



Valdez Torpedoes Swim Club Bylaws

(September 2018)

Article I: Name

- A. This organization is a non-profit association of members with a common interest in aquatics. It shall be known as a Swim Club or formally known as the Valdez Torpedoes Swim Club, and referred to as VTSC.

Article II: Objectives

- A. The purposes of VTSC are to: provide educational opportunities in competitive swimming through organized training and competition; promote good sportsmanship, self-discipline, proper health and study habits; and to provide worthwhile physical and recreational outlets. It is to further provide children with the opportunity to compete individually and as a team at the local, state, and national levels under the auspices of USA Swimming. VTSC will be registered with USA Swimming and each VTSC member will be required to be a USA Swimming member.

Article III: Board of Directors

- A. The Board of Directors will consist of the President, Vice President, Secretary, and Treasurer and up to six (6) members-at-large. At no time may the number of Directors be less than 3.
 - 1. Directors shall serve in important positions as designated by the Board. Depending on circumstances, the same person may hold multiple positions.
 - 2. Members of the Board of Directors will be active voting members in good standing as outlined in Article IX.
 - 3. The Head Coach will be an ex-officio member.
 - 4. A Senior swim team member may be an ex-officio member.

- B. The Board of Directors will have authority over and will be responsible for the management and finances of the VTSC. It will have general control over all its activities and will make such rules and regulations, as they deem necessary concerning the conduct and activities of VTSC and its

members and the government of the committees. The Board may audit the books and records of VTSC.

- C. All Board of Directors positions will be elected by a simple majority vote of a quorum, which consists of twenty-five percent (25%) of the voting membership in good standing, at the annual election meeting. Voting will be by simple ballot.
- D. Vacancies on the Board will be filled by another member of VTSC. They will be appointed by the President and approved by the Board for the duration of the unexpired term.
- E. A Board member may be removed from office according to the following:
 - a. A majority vote by the Board of Directors. , OR
 - b. Elected Board member has missed three consecutive Board Meetings without notification and authorization from the President.

Article IV: Officers

- A. The officers of VTSC will consist of the President, Vice President, Secretary, and Treasurer.
- B. Each officer will hold office for a one-year term. All officers may hold their offices for any number of consecutive terms provided they are nominated and elected for the ensuing one-year term.
- C. President: will serve as the Chairman of the Board of Directors; preside over VTSC meetings; delegate authority and responsibility to VTSC members; act as a facilitation between the Coaches/Board/Membership; oversee all VTSC activities including monthly practice scheduling, pool availability, and training and certification of Coaches; attend, or appoint an alternate delegate to attend all meetings scheduled by Alaska Swimming and the annual Alaska Swimming meeting as a voting member for VTSC.
- D. Vice President: will preside at the meetings if the President is not present and will assume the office of the President in the event that the position is vacated; produce and distribute the VTSC Handbook and Orientation Packet to each household at the beginning of each year; act as the Chairman of the Scholarship Committee, and assist the President as needed.
- E. Secretary: will keep the minutes of the general meetings of the VTSC and the Board of Directors in book provided for that purpose, have custody of all official corporation documents, reports, and correspondence related to the proceedings of VTSC; and maintain historical records of VTSC.
- F. Treasurer: will collect and disburse all funds of VTSC, and keep a correct account of all monies received and paid out as directed by the Board of Directors; deposit the funds in the name of the VTSC in a depository approved by the Board; file all local, state, and federal taxes; assist the President in preparation of yearly United Way Application; supply a current financial report to the membership at general meetings, and to the Board of Directors at each Board Meeting. G
- G. . No salary or other compensation shall be paid to any officer, director, or member of VTSC for their specific job duties.

Article V: Nominations

- A. The nominating committee appointed by the Board of Directors will nominate candidates each year for all elected offices to be filled. The nominating committee will distribute the list of candidates to the membership at least fourteen (14) days prior to the annual meeting.
- B. The list of nominees does not preclude the general membership from making further nominations. Nominations must have the approval of the nominee either in person or in writing.

Article VI: Finances

- A. VTSC will open a checking account and may have a savings account at a local financial institution determined by the Board of Directors.
- B. All non-recurring expenditures over two hundred fifty dollars (\$250) will be approved by a majority of the Board Members.
- C. The fiscal year of VTSC will begin on January 1 and end on December 31.

