CARROLLWOOD VILLAGE SWIM ASSOCIATION, INC.

BY-LAWS

ARTICLE I

Name

The name of this Organization shall be "Carrollwood Village Swim Team, Inc."

ARTICLE II

Purpose

The general purpose and objectives of this Organization are:
1. To promote competitive and recreational swimming and to provide a program of swimming training, instruction and competition for the development of novice to international caliber swimmers. This Organization is to have a unique family orientation.
2. To sponsor, arrange and promote meets and/or exhibitions by its members, with or without charge, for the purpose of furthering the objectives of the Organization.
3. To acquire such equipment and other items of personal property as may be reasonably necessary to carry out the purpose of the organization.
4. To do all things necessary to carry out the objectives of the Organization.

ARTICLE III

Membership

Membership in the Organization shall be limited to those currently registered as follows: to the parents in the families who have paid the enrollment fees for at least one (1) swimmer in one (1) of the practice groups provided by the Organization during the previous twelve (12) months; any swimmer who has been enrolled in the program for the previous twelve (12) months; Coaches; Alumni or other community leaders as appointed by the Board of Directors or by the Head Coach.

The Board of Directors/Head Coach shall have the exclusive power to determine qualifications for membership. A member may be expelled by vote of a majority of the Board of Directors or by the Head Coach.

For the purpose of voting, there will be one (1) vote per family unit. A qualifying membership list shall be maintained by the Board of Directors Co-Treasurers.

ARTICLE IV

Board of Directors

1. The Board of Directors shall consist of the members of the Organization who are duly elected officers and those who are appointed, by the President, to the following Committee Positions: Co Meet Directors (2), Swim Shop Director, Advertising Director and Fundraising Driector, who shall serve until a new Board of Directors is elected.
2. Board of Directors meetings shall be open unless the President stipulates otherwise.
3. The Board of Directors shall be elected at an Annual Awards Dinner held in August or September of each year by a majority vote of the members present (absentee ballots may be submitted by mail) and shall hold office for one (1) year or until their successors are elected or appointed.
4. A Board of Directors member may, for good cause, be removed from the Swim Board by a two-thirds vote of the Board of Director's Membership.
5. Vacancies in the Board of Directors may be filled by the President until the next Annual election.
6. The Board of Directors shall have full power to manage the affairs of the Organization. A quorum shall consist of five (5) members of the Board.
7. The two (2) Athlete positions on the Board of Directors will be elected by the currently registered athletes, who have been registered with the Organization for the previous twelve (12) months. This election will take place after the previous year's Awards Dinner but prior to the newly elected Board's first regularly scheduled meeting.

ARTICLE V

Duties of the Board of Directors

1. The officers of the Organization shall consist of a President, Vice-President, Secretary, Co-Treasurers (2), Alumni Director and two (2) Athlete Representatives (The immediate Past-President will also sit on the Board as a non-voting member in years when that person goes off the Board).
2. The President may call meetings of the Board of Directors when he/she shall deem necessary, shall preside at all meetings of said Board and meetings of the Organization and generally shall perform such other duties as appertain to the office of the President.
3. The Vice-President shall have the power to perform the duties of the President in his absence or inability to act and such other duties as are delegated to

him/her by the President. The Vice President is also charged with organizing the Calling Committee and with organizing the Annual Awards Banquet and Annual Parent's Holiday Party.

4. The Secretary shall keep a permanent records and the minutes of the Board of Directors and Organization Meetings and keep a permanent attendance record. In addition, the Secretary shall prepare official correspondence as required in the conduct of the Organizations business.

5. The Co-Treasurers shall receive all monies of the Organization and pay all bills approved by the President or the Vice-President or by the Board of Directors, except expense items ($500.00 or less) approved by the Head Coach and supported by receipts; Meet Entry Fees; and Coaches Travel expenses which are supported by receipts and approved by the Head Coach. The Treasurers shall report at each meeting of the Board of Directors regarding income, disbursements and balance on hand. They shall, whenever required by the Board, submit and turn over to said Board all monies, account books, papers, vouchers and records of any kind, including bank and check books, pertaining to their office and shall turn over the same to their successor(s) when elected. They shall submit to the Board of Directors for approval the proposed budget for the year. They shall submit a final written report at the end of the year which shall include, but not be limited to, in reasonable detail a record of income and disbursements for the year. They shall see to the registration of members into the Carrollwood Village Swim Team and Florida Swimming, Inc., of United States Swimming.

6. The Alumni Director shall direct and oversee all communications with and activities for the CVST Alumni and assist all other Board Members and Committee Chairpersons with activities involving Alumni.

7. The two (2) Athlete Representatives will be responsible for communicating between the Board and the Athletes as to the Organization.

8. The Immediate Past-President will sit on the Board as a non-voting member, to help to ensure a smooth transition between the past Board and the new Board of Directors.

9. Other members of the Board of Directors and their duties are specified below.

A. The Co Meet Directors, with the Coaching Staff, will plan and administer all meets that CVST hosts, including dual and invitational meets, insuring that all aspects of the meets are organized and planned. They will also work with the Advertising Director in the organization and preparation of the team sponsorships and meet programs, which include advertising, for the various meets which the Organization sponsors.

