

# By-Laws of the Monmouth County Chapter – USLA

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Amended 4/10/05

## **Article I: Name**

The organization shall be known as the Monmouth County Chapter of the United States Lifesaving Association referred to hereinafter as the MCUSLA.

### *SECTION 1 - Purposes and Objectives*

- A. Establish and maintain high standards of professional surf and open water lifesaving for the maximizing of public safety.
- B. To educate the public regarding
  - 1. water safety in a natural aquatic environment through program of preventive awareness; and
  - 2. how lifeguards serve the community; and
  - 3. how they can cooperate with lifesaving agencies.
- C. Enhance the education of open water aquatic lifesavers and other public safety personnel in beach and open water safety through seminars, training materials and in other ways as may be deemed appropriate.
- D. Encourage professional lifesavers to improve their skills by issuing awards, sponsoring competitions and generally promoting excellence in lifesaving.
- E. Actively support the programs intended to improve lifesaving and to promote public safety in the coastal or aquatic environment and related humanitarian causes.

### *SECTION 2 – Association with Dissident Groups*

Members of the MCUSLA shall not knowingly associate with any person or organization, which advocates, or is instrumental in fostering, hatred or persecution of any person or group of persons, nor shall they knowingly associate with any person or group that advocates or fosters and/or expresses a philosophy or belief toward bias, discrimination, hatred or persecution, or the overthrow of the government of the United States.

## **Article II: Purpose and Objective**

### *SECTION 1 - Qualifications for Individual Membership*

- A. To qualify for membership in the association each individual must:
1. Be a direct, active employee of an ocean, bay, lake, river, or open water lifesaving or rescue service or a retired employee thereof. All Chiefs, Directors, or equivalent of are qualified for membership.
  2. Qualify as a member of The United States Lifesaving Association through an affiliation with a lifeguard service/beach patrol that is located within Monmouth and Ocean Counties.
  3. Have worked a minimum of eight hours annually for the respective service to qualify for current active membership, unless the individual is retired from the service or has worked for the service for fifteen years or more and maintained membership in good standing in USLA during that period.
  4. Pay annual dues to the chapter as prescribed by the Executive Board

### *SECTION 2 - Types of Members*

- A. Professional - Each individual who meets the qualifications shall be eligible for membership. These are stated in section 1.
- B. Life Member - Those members who have been duly submitted and approved for Life Membership in the manner prescribed by the MCUSLA and or USLA. Such members shall continue to qualify for active membership in the association including the privilege of voting and holding office. Dues shall not be required of Life Members.
- C. Associate - Individuals who do not qualify for professional memberships may become Associate Members.
1. Associate (Professional e.g. Pools) - Individuals who do not lifeguard an ocean, bay, lake, river or open water.
  2. Associate (Junior Lifeguard) - Individuals who are not professional lifeguards but are enrolled and active in USLA recognized Junior Lifeguard Program associated with an active USLA Chapter.
  3. Associate (General Public) - Individuals who do not qualify for professional membership.

4. Associate – (Sponsor) – Individuals or corporations that agree to sponsor and support the organization. It will be up to the MCUSLA Executive Board whether to offer this type of membership to the individual or corporation at no charge.

D. Alumnus – Individuals who are not active Lifeguards and are considered retired from lifeguard services.

E. Honorary – Individual or Corporation in which its performance and continued support of the organization merits Honorary Membership in the opinion of the Executive Board. There will be no charge to the honorary member for membership in the MCUSLA.

### *SECTION 3 – Members in Good Standing*

Those individuals who have paid the required dues, fees, and assessments in accordance with these bylaws and as established by the Executive Board who conform to the membership standards set by the MCUSLA and the USLA and who are not suspended, shall be members in good standing.

### *SECTION 4 - Membership Voting*

Each individual member of the MCUSLA in good standing shall be entitled to one vote in all matters requiring the participation of the general membership and in all proceedings submitted for decision before the general membership. Voting members of the Monmouth County Chapter will be considered such in accordance with the bylaws set forth by the United States Lifesaving Association. For example – alumni, juniors etc are considered members of the MCUSLA and USLA but are not considered voting members, only the Professional category is considered a voting member.

### *SECTION 5 - Assignability of Membership*

Membership is not transferable or assignable.

