

**BY-LAWS  
Of  
LONGMONT SWIM CLUB**

March 14, 1983

**AMENDED**

March 18, 1987

March 8, 1988

January 1990

April 1991

September 1994

September 1995

June 2000

January 2001

August 2002

April 2004

August 2004

September 2006

January, 2008

January, 2009

**ARTICLE I**

**NAME**

SECTION I: The name of this organization shall be the LONGMONT SWIM CLUB.

**ARTICLE II**

**AUTHORITY AND OBJECTIVES**

SECTION I: This Team is hereby established as an independent, non-profit 501 (c)3 organization. All agreements and communication of this organization with the City of Longmont will be coordinated by two members of the Board, so elected.

SECTION II: The objectives of this organization will be: To foster, maintain, and support the competitive swimming activities of its members and the team.

SECTION III: The By-Laws are the governing document of the Longmont Swim Club and shall not be superseded by Board policies.

SECTION IV: The LONGMONT SWIM CLUB shall adhere to the official U.S.A. Swimming Rules and Regulations.

## **ARTICLE III**

### **MEMBERSHIP**

SECTION I: The qualifications of this organization will be:

A. All U.S.A. Swimming members, family members, and swimmers in good standing with the LONGMONT SWIM CLUB are active members of the Team.

B. The U.S.A. Swimming registration fee per swimmer is due and payable when a child registers with the Team. Monthly dues will be established by two-thirds (2/3) majority vote of the Board. Dues are payable by the 20th of each month. If dues are delinquent, the Board shall notify the parent or guardian that delinquent dues must be paid or there may be a financial penalty, and at the discretion of the Board, the swimmer may be suspended from practices or competitions until such time as the dues are brought current. Dues shall be paid by the member families regardless of whether or not the team is on break. The coaches shall not be responsible for receiving payment of dues. Dues shall be mailed to the Club at: Longmont Swim Club, P.O. Box 353, Longmont, CO 80501.

C. To be eligible to join the LONGMONT SWIM CLUB, a child must complete the five (5) consecutive days free trial membership and be judged appropriate by the coach.

D. To resign from the LONGMONT SWIM CLUB, a resignation letter must be filled out and signed by the swimmer, and swimmer's parent or guardian.

E. A request for Leave of Absence must be submitted in writing to the Board of Directors. The leave will be granted for an extended illness or injury to the swimmer. Any exception to be submitted for board approval.

SECTION II: Swim meets:

A. The club colors are black, red and white. Each member is encouraged to wear team colors at all Meets.

SECTION III: The LONGMONT SWIM CLUB reserves the right to refuse membership to anyone.

## **ARTICLE IV**

### **OFFICERS**

SECTION I: The Club Board shall constitute five (5) voting members. Elected officers shall consist of a President, Treasurer, Vice President, Secretary, and Fundraising Director. Other activities shall be at the direction of a committee chosen by the board.

SECTION II: Officers shall be elected for terms as follows: President's term shall be three (3) years; Treasurer, Secretary, VP/Equipment Manager and Fundraising Director terms shall each be two (2) years. No one person shall serve more than four consecutive years. Outgoing Board members must wait 12 months before serving on the Board again. (Elected Officer term limits should be reviewed annually.) Elected officers shall be selected each January by majority of those present at the designated Annual Membership Meeting. To avoid turnover of the majority of the Board in one year, officer elections shall be staggered and shall be held each year. Newly elected officers shall take office immediately following adjournment of the annual meeting.

## **ARTICLE V**

### **FINANCES**

SECTION I: The Treasurer shall submit the financial and other pertinent records of the Club to a three (3) member finance committee, including at least one (1) Board member, selected by the President and approved by the Board, for review thirty (30) days in advance of the annual meeting on a monthly basis. A complete report of each review shall be made available for inspection by any member. The Club President may request a review at any time. A proposed budget shall be submitted at the annual meeting and adopted.

SECTION II: Fundraisers will be offered. Monies will be applied to offset club expenses.

SECTION III: All unbudgeted expenditures above \$1000 shall be voted upon by the General Membership.

## **ARTICLE VI**

### **MEETINGS**

SECTION I: The board shall hold monthly meetings. The coaches shall attend Board meetings as requested. Any active member may attend Board meetings as an observer. Any active member may participate if previous arrangements are made with the Club President.

SECTION II: Any special or General membership meeting may be called by the President, or upon written request of ten percent (10%) of the members.

SECTION III: The annual meeting shall be conducted in January of each year for the reading of reports, election of officers and for any other business that may arise. An optional meeting can be held in July for same purpose. A General Information parent meeting shall be held quarterly.

SECTION IV: A majority of the membership of the Board shall constitute a quorum at any Board meeting and a majority vote of those present shall govern.

SECTION V: If an active member wishes to address the Board, they must request to address the Board at least three (3) days in advance of the board meeting and will be allotted no more than 15 minutes.

## ARTICLE VII

### DUTIES OF OFFICERS

SECTION I: President: Responsibilities for the day-to-day functions of the Swim Club and the coordination of the direction and activities of all directors. The President shall preside at all meetings of the Club and Board meetings. The President shall be a member ex officio of all special committees and shall do all other duties that usually pertain to this office. The President will communicate on a day-to-day basis with the Head Coach as needed and establish a working communication with the City of Longmont Recreation Department Supervisor and other officials as needed, and other facilities as appropriate.

The President shall be responsible for registering the Redtails team as an entity with USA Swimming as well as registering Redtails coaches, safety officers and officials.

The President (and/or designee) shall be the Meet Director for swim meets including Silver Circuits hosted by the organization. The duties of the Meet Director shall be consistent with the Rules & Regulations of USA Swimming quoted below:

**102.23 MEET DIRECTOR** — Shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment as specified in 102.16), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report.

