

CONSTITUTION AND BY-LAWS
OF THE
SANTA FE TRAIL BLAZERS ASSOCIATION
Revised 8/31/98

PREAMBLE

The Santa Fe Trail Blazers Association is incorporated as a non-profit organization. It is as such by the State of Kansas and the Internal Revenue Service.

The Association's purpose is to promote swimming for amateurs and create an educational swimming program to serve the general community. It is dedicated to developing a program that will allow a swimmer of any caliber to participate in his or her maximum ability.

ARTICLE I

OFFICES AND REGISTERED AGENT

The principal office of the Association shall be in the State of Kansas and shall be located in the City of Merriam, County of Johnson. The Association may have such other offices, either within or outside the State of Kansas, as the Board of Directors may determine or as the affairs of the Association may require from time to time.

The Association shall have and continuously maintain in the State of Kansas a registered office and a registered agent whose office is identical with such registered office. The registered office may be, but not need be, identical with the principal office. The address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE II

SECTION 1 : MEMBERS

PARTICIPATING MEMBER: A participating membership in this Association shall be limited to a family with members participating in the swim program of the Santa Fe Trail Blazers who are current in their membership dues as established by the Board of Directors. A "family" is defined a husband, and/wife, or guardian and the dependents of said husband and / or wife or ward of the guardian.

SECTION 2 : VOTING

Voting rights shall be limited to participating members. Each family shall have one vote. Voting rights shall be limited to those present at official meetings. Voting by proxy may be approved by the Board of Directors for special occasions.

SECTION 3 : TERMINATION OF MEMBERSHIP

The Board of Directors, by a two-thirds (2/3) vote, may suspend or expel a participating member for just cause and after an appropriate hearing.

SECTION 4 : RESIGNATION

Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member of any obligation to pay any dues, assessment or other charges accrued and unpaid prior to resignation.

SECTION 5 : REINSTATEMENT

Upon written request of a former member filed with the Secretary, the Board of Directors may, by a two-thirds (2/3) vote, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

SECTION 6 : MEMBERSHIP YEAR

Membership in this Association shall be on an annual basis from October 1 of one year to September 30 of the following year.

ARTICLE III

MEETING OF MEMBERS

SECTION 1 : MEETINGS

An Annual Meeting of the Association shall be held in November. Special meetings of the membership may be called by the Chairperson of the Board, or by written request of thirty percent (30%) of the participating members of the Association.

SECTION 2 : NOTICE OF MEETINGS

Written or printed notice stating the time, date and location of any meeting of participating members of the Association shall be delivered to each participating member not less than seven (7) days and not more than 50 (fifty) days before the date of such meeting. In the event of a special meeting, the purpose or purposes for which the meeting is called shall be stated in the notice.

SECTION 3 : QUORUM

A quorum shall consist of a majority of the participating members present at a meeting.

SECTION 4 : ORDER OF BUSINESS

At the meetings of the Association, the following shall be the order of business:

- Roll Call
- Reading and Approval of the Minutes
- Chairman's Report
- Treasurer's Report
- Reports of Standing Committees
- Reports of Special Committees
- Old Business
- New Business
- Adjournment

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1 : AFFAIRS

The affairs of the Association shall be managed by the Board of Directors (hereafter referred to as the "Board").

SECTION 2 : ELECTION

The Board of Directors shall be elected at the annual meeting of the participating members. One-half (1/2) of the Board shall be elected each year, except to fill vacancies that arise. The order of election shall be Chairman, Director of Finance, Secretary, Director of Meet Operations and Director of Hosted Events in even years and all other Directors in odd years.

SECTION 3 : LENGTH OF TERM

Each elected Director shall serve a two-year term. Any director may be elected to serve more than one term.

SECTION 4 : NOMINATING COMMITTEE

A Nominating committee of five (5) participating members of the Association shall be appointed by the Chairman of the Board ninety (90) days prior to the Annual Association meeting in November. Two (2) of the members shall be current Board members and three (3) of the members shall be active participation members of the Association. The Nominating Committee shall select a slate of candidates to fill vacancies on the Board for the upcoming term. The slate of candidates shall be presented for election at the annual fall meeting of the Association. The slate of candidates shall be printed and distributed with the notice announcing the annual meeting.

SECTION 5 : VACANCIES

Vacancies on the Board will be appointed by the Chairman and approved by the Board. Their tenure will be for the unexpired term.

SECTION 6 : MEETINGS

Regular meetings of the Board shall be held monthly or as designated by the Chairman.

SECTION 7 : SPECIAL MEETINGS

A special meeting of the Board may be called by the Chairman or at the request of at least three (3) Board members. Notice of any special meetings of the Board shall be given at least seven (7) days prior to the date of the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail. Purpose of the meeting need not be specified in the notice.

SECTION 8 : QUORUM

A majority of the elected Board must be present to constitute a quorum and to transact business.

ARTICLE V

DUTIES AND POWERS OF THE BOARD

SECTION 1 : OFFICERS

The Officers of the Board of the Association shall be:

Chairman
Vice Chairman (s)
Director of Administration
Director of Finance
Director of Hosted Events
Secretary
Director of Public Relations
Director of Meet Operations
Director of Special Operations
Director of Ways and Means

SECTION 2 : CHAIRMAN

The Chairman shall be the principal Officer of the Board. He/She shall preside at all meetings of the Board. He/She may sign for the Board contracts or other instruments that the Board has authorized to be executed. The Chairman will be the liaison between the Board and the County.

SECTION 3 : VICE-CHAIRMAN (S)

The Vice-Chairman(s) serve at the request of the Chairman. The Vice-Chairman(s) is appointed by the Chairman. The Chairman can appoint up to three (3) Vice-Chairmen. The Vice-Chairmen will have no vote on the Board.

