



Organization and Purpose

This organization is called the Cassel Hills Swim Team, referred to herein as the Team.

The Team is a summer competitive swimming Team founded with the specific objective of promoting swimming programs for the benefit of swimmers of all ages and abilities; to educate, train and direct the interests of the swimmers and to operate solely and exclusively as a charitable, educational, non-profit organization.

The Team is a member of the Southern Ohio Swim League, herein called SOSL, and will function in accordance with applicable Bylaws and Rules and Regulations.

All Bylaws, policies and rulings pertaining to the conduct of the Team and its swim meets will conform to Southern Ohio Swim League and Cassel Hills Swim Team Bylaws and rules and regulations.

Membership

Competitor members are those swimmers who are members of the team. The benefits and services of the Team shall be made available to any person who desires to participate in the competitive swimming program, is physically able to swim one length of the short course pool (25 meters) and is developmentally able to understand and follow directions.

The General Membership is made up of the parents or legal guardians of the competitor members. Each family of swimmers of the General Membership shall be entitled to one vote in the affairs of the Team. Membership and voting rights are contingent upon payment of Team registration fees. Membership is automatically terminated if the above conditions are not met. Termination of membership does not relieve any member from existing liability for dues or other obligations that are unpaid at the time of termination.

Powers of the Team

The powers of the Team shall include but may not be limited to:

To determine participation in and conduction of meets and competitions as the Board of Directors shall determine to be in the best interests of the Team.

The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the Team

The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications

The contribution of money or other things of value for scholarships, programs, recognition, awards or other causes for the benefit of the Team.

The retaining of persons, firms, or corporations as may be necessary in order to provide special services to the Team

The purchase, sale, and conveyance of real or personal property and the entry into any contracts, leases, or other agreements necessary to properly conduct and administer the affairs of the Team

The operation of food concessions and the sale of swimming equipment and paraphernalia to it's members and other persons; and the authorization to engage in other lawful activities as may be necessary to properly carry out the purposes of the Team and conduct its' affairs.

Meetings of the Members

The Team shall hold a meeting of the general membership annually at the end of the season for the purpose of reviewing the activities and financial affairs of the Team, electing a Board of Directors, and conducting other business as needed. Election of Board members may be conducted at the end of season awards presentation, as well, to encourage greater member participation.

The Team may hold additional special meetings of the membership as necessary to conduct the affairs of the Team. Special meetings may be called by the President of the Board of Directors, by majority vote of the Board of Directors, or by written request of at least ten percent (10%) of the General Membership.

Meetings of the general membership shall be held at a convenient time and place designated by the Board of Directors. Written notice of the meeting shall be given to all members not less than 10 days before the meeting. Such notice shall be at least by one of the following; electronic mail, posted notices at the pools where practice is being held and/or hard copy sent via USPS. Members in good standing, present in person, at any properly called meeting shall constitute a quorum. Unless otherwise specified in these Bylaws the decision of a majority of the members present shall be the decision of the Team.

Board of Directors

The administrative functions of the Team are managed by a Board of Directors, also referred to as the Board, made up of elected members of the General Membership of the Team. The management of the Team is a collaborative effort between the Board of Directors, the General Membership and the Coaches. The duties and powers of the Board include but are not limited to those defined below. The Board of Directors shall have the authority to adopt rules and regulations and/or policies and procedures, and to amend such as needed for the conduction of the business and activities of the Team. The Board may appoint committees necessary to conduct the functions of the Team.

A board of seven (7) members shall be elected by and from the General Membership at a yearly meeting. Each board member shall serve a term of one year or until a successor has been elected and takes office. Board members may serve without term limits as long as a vote is held each year and is agreed upon by general membership at the yearly meeting.

Any vacancy in the Board of Directors caused by death, resignation, or disqualification shall be filled by a majority vote of the remaining directors until the next annual meeting. Any member in good standing of the General Membership may seek placement on the Board of Directors at the annual election. Desire to serve on the Board shall be submitted in writing to the Secretary at least 15 days before the scheduled election each year. Each family shall be limited to one adult member on the Board at any time. Any member willing to serve shall have their name added to the ballot at the annual election. Board members will be voted for yearly with no limits to the number of terms served. Resignation of any Board Member must be submitted to the President of the Board at least 30 days prior to the annual election. Contested elections shall be by secret ballot with each member voting for the same number of different nominees as there are vacancies on the Board. The Secretary shall act as teller. The nominees receiving the greatest number of votes shall be declared elected and shall assume office at the beginning of the next fiscal year unless elected to fill an unexpired term, in which case they shall assume office immediately.

Officers will be voted for yearly with no limit to the number of terms served.

All members of the Board of Directors shall perform those duties prescribed by the Board of Directors in order to accomplish the business needed for the function of the Team. All members of the Executive Board shall have 1 vote in matters needing a vote. A quorum will consist of members of the Executive Board. The elected positions of the Executive Board of Directors shall include:

President

The President shall preside at all meetings of the membership and of the Board of Directors. The president will handle all communication with the City of Vandalia and attain any needed team insurance according to the city and the leagues requirements. Make team purchases with board approval. Schedule team pictures. President will choose and purchase end of year team gift with board approval

Vice President

The Vice President shall conduct meetings and perform all duties usually performed by the President during his/her absence. The Vice President's responsibility includes direct oversight of the volunteer coordinator and fund raising coordinator.