B. The Swim Shop Director will work with the Head Coach and Treasurers in providing pieces of the team uniform and various training equipment to be made available to members of the Organization.

C. The Advertising Director will organize and administer the Organizations Sponsorship Campaign and Advertising Campaign for the year.

D. The Fund Raising Director shall work with the President and Treasurers in the organization of events offered by the Organization in an

effort to raise funds, as well as, events of a social nature for the membership of the Organization.

ARTICLE VI

Meetings

1. The Organization will hold one (1) regular meeting per year at the Annual Awards Banquet. The election of the members of the Board of Directors for the following year will be held at the Annual Awards Dinner. The President and/or the Board of Directors shall, if deemed necessary, call special meetings of the membership upon written notification mailed seven (7) days in advance. The membership can require the President to call a special meeting for a specific purpose or purposes upon submission to the President of a petition setting forth such purpose or purposes and the signatures of no less than one-third (1/3) of the membership. No business other than specified in such petition shall be conducted at such meeting.
2. The Board of Directors will meet monthly, if needed, at such time as the President shall designate. Additional meetings may be called at the discretion of the President or by a quorum of the Board of Directors.

ARTICLE VII

Nomination and Election of Officers and Swim Board

1. A Nominating Committee, consisting of the Head Coach and two (2) Board of Directors members as appointed by the President shall present names of suitable nominees for Officers and other Board positions for election for the following year. The proposal slate shall be mailed or e-mailed to the membership or may be posted on the organization web site on or about August 15, of each year. Nominations may be made from the membership to the nominating committee no later than seven (7) days after the announcement of the proposed slate. The election will be conducted at the beginning of the Annual Awards Banquet, and announced when votes are tallied
2. When there are no nominations submitted by the membership the election shall proceed by acclamation.
3. The newly elected Officers and Board of Directors will assume office immediately following the Annual Awards Banquet. The retiring Officers and Board of Directors shall complete the year's work and shall turn over all books, papers and records to their successors by the new Boards first scheduled meeting.

ARTICLE VIII

Finances

1. During the first scheduled meeting of the new Board of Directors, the proposed budget for the fiscal year (September-August) shall be reviewed. This budget, which would include proposed fees to be charged for the swim programs provided by the Organization, would be prepared and presented by the past Treasurers and voted on by the new Board of Directors at the next meeting of the Board.
2. The financial position of the Organization, as compared to it's budget, will be presented at all Board of Directors meetings to determine if any changes to the budget as approved in October are required based on income and disbursements as recorded as of that time.
3. Other matters regarding finances may be taken up by the Board of Directors at any meeting.

ARTICLE IX

Committees

The President of the Board of Directors may appoint the following Committee Chairman and such other Committees and Committee Chairman as deemed necessary, from the Board of Directors and membership at large. Said Committee Chairman may appoint members to their committees from the membership at large.
1. A delegate to Florida Swimming, Inc., of USA Swimming to represent the Carrollwood Village Swim Team, Inc. therein a 1-year term unless dismissed by the President.
2. Grievance Committee - the Board of Directors and the Head Coach shall sit as the grievance committee to administer guidelines and function pursuant to the grievance procedure approved by the Board.
3.Finance Committee - to aid the Treasurer with fiscal planning, to keep inventory and/or other account of the Organization's property, and to periodically audit the finances of organization (this committee will not be chaired by the treasurer).
4. Hospitality Committee - to help integrate new swimmers and parents into the CVST program as well as assist the Fund Raising Director with all aspects of events pertaining to social events.
5. Swim Meet Committee - to assist the Co Meet Directors with the planning and implementation with regard to all swim meets hosted by CVST.
6. Publicity Committee - to assist the Board and Coaching Staff in regard to contacting the media in an effort to acquire publicity for the Organization and members of the team.

ARTICLE X

Employed Personnel

1. The Head Coach shall be hired by the Board of Directors.
2. The Assistant Coaches, shall be hired by the Head Coach
3. All personnel, including the Head Coach, shall be employees of the Organization.
4. The Head Coach shall be dismissed by the Board of Directors. The Board of Directors shall not, however, dismiss the Head Coach from employment until after a meeting of the membership, attended by a quorum of the Board of Directors and the Head Coach. The membership shall be mailed written notice of the meeting seven (7) days in advance. The notice shall state that the purpose of the meeting is a discussion of dismissal of the Head Coach from employment.
5. Assistant Coaches shall be dismissed by the Head Coach.

ARTICLE XI

Amendments

1. These Bylaws may be amended at the time of the Annual election of Officers and the Board of Directors, or at an expressly called meeting of the membership.
2. Amendments may be proposed by the Board of Directors or the Head Coach. The membership at large may propose amendments through the submission of a petition containing the signatures of no less than one-third (1/3) of the membership.
3. When amendments to the Bylaws are to be proposed for membership vote, seven (7) days written notice of the proposed amendment must be mailed or e-mailed to the membership or may be posted on the organization web site.
4. An amendment requires approval of two-thirds (2/3) of the members present and voting for adoption.