

**JOHNSON RANCH RACQUET CLUB  
BARRACUDAS SWIM TEAM  
BYLAWS—Approved 07/07/2008**

***I. Team Philosophy***

- A. The operation of all aspects of the Johnson Ranch Racquet Club Barracudas Swim Team (The "Team") shall be guided with the following elements in mind, in order of importance:
  - 1. Recreation and physical fitness;
  - 2. Sportsmanship and team spirit; and
  - 3. Competition
- B. While competition is recognized as an important part of the Team, it is the Team's belief that all swimmers should participate regardless of swimming proficiency, enabling the maximum number of swimmers to enjoy a well-rounded, recreational program.
- C. It shall be the responsibility of the Board to enforce the Team bylaws and the philosophy of the Team. The Board shall review issues on a case-by-case basis, and shall make recommendations to the Club manager, who has the ultimate decision-making authority.
- D. The Team shall operate on a swim season basis, with each season running from September through the next following August.

***II. Members***

- A. The members of the Team, during any swim season, are those swimmers and their families who:
  - 1. Are members in good standing of the Johnson Ranch Racquet Club (the "Club") during that season
  - 2. Have paid the appropriate Team fees to the Club for that season;
  - 3. Have completed the Team registration forms for the season including registering for at least one parent committee; and
  - 4. Have supplied the Team with a copy of a birth certificate for each swimmer registered (new swimmers only).
- B. There will be open enrollment, however, the Board reserves the right to limit age groups, which become over-crowded. In the event of limitations, priorities will be given to returning swimmers and siblings of returning swimmers.
- C. Team Fees
  - 1. The Team fees to be paid by each member to the Club for each season shall be established by the Club after consultation with the Board.
  - 2. The Team fees are due and payable for each season as established by the Board.

***III. Team Board***

- A. General Powers
  - 1. The business and affairs of the Team shall be governed by its Board consistent with the rules and regulations of the Club.

2. The Board may adopt such rules for the conduct of their meetings and the management of the Team as they may deem proper; provided, however, that no such rule shall be inconsistent with these bylaws.
3. The Board shall publish a Team Handbook each season, summarizing important information for the swimmers and their parents, including but not limited to:
  - a) How the Team functions;
  - b) How the swim meets are run; and
  - c) The Parent Committees.
4. Parent Committees
  - a) The Board shall establish such parent committees as the Board deems appropriate.
  - b) The Board shall select a chairperson for each committee from among the parent members of the Team.
  
  - c) The description of the tasks to be performed by each committee shall be set forth in the Team Handbook and in such job descriptions as the Board may develop.
5. The Board and the Club may adopt such swimmer and parent disciplinary policies and procedures as they deem appropriate.

#### B. Board Members

1. The Board shall consist of the following members:
  - a) President;
  - b) Vice-President
  - c) Secretary;
  - d) Treasurer;
  - e) League Representative;
  - f) Championships Representative;
  - g) Parent Volunteer Coordinator;
  - h) Social Chair;
  - i) Fund Raising Chair;
  - j) Club Manager;
  - k) Past President;
  - l) Registrar;
  - m) Spirit Chair;
  - n) Communications Chair; and
  
2. Each Board member, other than the Past President, Head Swim Coach, and the Club Manager shall be elected by a majority of the family members as follows:
  - a) Each family shall be entitled to one (1) vote for each board position, with no cumulative voting.
  - b) In July the Board shall appoint a nominating committee consisting of three (3) members, no more than one (1) of whom shall be a then current Board member.
  - c) The nominating committee shall nominate only parents of current Team members who have consented to serve if elected.

- d) The Secretary shall present the slate of nominees to the family members who shall vote by secret ballot immediately following the end of the swim season.
- e) The new Board of Directors shall take office on the first meeting in September.

3. Each Board member shall hold office until a successor is elected or until death or resignation.

4. Any vacancy in office shall be filled by appointment by the remaining Board members.

5. Removal of any duly elected officer should be done only after all other efforts have been exhausted. If all efforts fail, the President or Vice President shall appoint a sub-committee consisting of the President or Vice President, one other elected officer, and Club Manager. This committee shall make an objective review of the officer's performance. After review, the sub-committee by a unanimous vote may recommend to the whole Board a vote to remove an officer from the Board of Directors. Removal from office must be approved by 75% of the entire Board of Directors.

#### C. Meetings

- 1. The Board shall meet on such dates, at such times and at such locations as selected by the Board.
- 2. At the discretion of the President, any Team meeting may be conducted in accordance with Robert's Rules of Order.

#### D. Voting

- 1. Each Board member other than the President and the Past President shall have one (1) vote.
- 2. In the event of a tie vote, the President shall have the deciding vote.
- 3. A majority of the voting Board members is a quorum for the transaction of business, except to adjourn.
- 4. Action taken by a majority of the Board members present at a meeting held at which a quorum is present is an act of the Board, unless a greater number is required by the bylaws.
- 5. A meeting at which a quorum is initially present may continue to transact business despite the withdrawal of Board members if any action taken is approved by at least a majority of the required quorum for such meeting. Lacking a quorum, the President may begin the meeting as a sub-committee of the Board. However, no vote can occur until there is a quorum present.
- 6. Any action required or permitted to be taken by the Board may be taken without a meeting if, a majority of the members of the Board consent in writing or by e-mail to such action.

## ***IV. Board Members Individual Duties***

### **A. President**

1. The President shall be the chief executive officer of the Team.
2. The President shall preside at all meetings of the Board.
3. The President shall be responsible for the overall preparation of the Team for, and the participation of the Team in, each swim meet.
4. The President shall either serve as, or provide someone to serve as, the Meet Referee for all home dual meets.
5. The President shall assist the Registrar with team registration.
6. The President shall assist the Treasurer in preparation of the annual budget.
7. The President can call special meetings of the Board.
8. The President can appoint sub-committees to facilitate special projects or delegate specific responsibilities to Board members as the situation dictates.