SECTION 4 : DIRECTOR OF ADMINISTRATION

The Director of Administration shall be responsible for recruitment of members for vacancies of job positions throughout the Association. He/She is responsible for the preparation of the annual calendar. In the absence of the Chairman, the Director of Administration shall assume the duties of the Chairman.

SECTION 5 : DIRECTOR OF FINANCE

The Director of Finance shall be responsible for the Associations fiscal affairs and policy. He/She will administer the Associations treasury and inventor and maintain the Associations properties. He/She will issue checks for expenditures authorized by the Board, prepare and distribute monthly checks, balance and maintain escrow accounts, pay all bills authorized by the Board, prepare financial and tax statements and develop a budget of revenues and expenses. The Director of Finance shall oversee/be responsible for preparation of monthly billing statements, collection of fees and the issuance of delinquent statements. These functions may be accomplished by contractual work authorized by the Board or a special assistant may be appointed by the Board.

SECTION 6 : DIRECTOR OF HOSTED EVENTS

The Director of Hosted Events shall be responsible for hospitality and concessions at swim meets and functions sponsored by the Board and the swim team.

SECTION 7 : DIRECTOR OF PUBLIC RELATIONS

The Director of Public Relations shall be responsible for the Associations publicity, the Associations newsletter and communications between coaching staff and participating members and swimmers.

SECTION 8 : SECRETARY

The Secretary shall be responsible for the minutes of the Board and Association meetings. The Secretary is responsible for preparation of any and all correspondence for the Association.

SECTION 9 : DIRECTOR OF MEET OPERATIONS

The Director of Meet Operations will direct the Associations swim meets by being in charge of the overall planning and operation. He/She will coordinate with USS and other swim associations and organizations and establish swim meet schedules. He/She will ensure correct swim meet entries and handle host responsibilities for visiting teams, officials and coaches.

SECTION 10 : DIRECTOR OF SPECIAL OPERATIONS

The Director of Special Operations will supervise, coordinate and plan any special events required by the Association. All official functions and social events will be managed by this director.

SECTION 11 : DIRECTOR OF WAYS AND MEANS

The Director of Ways and Means shall be responsible for sales and promotions as well as solicitation of donations and contributions necessary to balance revenues and expenditures of the Association.

ARTICLE VII

STANDING COMMITTEES

SECTION 1 : STANDING COMMITTEES

The Board will designate and appoint Standing Committees, each of which shall consist of one or more Chairmen. They will act as working bodies only and will not make policy that has not been set forth by the Board. All Chairpersons are responsible to an appropriate officer of the Board.

SECTION 2 : TERM OF OFFICE

Each committee Chairperson shall serve a two-year term. Each committee Chairperson shall continue as such until his or her successor is appointed, unless the committee is terminated or the member ceases to qualify as an active participating member.

ARTICLE VIII

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1 : CONTRACTS

The Board may authorize any officer, agent, or agents of the Association in addition to the officers so authorized by these By-laws to enter into any contract in the name of and/or behalf of the Association.

SECTION 2 : CHECKS AND DRAFTS

All checks and drafts for the payment of bills, notes or other forms of indebtedness issued in the name of the Association, shall be signed by such officers, agent(s) in such a manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such checks, notes and other evidence of indebtedness shall be signed by the Director of Finance.

SECTION 3 : DEPOSITS

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies or other financial institutions as the Board may determine.

ARTICLE IX

DUES

SECTION 1 : DUES

The Board may determine the amount of annual dues that may be necessary. The Board may determine the amount of monthly swimming fees, dues, escrow fees, travel funds, concession charges and other charges necessary to ensure the financial integrity of the Association.

SECTION 2 : PAYMENT OF DUES

The annual and monthly dues are payable during the fiscal year on a regular scheduled basis as established by the Board. The Board may establish and enforce a delinquency policy.

SECTION 3 : DEFAULT AND TERMINATION OF MEMBERSHIP

When any participating member shall be in default in the payment of dues and assessments in violation of the delinquency policy of the Board, that member may be temporarily or permanently removed from active participation in the program at the discretion of the Board.

SECTION 4 : WAIVING OF FEES

The Board may, at its discretion, waive, or reduce any and all fees and dues of any participating member.

ARTICLE X

WAIVER OF NOTICE

Whenever a notice is required to be given under the provisions of the Kansas Non-Profit Corporation Act, or under the provisions of the Articles of Incorporation or the By-laws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent of such notice.

ARTICLE XI

AMENDMENT TO THE BY-LAWS

These By-laws may be amended at any meeting of the Board of Directors or any meeting of the Association. A two-thirds (2/3) vote of the Board or the Association is required.

SECTION 1 : AMENDMENT BY THE BOARD OF DIRECTORS

Each proposed amendment at the Board level must be submitted to the Secretary of the Board to be placed on the agenda. It must be read at one Board meeting and acted upon at the next scheduled Board meeting. The written proposed amendment must be distributed with the announcement of the meeting.

SECTION 2 : AMENDMENT BY THE ASSOCIATION

Thirty percent (30 %) of the participating members of the Association may call for a meeting to amend the By-laws. The proposed amendment must be distributed to the membership 30 days prior to the meeting. A quorum of the Association must be present at the meeting to review the amendment and a two-thirds (2/3) vote of the Association members present is required to amend the By-laws.

ARTICLE XI

RULES OF ORDER TO GOVERN ASSOCIATION MEETINGS

The rules contained in Robert's Rules of Order – Revised shall govern all deliberations except when they are in conflict with the Articles of Incorporation or these By-laws.