR THE WILLAMETTE VALLEY WATER POLO CLUB

Article I. Name

The Organization shall be known as the Willamette Valley Water Polo Club. Herein shall be noted as WVVPC.

Article II. Purpose

The purpose of WVVPC is to provide the opportunity for youth to develop through competitive water polo and to participate in local, national and international sports competition. This is a not-for-profit, non-stock organization. The purposes of WVVPC are limited to comply with the organization requirements specification section 501(C) (3) of the Internal Revenue Code of the United States.

Article III. Members

The members of WVVPC shall be families of the athletes and self-sponsored athletes who are seeking to participate in competitive athletics on the WVVPC. Each family or self-sponsored athlete shall constitute a single WVVPC member, and shall be represented in WVVPC matters by a parent or legal guardian, or self sponsored. Membership and club benefits will be extended only to current, paid members in good standing. Previous and non-members will not be included in club discounts or other benefits.

Section 1. Dues & Membership Refunds

A member shall be considered in good standing if all of the member's dues owed to WVVPC have been paid, and the member is not in arrears for more than 15 days from date of the second notice for any amount due to WVVPC.

A full refund of membership dues will be issued only as follows, upon request: up to two (2) weeks from the date that member's dues are paid, or when a member suffers a hardship for which the board of directors deems acceptable. No other membership dues refunds will be issued.

Payment of Dues

In the interest of maintaining sufficient finances and to minimize liability to the club, the WVVPC will require that each player must pay their dues in order to participate in club practice and competition game activities. As a courtesy to its membership, the WVVPC will offer the following payment options for those that may not wish to pay the total balance at one time. Participation will be allowed only when using one of these three payment options.

Option 1: Total registration/membership costs will be paid in full at the time of registration.

Option 2: Total registration/membership costs will be divided into 2 equal payments

Payment 1 – 1/2 of total, due at registration

Payment 2 – postdated check for March 20 of the applicable year, made out for 1/2 of total due at registration

Option 3: Total registration/membership costs will be divided into 3 equal payments.

Payment 1 – 1/3 of total, due at registration

Payment 2 – postdated check for March 20 of the applicable year, made out for 1/3 of total due at registration

Payment 3 – postdated check for April 20 of the applicable year, made out for 1/3 of total due at registration

All payments, regardless of the option selected, are due at the time of registration and with all applicable paperwork. The designated dates for postdated checks have been selected by the board of directors to allow the treasurer to complete all necessary fiscal tasks in a timely manner. All checks will be deposited on the corresponding designated date. In the event that a check must be held or is insufficient, the player will not be allowed to practice or scrimmage until payment is made and up-to-date. No partial payments for a payment will be accepted.

Section 2. USA Water Polo Membership

All WVVPC players must be current members of the United States Water Polo Association.

Section 3. Application

A completed membership application must be signed by the parent, legal guardian, or self-sponsored athlete and on file.

Section 4. Scholarship

A member may make application to the Board of Directors for a membership registration scholarship as outlined in the Scholarship Policy and application process. The Board of Directors will consider each qualifying application and render a decision on a case by case basis, as club funds are available. Awardees will be required to meet the requirements and expectations outlined in the policy. Violations or abuse of the scholarship policy shall immediately cause the member to be disqualified for any future applications for assistance and is subject to other penalty as may be determined by the board.

Article IV. Directors

Section 1. Powers and Duties

The Directors of the WVVPC shall be: President, Vice President, Secretary, Treasurer, Information Officer, Tournament Director and up to four Board Members at Large. The Board of Directors shall consist of a minimum of six (6) members and a maximum of ten (10) members. Each Director shall be elected by the membership and except for the initial adjustments of shorter terms needed in order to create staggered terms, each will serve a two year term or until a qualified successor is duly elected. The Directors comprise the WVVPC Board of Directors. Each Director has a vote.

A. President

1. Convene and preside at all WVVPC Board of Directors Meetings and General Membership meetings.
2. Schedule meetings consistent with the needs of the WVVPC.
3. Responsible for the supervision and coordination of all Standing Committees.
4. Provide opportunities for WVVPC members to express their views and have input into the decision-making of the WVVPC Board of Directors.
5. Sign for organization such contracts as authorized by the Board of Directors.

B. Vice President

1. Preside over Board of Directors and General Membership meetings in the absence of the President.
2. Head up all special committees established by the Board of Directors.

C. Secretary

1. Record, present, and maintain minutes of all Board of Directors and General Membership meetings.
2. Conduct the correspondence of the WVVPC as directed by the President.
3. Maintain custody of one copy of Articles of Incorporation, Bylaws and Policies for WVVPC and make copies available to every member.

D. Treasurer

1. Disburse and receive all WVVPC funds.
2. Responsible for all financial matters of the Organization.
3. Make all books of account and financial records available for audit when requested.
4. Sign for the organization, such contracts as authorized by the Board of Directors.

E. Information Officer

1. Notify all members of General Membership and Board of Directors meetings.
2. Update the WVVPC web page with current information such as, tournament and practice schedules.

F. Tournament Director

1. Schedule all home tournaments with input from the Board of Directors.
2. Coordinate volunteers to work tournaments.

G. Members-at-Large

1. Coordinate programs for the Organization.
2. Plan for needs and WVVPC sponsored events.

Section 2. Vacancies in Office

When any officer resigns or is removed, the remaining members of the Board of Directors shall appoint a successor who shall serve for the balance of the term of the former officer.