## **Article III – Executive Board/Officers of the MCUSLA**

### *A. Executive Board*

1. The Executive Board of the MCUSLA shall consist of a President, Vice President, Secretary, Treasurer, Past Presidents/Advisors, and Junior Lifeguard Liaison.
2. The Executive Board is empowered to act on behalf of the membership in all matters other than those upon which the membership has directed a course of action, either by general vote, enactment of bylaws or enactment of policies.

### *B. Committees*

1. In order to provide for the best possible representation on matters pertaining to the business of the chapter, committees may be established. Such committees shall consist of the elected Officers of the Chapter and the appointed members to the committee by the President of the Chapter.
2. The members of the committees shall have equal voting rights on issues before the committee.
3. The committees of MCUSLA shall have that authority designated to them by the Executive Board and to operate as committee members for the purpose of what the committee has been formed.
4. These committees shall be at all times responsible to report to the President.

*C. Election of Officers:* The President, Vice President, Secretary, and Treasurer shall be elected by a ballot of the membership every second year. Election shall be by ballot and a majority vote of those present shall elect. The Past President position shall be filled by the immediate predecessor to the current President. Other Past Presidents may also stay on board as advisors if so deemed by the President.

*D. Terms of Office:* The term of office for the President, Vice President, Secretary, Treasurer and Past President/ Advisor, shall be for two years with no limit on the number of terms. The term of office for the Past President or Advisor shall be until such time as the current President's term expires at which time the outgoing President will assume the office of Past President and the previous past President will revert to regular membership or if deemed by the President to stay on as an Advisor. If the President is reelected for successive terms the Executive

Board may choose to retain the Past President or elect a person to fulfill the Past President's/Advisor's responsibilities.

E. *Absence/Disability*: In the case of absence or disability of a designated officer, or refusal or neglect to act on the part of the elected officer, notice will be given and served by the Executive Board or by any person authorized by the Executive Board for the replacement of that officer for the necessary period of time decided by the Executive Board.

F. *Quorum*: A majority of officers shall constitute a quorum for the transaction of business.

G. *Duties of the Officers*:

1. President

The President shall be the Chief Executive Officer of the Corporation/Chapter and shall:

- a. Preside at all meetings of the members, committees and Executive Board. The President shall have general charge of the business of the corporation/chapter and shall execute with the Secretary, in the name of the corporation, all deeds, bonds, contracts, and other obligations and instruments authorized by the Executive Board to be executed.
- b. Subject to approval of the Executive Board, annually appoint such standing or special committees and sub committees.
- c. Prepare a report to the Executive Board and Membership on the activities and affairs of the Chapter as well as shall prepare an annual updated copy of the bylaws for review and approval.
- d. Have such other powers and shall perform such other duties as may be prescribed by the Executive Board.

2. Vice President

- a. The Vice President shall be vested with all the powers and shall perform all the duties of the President, in the absence or disability of the President.
- b. The Vice President shall also have such other powers and shall perform such other duties as may be directed by the Executive Board.

### 3. Secretary

a. The Secretary shall keep a full and complete record of the proceedings of the , Executive Board and of meetings of the members; shall keep the seal of the corporation/chapter and affix same to such papers and instruments as may be required in the regular course of business; shall make service notices as may be necessary or proper; shall distribute the minutes of the Executive Board and meetings of members within 30 days; shall determine quorum and number of votes needed to pass on any item and shall verify members in good standing.

b. The Secretary shall also have such powers and shall perform such duties as may be prescribed by the Executive Board.

### 4. Treasurer

a. The Treasurer shall receive and safely keep all funds of the corporation and deposit same in such bank or banks as may be designated by the Executive Board. Such funds shall be paid out only on the check of the corporation, signed as directed by the Executive Board. The Treasurer shall control the keeping of the books and accounts of the corporation and shall be responsible for the preparation of complete financial statements of this corporation. The financial statements shall consist of a balance sheet, income statement and other financial statements as may be required of this corporation and shall be prepared annually or as otherwise directed by the Executive Board. A record and accurate account of all receipts and disbursements shall be compiled by the Treasurer. All finance records shall be maintained on a fiscal year.

b. The Treasurer shall also have such powers and shall perform such duties as may be prescribed by the Executive Board.

### 5. Past President/Advisor

a. The Past President /Advisor shall advise and assist the President in the administration of the organization; shall coordinate the activities of standing or special committees as may be determined by the President.