Article VII: Fees

- A. The Board of Directors is responsible for setting all fees for VTSC. Approval consists of a simple majority vote of a quorum. This program may include, but is not limited to monthly dues, initiation fees, inactive fees, and multiple family member discounts. Changes to the fee structure will be announced to the general membership at the fall annual meeting.
- B. All swimmers accounts must be paid in full before participating in VTSC activities .

Article VIII: Membership

- A. Active voting membership in VTSC will consist of those parents or legal guardians who have children currently registered as USA Swimming athletes through VTSC, or who have swam in the last 8 months and have met the provisions of Article VIII. Each family household shall be considered a single unit, casting one vote. A member in good standing shall be entitled to vote.

Article IX: Meetings

- A. There will be a minimum of one (1) general meeting per year.
- B. The Board of Directors will meet monthly or as deemed necessary by the President
 - 1. A majority of Board members will constitute a quorum necessary for a transaction of business
 - 2. The membership at large is encouraged to attend Board Meetings and make presentations.
- C. Roberts Rules of Order Revised will govern the proceedings of VTSC in all cases in which they are not inconsistent with these by-laws.

Article X: Amendments to the By-Laws

- A. A copy of the proposed By-Law amendments shall be given to the President fourteen (14) days prior to a general membership vote.

- B. Approval of amendments will be by a simple majority vote of a quorum, which consists of twenty-five percent (25%) of voting membership in good standing, in attendance at the general membership meeting.

Article XI: Head Coach

- A. The Head Coach will be selected by the Board of Directors at a salary and on terms and conditions to be negotiated by the Head Coach and the Board. The Head Coach shall be responsible for and have authority to establish the training program, staff, and schedule including workouts and meet eligibility requirements in order to establish a competitive program that meets the philosophy of VTSC.
- B. The Coaching Staff will be hired by the Head Coach with the approval of the Board of Directors at a salary and on the terms and conditions to be negotiated by the Head Coach and the Board. The Assistant Coach(es) will work with the Head Coach in conducting training program schedules, workouts, meet eligibility, and selection of swimmers to attend the meets.
- C. The Head Coach and any additional coaching staff must be current with all training requirements of USA Swimming

Article XII: Travel

Families and Legal Guardians are responsible for their swimmers travel, lodging, and other expenses expected from Out-of-Town meets. Families and Legal Guardians are encouraged to communicate and arrange carpools for their swimmers at their own discretion.

Article XIII: Hearings, Appeals, and Athlete's Rights

- A. A swimmer may be subject to suspension if in the opinion of the coaching staff, or the Board of Directors, the swimmer exhibits behavior not consistent with and as outlined in our discipline policy.
- B. VTSC will follow the procedures outlined in the current By-Laws of Alaska Swimming and USA Swimming code books under Guide to Hearings and Appeals.

Article XIV: Organization and Dissolution

- A. In order for this organization to be dissolved, it shall require a recommendation from the Board of Directors and a sixty percent (60%) vote of the members as a special meeting called for that purpose. A written notice of the intention to dissolve, with time and meeting place noted, will be distributed to all VTSC members. The Board will dispose of all assets in accordance with the laws governing VTSC tax status.
- B. After the membership votes to dissolve VTSC, all monies in VTSC accounts will be used to immediately pay off all outstanding debts, as well as pro-rated reimbursement of VTSC dues paid in advance by members.
- C. Remaining monies shall be placed in an account, and equipment stored in a secure place, each to be determined by the Board of Directors, for a period of time not to exceed three (3) years.

- D. While monies remain inactive, the Board Officers shall retain their offices, and shall meet a minimum of one (1) time a year, and as deemed necessary by the President, to review monies, inventory, and VTSC business.
- E. Should any Valdez citizens decide to reorganize VTSC, or start a new competitive swim club, the Board Officers are to turn over all monies and remaining equipment to the new club no later than one (1) year after inception, to aid in the growth of the new club. The named organization must be a section 501(c)(3) organization when the assets are distributed.
- F. Should VTSC fail to reorganize before three (3) years after dissolution, and should no other community citizens form a competitive swim club, all remaining monies and equipment shall be turned over to a local public organization, for the express purpose of enhancing children's recreational activities in Valdez.