Section 3. Removal of Officers

An officer of WVVPC may be removed from office only by vote of the WVVPC membership as follows:

- a. A motion calling for removal vote may be made at any duly convened membership meeting.
- b. If such motion is made, seconded, and carried by the Board of Directors, the Board of Directors shall designate a time and place for a special meeting within 10 days and provide at least five days written notice to all members as to the time, place and subject matter of the meeting.
- c. A two-thirds vote of the members in attendance at the special meeting shall be required to remove the officer.
- d. Until such a vote can be taken, the officers may, by a majority vote, suspend said officer from exercising any power and duties under these Bylaws.

Article V. The Board of Directors

Section 1. Duties and Responsibilities

1. Meet at time and place appropriate to manage the WVVPC and ensure fulfillment of the WVVPC purpose.

2. Select and oversee the coaching staff in accordance with WWPC policies.
3. Develop and approve an annual budget for the WWPC.
4. Establish membership dues.
5. Recommend to the membership amendments to the Bylaws as required.
6. Establish and enact policies to help ensure the attainment of the goal of the club.
7. Evaluate membership issues that may arise.
8. Delegate responsibilities to its members and to Standing and Special WWPC Committees.
9. Review all potential chaperones and coaching assistants for approval to participate in club travel to tournaments
10. Investigate, hear comment and make decisions as to the appropriate action for any reported violations of policy by players, chaperones and coaches.
11. When a player comes before the Board of Directors for a violation, that player's coach who may also serve on the Board of Directors will abstain from any vote regarding disciplinary action taken against that player.

Section 2. Executive Sessions

1. A simple majority of the Board of Directors can decide to call an executive session of the Board.
2. Executive sessions shall be limited to discussing and voting on membership and coaching/staffing issues.
3. After full discussion of the subject matter, the Board of Directors may vote. A unanimous vote of the Board of Directors is required for denial or suspension of membership. A simple majority is required for all other issues.
4. If the Board of Directors makes a decision to deny or suspend membership, the player involved shall be informed in writing at least 15 days prior to denial or suspension. The player, parents or legal guardian so informed may request an open or closed hearing with the Board to present their side of the matter and to hear the reasons the Board used to deny or suspend membership. The hearing shall be requested and held not less than five (5) days before the effective date of denial or suspension. A hearing shall be open to the general membership.
5. A quorum consisting of a simple majority of the Board of Directors is required for executive session.

Article VI. Election of Officers

Section 1. Date of Election

The officers of the WWPC shall be elected annually at the Annual meeting and take office the following January 1.

Section 2. Election Procedures

1. Any member in good standing may nominate candidates for elective offices on the Board of Directors.
2. A majority of votes cast shall be required for election. In the event no candidate for a particular office receives such a majority vote, a second ballot shall be taken between the two candidates receiving the highest number of votes in the preceding vote.

Section 3. Qualification of Officers

The officers of the WWPC must be members in good standing. Any officer not in good standing shall lose his/her vote on the Board of Directors.

Article VII. Standing Committees and Special Committees

The Board of Directors shall appoint chairs for Standing Committees of WWPC.

Section 2. Special Committees

The Board of Directors may establish special committees and appoint chairs for such committees at any time. Special committees may also be dissolved at any time by action of the Board of Directors.

Article VIII. Meetings

Section 1. Regular Meetings

Regular Board meetings shall be held at such time, date and place as determined by the Board.

Section 2. Special Meetings

Special meetings may be called by the President, Vice President or Secretary. The Secretary or Information Officer shall furnish written or electronic notice at least five (5) days in advance of such special meeting to each member and the notice shall state the purpose, time and place of such special meeting. No other business of any kind shall be conducted at such special meeting.

Section 3. Annual Membership meeting

The Annual Membership meeting will take place by December 31 of each calendar year.

Article IX. Conduct of Meetings

Section 1. Quorum

No business shall be conducted at any general membership meeting or any special meeting unless a quorum consisting of a simple majority of the Board of Directors is present.

Section 2. Robert's Rules of Order

Robert's Rules of Order shall be parliamentary guide for the WWPC at all meetings.

Section 3. Voting Members

All voting on WWPC matters shall be on the basis of one vote for each family.

Section 4. Majority Vote

Except as otherwise provided herein, decisions on all matters before the WWPC general membership shall be a majority vote of the members of the WWPC present and in person.

Article X. Amendments to Bylaws

These Bylaws may be amended or modified at the annual meeting by a 2/3 vote of the members in good standing of the WWPC present at the meeting provided that:

- Any proposed amendment shall first be presented in writing to the Board of Directors and approved by the Board of Directors before submission to the general membership.
- Any proposed amendment, after receiving Board approval, must be presented to all members in good standing at least five (5) days in advance of the Annual Membership meeting.

Article XI. Budget

1. A budget shall be presented to the Board of Directors in January of each year.
2. The following items should be budgeted:
 - a. 25 % Retained Revenue
 - b. Equipment
 - c. Tournament Fees
 - d. Coach Travel Cost
 - e. Pool Rentals
 - f. Scholarships
 - g. Miscellaneous Expenses
 - h. Referees

Article XII. Dissolution

In event of dissolution of the WVVPC, any assets remaining after payment of all proper claims and demands then existing against the WVVPC shall be distributed to and among one or more corporations, trust funds, foundations which shall qualify as tax exempt organizations of the type described in Section 501(C) (3) of the Internal Revenue Code of the United States. Except in their capacities as members as provided in this, no officer or any other individual has, or shall have, any right, title, or interest of any kind in or to such remaining assets. The organization or organizations to which such remaining assets shall be distributed are selected at the discretion of the Board of Directors.

Adopted: 1/30/05

Amended: 9/10/06

Amended: 12/7/08

Amended: 2/20/11