### 6. Junior Lifeguard Liaison

a. The Junior Lifeguard Liaison will act in accordance with the bylaws of the MCUSLA and will direct matters of the Junior Lifeguard Division accordingly. The Liaison will maintain contact with the MCUSLA President and Executive Board on the matters of the Junior Lifeguard Division.

#### *H. Suspension, Expulsion or Termination of Officers.*

The Executive Board shall have the power by 3/4ths of those officers eligible to vote to suspend, expel, or terminate any member of the Executive Board for the reasons outlined in the Policies and Procedures of the MCUSLA.

#### *I. Compensation*

The Executive Board shall receive no compensation. The Executive Board shall be entitled to receive reimbursement for approved expenses incurred on behalf of the MCUSLA.

#### *J. Notice of Meetings*

Notice of meetings of the Executive Board shall be given in writing to each member of the Executive Board.

#### *K. Quorum and Voting Requirements*

At any Executive Board meeting a simple majority of members shall constitute a quorum to transact business and a majority of those votes shall be sufficient to pass on any item of business. The Secretary will announce prior to the meeting whether or not the number of Executive Board members present constitutes a quorum under the current by laws.

#### *L. Presiding Officer*

The President or, in his absence, the Vice President, or in the absence of both, a chairman elected by the Executive Board shall call the meeting of the Executive Board to order and shall act as presiding officer thereof.

#### *M. Proxies*

All proxies must be in writing executed by the individual Executive Board member themselves or by their duly authorized representatives, and must be filed with the Secretary of the corporation before commencement of the meeting on each day of business of the Executive Board. Proxies may only be exercised by persons who are members of the Executive Board the proxy is being exercised for. No member may exercise more than one personal vote and one proxy.

## **Article IV – Meetings**

### *SECTION 1 - Meetings*

General membership meetings shall be held at least once a year and there shall be no set number or limit to the amount of meetings held for the good of the chapter. The state of the chapter will be presented at the first meeting of the year.

### *SECTION 2 – Conflict of Bylaws at Meeting or Issue at hand*

If there is a case during a meeting or issue at hand in which there is a case of conflict between the bylaws of the MCUSLA and the USLA, the bylaws of the USLA shall prevail.

## **Article V – Parliamentary Authority**

### *SECTION 1 - Appointment*

The President, subject to the approval of the Executive Board, shall annually appoint such standing or special committees, as may be necessary pursuant of the goals and objectives of MCUSLA.

### *SECTION 2 - Standing Committees*

The following shall be considered standing committees:

A. Bylaws/Policies and Procedures, Competition, Development, Heroic Acts, Junior Lifeguard, Membership, Public Information/Publicity, Public Education, and Ways and Means/Finance and Scholarship.

B. Additional committees and professional advisory boards may be created by the President with approval from the Executive Board.

## **Article VI - Dues**

### *SECTION 1 - Establishment*

The Executive Board shall have the power to set annual dues for each member. The National and Regional amounts due to those bodies are set by those respective bodies.

### *SECTION 2 - Membership Duration*

Annual dues shall be due and payable by November 1st. All due paying members and associates who have not paid their dues by December 31st will be considered delinquent. If such dues have not been paid by this date, the delinquent shall no longer be a member or associate in good standing and will be automatically removed from the membership roster.

### *SECTION 3 - Reinstatement*

A member or associate terminated for nonpayment of dues may be returned to good standing upon payment of the current dues. The payment of delinquent dues does not make a member eligible for past awards for achievement.

### **Article VII - Seal**

The Executive Board shall provide a suitable seal for the association which shall contain the inscription Monmouth County Chapter and the United States Lifesaving Association.

### **Article VIII – Records and Reports**

The Executive Board shall insure that all records, documents and the original copy of these bylaws amended or otherwise altered to date of the MCUSLA be open to inspection by all members of the chapter upon request.

### **Article IX – Compilation Report**

#### *SECTION 1 - Compilation Report*

Every two years the Executive Board may require an independent audit of all financial records of the MCUSLA. An independent audit can be made at the request of any dues paying member at their own cost.

### **Article X- Amendments**

#### *SECTION 1 - Proposed Amendments*

Amendments to the bylaws may be proposed at any meeting of the Executive Board or the general membership of the association but may not be voted upon until the next regularly scheduled Executive Board Meeting

#### *SECTION 2 - Adopting Amendments*

Amendments to the bylaws may be approved at the meeting of the Executive Board following written notification, of such recommended change. A 2/3 majority vote of the Executive Board present will be required to adopt such Bylaw amendments.