### **B. Vice-President**

1. The Vice President shall assist the President of the of the Team.
2. The Vice President shall preside at all meetings of the Board in the absence of the President. The Vice President shall retain his/her voting privileges under these circumstances.
3. The Vice President shall act as a liaison between the parents and the coaching staff.
4. The Vice President shall be responsible for coordinating with the Computer Committee to maintain Team swim records.
5. The Vice-President will participate in sub-committees and direct special projects when requested by the President.

### **C. Secretary**

1. The Secretary shall keep and maintain a binder of minutes of all meetings of the Board.
2. The Secretary shall provide a copy of the minutes of each Board meeting to the other members of the Board, and post a copy of such minutes on the Team bulletin board, no later than one (1) week before the next Board meeting.
3. The Secretary shall be responsible for revising the Team Handbook, as directed by the Board.
4. The Secretary shall be responsible for coordinating such communications as the Board may direct, including but not limited to:
  - a) The Team bulletin board
  - b) The Team Newsletter
  - c) Articles for the Club Newsletter
  - d) The Team scrapbook/photo album
5. The Secretary shall be responsible for preparing and maintaining the Team File Boxes.

### **D. Treasurer**

1. The Treasurer shall be responsible for developing, presenting and managing the annual team budget. In preparing the Budget, the Treasurer shall consult with the Club Manager, Team Coach, and the Board on the anticipated revenues and expenditure for the following year.

2. The Treasurer will be responsible for getting Board approval, when necessary, all expenditures.
3. All revenues from Fund Raising events must be under the purview of the Treasurer.
4. The Treasurer shall make a report on the budget at each Board meeting.

#### **E. League Representative**

1. The League Representative shall represent the Team at the swim league meetings and shall vote at such meetings as directed by the Board and consistent with the philosophy of the Team.
2. The League Representative shall serve on the Registration Committee, and shall insure that registration of swimmers with the swim league is completed properly.
3. The League Representative shall either serve as, or provide someone to serve as, the Meet Director for all home dual meets.

#### **F. Championships Representative**

1. The Championships Representative shall represent the Team at all swim league Championships meetings and shall vote at such meetings as directed by the Board and consistent with the philosophy of the Team.
2. The Championships Representative shall oversee all Team activities for Championships, including program ads, Championship t-shirt sales, Team parent volunteers to work at Championships, and "league jobs" that are the responsibility of our Team.
3. The Championships Representative, together with the Registrar/Treasurer, shall assist the Head Coach as necessary with swimmer sign-ups for Championships and will coordinate with the Computer Committee to make sure swimmer information is transmitted to the swim league as required.
4. The Championships Representative shall work with the Social/Spirit Committee Chairperson to coordinate Championships spirit activities.

#### **G. Parent Volunteer Coordinator**

1. The Parent Volunteer Coordinator shall serve on the Registration Committee and review swimmer registration forms to assign parents to committees to work during dual meets.
2. The Parent Volunteer Coordinator shall be responsible for scheduling and assigning parents to staff volunteer jobs at each home and away meet.
3. The Parent Volunteer Coordinator shall report and recommend action to the Board in the event a parent fails to fulfill their volunteer responsibilities.
4. The Parent Volunteer Coordinator shall assist the Secretary in revising and producing the Team Handbook for distribution to parents.

#### **H. Social Chair**

1. The Social Chair shall coordinate the Team's social activities, for parents and swimmers in conjunction with the Spirit Chair.
2. The Social Chair shall work with the Head Coach and the Spirit Chair to develop recognition/awards throughout the season and at the end of the season.
3. The Social Chair shall work with the Secretary, the Spirit Chair and the

Communications Chair to provide information to parents and Team members about activities.

**I. Fund Raising Chair**

1. Shall be responsible for planning and presenting an annual fund raising Budget, which is done in conjunction with the Treasurer.
2. Shall be in charge of all Barracuda wear.

**J. Club Manager**

1. The Club Manager shall be a voting member of the Board.

**K. Past President**

1. The Past President shall serve in an advisory capacity.
2. The Past President shall be a non-voting member of the Board.

**L. Registrar**

1. The Registrar shall be in charge of the Registration Committee, which shall also include the Aquatics Director, President, League Representative, Parent Volunteer Coordinator, Computer Committee Chairperson, and other Parent volunteers as deemed necessary.
2. The Registrar shall develop registration materials and instructions for front desk staff, at the direction of the Board.
3. The Registrar shall oversee the development and distribution of an accurate Team roster and mailing list.
4. The Registrar/Treasurer shall be responsible for preparing the Swimmer Sign-In/Out Binder.

**M. Spirit Chair**

1. The Spirit Chair shall work with the Social Chair, Championships Representative, Head Coach, and Club Manager to coordinate Championships spirit activities with the end-of-the-season party.
2. The Spirit Chair shall work with the Social Chair to plan events during the year for swimmers that will promote team unity and enthusiasm.

**N. Communications Chair**

1. The Communications Chair is responsible for communicating with members of the team.
2. The Communications Chair is responsible for developing a direct e-mail to facilitate direct communications between the Board and the team
3. The Communications Chair, in conjunction with the President and Vice President, shall maintain and update the Barracudas web site.
4. The Communications Director shall publicize all meets, clinics and special events with team members and the local media. The Communications chair shall be responsible for getting the results of each meet to the local media.

## ***V. Amendments***

- A. A bylaw may be amended only by a three-fourths (3/4) majority vote of the voting Board members.
- B. Each bylaw being amended shall be voted upon separately.