The Meet Director may delegate any of these duties, but he/she remains the ultimate responsible party for all duties listed. The President (or designee) shall maintain and update Swim Meet Calendar with appropriate meet information on the team website.

Any officer vacancy shall be filled by an appointment of a member at large election of one of the Directors by a majority vote of the remaining Directors. Any other permanent vacancies in the elected Directors occurring between annual elections are to be filled by the appointment of a majority vote of the Board of Directors.

SECTION II: Treasurer: The Treasurer shall collect and deposit all monies and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the Board of Directors.

The Treasurer shall cause the funds of the organization to be disbursed when such disbursements have been duly authorized and shall render to the President and the Board of Directors, at

monthly Board meetings and whenever requested, an account of all transactions as Treasurer and of the financial condition of the organization. The Treasurer shall maintain an accurate record of all physical assets of the organization and their current location. The Treasurer shall act as President at Board meetings in the temporary absence of the President and have other such powers and perform such other duties as may from time to time be assigned to that office by the Board of Directors or by the President.

The Treasurer shall be responsible for the completion of the necessary paperwork in new memberships and providing information about the Swim Club to new swimmers and their parents.

The Treasurer shall maintain a current roster that is printed and distributed at regular intervals and act as the registration person for the USA Swimming memberships for all swimmers.

**SECTION V: Vice President:** The Vice President shall be responsible for assisting the Swim Meet Director in planning, organization and conducting of swim meets hosted by the organization. The Vice President shall assist the President as needed and assigned. The Vice President (or designee) shall be the Club Safety Marshall.

The Vice President will coordinate all orders for swimsuits and swimmer accessories for the team. Orders will be placed at least twice a year. Team equipment will be periodically inspected and repaired or replaced as needed. The Vice President will maintain an inventory of all team equipment and its location. For internal control, the Vice President shall review the monthly bank statements and make file copies. The statements shall be provided to the Vice President unopened by a member of the finance committee.

The Vice President is responsible for being trained and for ensuring the Redtails team has a minimum of two volunteers in addition trained and qualified to run the Hytek computer software and timing console for swim meets that the team hosts.

**SECTION VII: Secretary:** The Secretary shall conduct all official correspondence pertaining to the Club, including the coordination and production of the Club's monthly newsletter and documentation and disbursement of all meeting minutes. In addition, the Secretary is responsible for correspondence with all club members.

The Secretary's duties will include coordinating all airfare, hotel and rental car arrangements with families for away meets. The Secretary will make all airfare, hotel and rental car arrangements for the coach(es) going to away meets. Other duties will include arranging for chaperones (if needed) and securing emergency medical release forms from all swimmers going to away meets.

**SECTION IX: Fundraising Director:** The Fundraising Director shall be responsible for overseeing all aspects of the club fundraising activities. The director's duties shall include, but not be limited to the following:

- Evaluating fundraising programs and sources;
- Make recommendations to the Board for productive fundraisers;

- Organizing volunteers for fundraisers including swim meets;
- Work with the club treasurer to ensure prompt deposits of fundraising monies.
- Assist with concessions at hosted and co-hosted swim meets;
- Prepare fundraising financial reports to be presented at monthly Board meetings;
- Assist with recruiting and training volunteers for fundraisers and swim meets; train volunteers for all lay positions (excluding computer and timing console).
- Work closely with fundraising programs to ensure positive outcomes;
- Perform any other duties that are necessary for the proper functioning of club fundraisers.

## **ARTICLE VIII**

### **TRAVEL FUND**

SECTION I: Availability of funds may be designated to provide travel expenses to championship meets for any swimmer upon Board approval.

A. Eligibility:

1. The swimmer must be a member of the LONGMONT SWIM CLUB six (6) months prior to the date of the Meet for which expenses are to be allowed.

## **ARTICLE IX**

### **CLUB BOARD**

SECTION I: The Board shall have general supervision and control of all activities of the Club with the exclusion of all coaching aspects.

## **ARTICLE X**

### **AMMENDMENTS**

SECTION I: Revision of By-Laws may be amended by a two-thirds (2/3) majority vote of the members present at a General Information parent meeting.

## **ARTICLE XI**

### **DISSOLUTION**

SECTION I: In the event of dissolution of the LONGMONT SWIM CLUB, all funds and assets of the Team will be distributed in accordance with a dissolution plan approved and adopted by the general membership at that time.

## **ARTICLE XII**

### **BEHAVIOR GUIDELINES**

SECTION I: The designated member of the Board of Directors, assisted by the Coach, will have the responsibility to contact parents of involved swimmers in any situation which is detrimental to the interest of the LONGMONT SWIM CLUB. Appropriate disciplinary action shall be decided and enforced by the Board of Directors, in cooperation with the swimmer's parent or legal guardian.

SECTION II: The swimmer shall receive a reprimand if his/her behavior:

Disrupts practice in any way,

Disrespects the coaches or other swimmers,

Harms another swimmer emotionally or physically (this would entail a severe reprimand).

SECTION III: An incident report shall be completed at the coach's discretion if the swimmer's behavior warrants it. Whenever an incident report is completed, the swimmer's parents will be contacted. If a swimmer receives three (3) incidence reports, he/she will be eligible for suspension or expulsion from the Club at the Coaches' discretion.

Should a sufficient infraction occur, per coaches' discretion, immediate expulsion or suspension can occur. A written report by both swimmer and coach shall be submitted to the Board and parent or legal guardian.

Dues are still required during suspension and all dues in arrears shall be due immediately upon expulsion.