

LJSLA BYLAWS

Article I - MEMBERSHIP CLASSIFICATION, QUALIFICATION, RIGHTS AND DUTIES, AND TERMINATION

1.01 - QUALIFICATIONS - Any person who has an interest in the LJSLA may become a member by paying the membership fee. Membership in the LJSLA shall be available to persons on a voluntary basis and who agree to be governed by the bylaws of the LJSLA.

1.02 - CLASSIFICATIONS - Primary, Student, Family, and Honorary Members are as follows:

a) Primary - must pay membership fee as prescribed by the Executive Committee. Will be eligible to have one vote in LJSLA elections or any issues to come before the meeting and be eligible to hold office.

b) Student - must pay membership fee as prescribed by the Executive Committee. Will be eligible to have one vote in LJSLA elections or any issues to come before the meeting but will not be eligible to hold office.

c) Family - must pay membership fee as prescribed by the Executive Committee. A Family member will be permitted to join in all LJSLA events and activities but will not be eligible to vote or hold office.

d) Honorary - as elected by the Executive Committee and the general membership will be welcome to meetings and participate in discussions but will not be eligible to vote or hold office. Honorary members will be invited to participate in all LJSLA events and activities.

1.03 - SUSPENSION - shall only be by a majority action of the Executive Committee, after due notice and opportunity for the member to be heard upon the question of suspension. A hearing shall not be necessary in the cause of the suspension is strictly for non-payment of membership fees.

1.04 - CAUSES FOR SUSPENSION - A member may be suspended for one or more of the following reasons:

a) any member who shall become in arrears three months for membership fees, after having received notice in writing from the Secretary, of the intention to suspend said member;

b) any member who shall, by his/her actions, appear to be acting to the detriment of the LJSLA or whose conduct reflects unfavorably upon the LJSLA;

c) any member who, without authority, uses the name or influence of the LJSLA for any personal advantage.

1.05 - REINSTATEMENT - Any suspended member may be reinstated by a majority vote of the Executive Committee or repayment of current annual membership fee.

Article II - DUTIES OF OFFICERS AND THE EXECUTIVE COMMITTEE

2.01 - PRESIDENT - shall be the principle executive officer of the LJSLA and shall supervise and control the business of the surf club. Presides at all meetings of the members and Executive Committee. He may sign with the secretary or proper officer of the club authorized by the Executive Committee, any contracts, etc., except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee.

2.02 - 1st VICE PRESIDENT and 2nd VICE PRESIDENT - shall perform the duties of the President in his absence and when so acting, shall have all the powers and restrictions placed upon the President. He shall also perform such other duties as may be assigned to him by the President or by the Executive Committee. The 1st Vice President shall supersede the 2nd Vice President in responsibilities.

2.03 - TREASURER - shall have charge of, and be responsible for, all funds and securities of the LJSLA. The Treasurer shall be responsible for all funds due and payable and the deposit of such moneys in the name of the club in such banks and other depositories as shall be selected. The Treasurer of the LJSLA shall present the financial statement to the membership for approval and audit (independent and annually).

2.04 - SECRETARY - shall keep the minutes of the general and Executive meetings. The Secretary shall perform such other duties as may be assigned by the President or the Executive Committee.

2.05 - REMOVAL OF OFFICERS - any officer elected or appointed by the Executive committee may be removed by the Executive Committee whenever in its judgment the best interest of the LJSLA would be served thereby, but such removal shall be without prejudice to the contract rights of any of the officers so removed.

- 2.06 - VACANCIES - in the event of a vacancy by death, resignation, or suspension of an officer, the Executive Committee shall fill such vacancy to serve out the unfinished term of said office.

Article III - PROVISIONS FOR COMMITTEES

- 3.01 - STANDING COMMITTEES - shall be deemed necessary by the Executive Committee, and each standing committee shall perform such functions as determined by the executive Committee.
- 3.02 - SPECIAL COMMITTEES - shall be appointed by the President whenever necessary.
- 3.03 - COMMITTEE CHAIRMEN - the President shall appoint Committee Chairmen; who then shall attend regular meetings of the Executive Committee and regular general membership meetings, and who shall provide reports of committee activities.

Article IV - THE FREQUENCY OF REGULAR MEETINGS

- 4.01 - FREQUENCY - a monthly meeting in a public facility with a minimum of nine (9) meetings annually.

Article V - QUORUM

- 5.01 - QUORUM - a quorum for a membership meeting shall be at least two (2) officers and 1/20th of the present general membership.

Article VI - PROVISION FOR NOTIFICATION OF REGULAR AND SPECIAL MEETINGS

- 6.01 - REGULAR MEETINGS - the notice of time and place of the next general membership meeting shall be made known in the announcements prior to adjournment of said meeting; or by telephone to the general membership; or through newsletter publication, and/or individual mailings, not less than ten (10) days prior to the date of the meeting.
- 6.02 - SPECIAL MEETINGS - notice of time and place of special meetings shall be made known to the general membership by telephone, and/or individual mailings not less than five (5) days prior to the date of the meeting.
- 6.03 - EMERGENCY MEETINGS - notification shall be by telephone.