Secretary

The Secretary shall have the custody and care of all records current and historical of the Team, and shall keep a complete record of the proceedings of all meetings of the Board of Directors and of the Membership. The secretary will keep all parent packets, by laws, contracts and all necessary paper work up to date. The secretary will also write and submit newspaper articles to the Vandalia Drummer at the minimum of three times during the swim season (beginning, middle and end of season).

Treasurer

The Treasurer shall keep correct and complete records showing accurately at all times the financial condition of the Team, shall be the legal custodian of all monies and other valuables which may from time to time come into the possession of the Team. The treasurer will bring financial statements to all meetings or whenever requested. The treasurer will maintain a balanced bank account in the name of the team at all times. The treasurer will pay coaches bi-weekly salaries as contracted in the coach contract. Treasurer will be responsible for filing end of year taxes and submitting 1099's to coaches by proper due date. Pay storage unit and liability insurance fees. Oversee

spirit wear coordinator, including purchase of team shirts, caps, suits and any other spirit wear board approves.

League Rep

Meets with the SOSL league as scheduled and keeps the team informed of league business. Attends parent board meetings. Recruit team officials and coordinate with league a date and time for officials training. League rep must attend all league meetings. Communicate to team, board and coaches any league changes that will affect the team. Work with meet director to successfully facilitate home swim meets.

Meet Director

Runs home swim meets. The Meet Director shall hold timer and official meetings before the meet and is responsible for conducting an efficient meet. Meet director is responsible for coordinating with equipment subcommittee coordinator, making sure all meets home and away have all necessary equipment.

Information Officer

Maintains the team website. Maintains and sets up registration forms on website. Maintains and set up of team communication such as One Call or other means of communication.

Board Member at Large

Oversees team senior night recognition. Oversees concession stand coordinator. Responsible for concession menu, pricing and concession budget.

Sub Committee Chairs

Spirit Wear – Under Direction of the treasurer

Volunteer Coordinator – Under Direction of the Vice President

Fundraising – Under Direction of the Vice President

Equipment Coordinator – Under Direction of the Meet Director

Concession Stand Coordinator – Under Direction of Board Member at Large

Any Board member may be removed from office with or without cause at any annual, quarterly or special meeting of the General Membership. The intent of contemplation of such action must be stated in the notice of meeting. Such action requires a majority vote of the General Membership present.

Meetings of the Board of Directors shall be held at least six (6) times during the fiscal year. Special meetings may be called by the President of the Board or the majority of the members of the Board. Seven days notice of meetings, in person or by electronic mail, shall be given all members of the Board. All meetings of the Board shall be open to any member or coach except when executive sessions are required for negotiation of contracts, for administering financial assistance and to discuss personnel issues. Coaches may be excluded from executive session at the discretion of the President. Public notice of meetings will be by electronic mail. Notice may be posted at each location where the team is practicing if time permits. A quorum is achieved when a majority of the standing Board of Directors are present. Each member of the Board of Directors shall have one vote. A majority vote of the Board members present shall be the action of the Board.

The Board shall keep written record of its activities. Minutes shall be reviewed and approved at each subsequent meeting. Minutes shall be signed by the Secretary (or the acting recorder if

the Secretary is absent) and the President. Minutes of meetings shall be open to review of the General Membership and/or Coaches upon request.

Budget and Finance

The fiscal year of the Team shall commence on the first day of August each year and terminate on the 31st day of July of the following year.

An annual budget shall be prepared by the Board prior to the beginning of each fiscal year for presentation and approval of the General Membership at the fall Parent meeting. Fees and assessments will be based on projected expenses and income.

The books of the Team shall be reviewed annually by the Board of Directors after the close of the fiscal year.

Members of the Board or of any committees acting on behalf of the Team may be reimbursed for reasonable out of pocket expenses, but shall not be otherwise compensated.

Checks for the Team may be signed by the Treasurer or the President.

Miscellaneous

No director, officer, member, authorized agent, or representative of the Team shall be liable or responsible for any debts or liabilities of the Team, or liable to the Team except to the extent of their acts or omissions not in good faith or which involve intentional misconduct.

All contracts and agreements authorized by the Board of directors shall be signed by the President or the Treasurer.

Approval or amendment of bylaws

These bylaws enacted on 03/18/2016 by the General Membership of the Team supersede any and all previous bylaws of the Cassel Hills Swim Team.

These bylaws may be amended at any time by a majority vote of the members present at any regular or special meeting of the General Membership provided that the proposed amendment has been submitted to the membership not less than ten days prior to such meeting. In order to be submitted to the membership, the proposed amendment shall have been approved by the Board of Directors.

These Bylaws shall be reviewed every two (2) years by the Board of Directors.