Article VII - ELECTION OF OFFICERS

7.01 - ELECTION PROCEDURE - the President shall, at the regular May general membership meeting take open floor nominations for the selection of nominees for the offices of: President, 1st Vice President, 2nd Vice president, Treasurer, and Secretary. The nominees will be allowed to give a campaign speech not to exceed one (1) minute. Voting will be done by secret ballot (the election committee will be selected by the Executive Committee) and the officers elected will be determined by plurality vote of those members present at this meeting. Installation will be by announcement prior to the adjournment of the meeting.

Article VIII - FISCAL YEAR

8.01 - FISCAL YEAR - the calendar year for the LJSLSA will be January 1st to December 31st.

Article IX - STANDING RULES AND SPECIAL RULES

9.01 - STANDING RULE #1 - (relating to Article IV, Section 4.01) Time and Place of Regular Meetings of the General Membership: regular general membership meetings are to be scheduled for the 4th Wednesday of the month at 7 p.m. at

9.02 - STANDING RULE #2 - (relating to article V of the Constitution) Time and Place of Regular Meetings of the Executive Committee: regular meetings for the Executive Committee are to be scheduled for the 3rd Wednesday of the month at 7 p.m. at a site to be determined by the Executive Committee.

9.03 - STANDING RULE #3 - (relating to Article I, Section 1.01) Membership Fees: the amount of membership fees shall be; Initial membership fees will be, Primary (\$45), Student (\$25) & Family (\$10). After initial membership fee is paid, fees for consecutive years of membership will be; Primary (\$35), Student (\$20) & Family (\$10).

9.04 - STANDING RULE #4 - (relating to Article III, section 3.01) Standing Committees: standing committees shall include, but not be limited to:

- a) Coalition of Surfing Clubs Liaison
- b) Surfrider foundation Liaison
- c) La Jolla Town Council Liaison
- d) San Diego Park and Recreation Department Liaison

9.05 - STANDING RULE #5 - (relating to Article III, section 3.02) Special Committees: special committees shall include, but not be limited to:

- a) Newsletter
- b) Fundraising
- c) LJSLSA Beach Party
- d) Public Relations

Article X - PARLIAMENTARY PROCEDURE AUTHORITY

10.01 - The LJSLSA will follow the parliamentary procedures as set forth in POINT OF ORDER by Majorie Mitchell Cann, Ph.D.. It will be used as a guide for the LJSLSA in its deliberations on all matters not provided for in the constitution or bylaws or standing rules.

Article XI - METHOD OF AMENDING THE BYLAWS

11.01 - These bylaws may be amended only by a majority vote of the LJSLSA membership present at the annual meeting in August or a special meeting of the LJSLSA membership called for that purpose.

Article XII - FINANCIAL POLICY AND BANKING STATEMENT

12.01 - FINANCIAL STATEMENT - at the end of the fiscal year, the Executive Committee shall have prepared a statement of income received and amounts expended in connection with the LJSLSA. Such statement shall be audited by an independent auditor and be made available to the general membership.

12.02 - ACCOUNTING SIGNATORIES - all checks drawn to the LJSLSA bank account shall have the signature of either the President or the treasurer. Authorized signatories must not be of the same family.

12.03 - ACCOUNTING PROCEDURES - the Treasurer will reconcile the checking and savings account each month. The Treasurer should file all receipts, invoices or other documentation and save them for at least four years. They will be subject to audit.

12.04 - MEMBERSHIP FEES/DEBT LIMIT - the use of fees and other income - all moneys received shall be used for administrative expenses and such appropriate expenditures as are approved by the Executive Committee. No moneys shall be used for direct aid to any person or group, with the exceptions provided by and endorsed by the Executive Committee.

12.05 - DEBTS - no member, officer, or committee shall have the authority to raise funds in the name of the LJSLSA unless authorized by the Executive Committee. No officer, member, or committee shall be empowered to commit the LJSLSA to any indebtedness without the approval of the Executive Committee.

12.06 - EXPENDITURES - all committee and general membership expenditures exceeding \$500.00 must be presented to the Executive Committee and general membership for approval and all events with a proposed budget in excess of \$300.00 must have a written budget approved by the Executive Committee and a financial report filed within thirty(30) days after the event.

Article XIII - DISOLUTION

13.01 - DISPOSAL OF ASSETS - in the event of the dissolution of the LJSLA any remaining material assets and funds shall be distributed equally between those charities deemed appropriate at the time of dissolution as determined by the remaining Executive Committee.

(updated: 09/01/03)