**2019 BY-LAWS OF THE**

**Village Park Piranhas MEMBER SWIM CLUB**

**ARTICLE 1**

**NAME**

The name of this organization is the Village Park Piranhas chartered MEMBER SWIM CLUB of the Irvine Swim League, a nonprofit mutual benefit corporation organized under the California Nonprofit Mutual Benefit Corporation Law ("ISL").

**ARTICLE 2**

**POWERS**

The powers of this organization shall be the direct, manage, supervise, and control its business, property and funds to carry out its objectives.

**ARTICLE 3**

**PURPOSES AND OBJECTIVES**

**Section 3.1**. This MEMBER SWIM CLUB is formed to operate as a Chartered MEMBER SWIM CLUB of the ISL.

**Section 3.2**. This MEMBER SWIM CLUB is organized and operated exclusively for providing substantially all of its activities for pleasure, recreational and other non profitable purposes, including recreational, competitive swimming for children in the Village Park community of Irvine, within the meaning of Section 501(C)(7) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, and its corresponding provisions in the California Corporations Code, and to engage in any other lawful activities permitted under the California Nonprofit Mutual Benefit Corporation Law. Notwithstanding any other provision of these Bylaws, this MEMBER SWM CLUB shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purposes of this MEMBER SWIM CLUB, and the MEMBER SWIM CLUB shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(7) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, and its corresponding provisions in the California Corporations Code.

**Section 3.3.** The objective of this MEMBER SWIM CLUB is to provide a fun and safe environment where boys and girls can improve swim techniques and be introduced to swim competition.

**ARTICLE 4**

**GEOGRAPHICAL AREA**

The geographical area shall be Irvine or as permitted by the ISL.

**ARTICLE 5**

**MEMBERSHIP**

**Section 5.1.** The classification of memberships in this organization shall be CLUB MEMBERS. There shall be no greater than one hundred and twenty (130) CLUB MEMBERS at any one time, unless permission granted from ISL.

**Section 5.2.** CLUB MEMBERS shall be children, ages five (5) through eighteen (18), whose family member(s) or legal guardian(s) reside in the geographical area of this MEMBER SWIM CLUB, except that those in an area where there is no Chartered MEMBER SWIM CLUB may become members of this MEMBER SWIM CLUB until a new MEMBER SWIM CLUB may be chartered. Each prospective CLUB MEMBER must be accepted under the By-Laws of this MEMBER SWIM CLUB and must continue to comply with these By-Laws, and must pay such annual dues as may be fixed. Other CLUB MEMBER requirements may be adopted by the Board of Directors from time to time. Volunteer participation by a CLUB MEMBER'S parent(s), guardian(s) or other responsible adult is required.

**Section 5.3.** All records of this organization shall be kept by the appropriate officers of this MEMBER SWM CLUB.

**Section 5.4.** Any member may be suspended or expelled from membership by a three fourths (3/4) vote of the Board of Directors.

If membership dues remain unpaid for a period of thirty (30) days after written notice by a board member of such delinquency and of intention to declare such a forfeiture of membership, if not paid, such membership shall terminate, and such member shall cease to be in good standing until he or she may be reinstated by the Board of Directors.

**Section 5.5.** Membership of any CLUB MEMBER shall cease on the happening of any of the following events:

1. The failure of a CLUB MEMBER or a CLUB MEMBER'S parent(s) or guardian(s) to actively participate in the activities of the organization as required by this MEMBER SWIM CLUB,

(b) The failure of the CLUB MEMBER to pay its dues or assessments in a timely fashion after notice;

(c) The resignation of the CLUB MEMBER; or

(d) Rules violations.

**ARTICLE 6**

**BOARD OF DIRECTORS AND OFFICERS**

**Section 6.1.** The Board of Directors of this MEMBER SWIM CLUB shall be composed of the officers and such other directors as described, elected by the MEMBER SWIM CLUB at an annual meeting.

**Section 6.2**. The officers of this MEMBER SWIM CLUB shall consist of 7 or 9 members to be determined as needed. These officers shall be elected at an annual meeting of the MEMBER SWIM CLUB.

**Section 6.3.** The Board of Directors and each of the Officers shall have the powers and duties usually attached to said offices and shall, in addition have the powers and duties assigned to them by these By-Laws and by this MEMBER SWIM CLUB.

(a) President (VPCA resident)

* ISL **–**serves as team liaison and attends ISL board events/meetings (monthly March-August).
* VPCA **–**serves as team liaison and attends VPCA board meetings (1-2). Coordinates keys from VPCA for coaches and cafe coordinators, addresses concerns for VPCA office.
* Piranhas Board **–**attends swim board meeting with other board members to address agenda items (monthly Jan-Aug).
* Parent meeting **–**presents swim team to parents at parent meeting.
* Awards dinner **–** distributes end of season swimmer trophies. Acknowledge parents for volunteering.
* Swim meets **–**meets and greets visiting team presidents; meets/coordinates with hosting team presidents.
* Oversight **–**swim team. Available for emergency events at VPCA pool of swimmers and property.
* Recruiting **–**works with board members to recruit new board members as necessary. Searches for head coach when necessary.

(b) Vice-President (VPCA resident)

* Support **–**supports president in meetings, swim events, swim team activities. Will involve attending different meetings for president as “pinch hitter”. This position is ideally a president-in-training.

(c) Vice-President Registrar

* Advertises **–**publicizes approaching registration dates for returning and new swimmers.
* Communication **–**announces opening of registration via email, and communicates directly with families with registration relevant swim questions
* Registration **–**collects and processes registration for returning and new swimmers. Coordinates with ISL registration of all swimmers. Collects residency verification proof for ISL

(d)Statistician

* Team stats and records **–**enters and maintains information on team laptop at each team meet, at home and away, including championship meet. Prints labels for ribbons. Forwards relevant data night of meet to team reporter. Coordinates with ribbon writer and sorters at time of meets.
* Ribbons **–**manages inventory and orders from ISL as needed for each season
* Trophies **–**plans, prepares, and orders end of season swimmer trophies.
* Oversees - ribbon writers and sorters at meets, and team reporter for ISL newspaper submissions and team website

(e) Treasurer

* Money management **–**manages inflow and outflow of all monies**.**Pays team bills from team bank account, reimburses receipts, and performs audits of café sales.
	+ ISL Management **-** remits promptly to the ISL all dues or assessments payable to the ISL in the amounts and at the time such payments may be due along with all necessary forms and documentation.
	+ Maintains **–**files of all relevant receipts and invoices, integrated accounting software such as Quickbooks, and brings updated financials to all board meetings.

(f) Volunteer Coordinator

* Website oversight **–**monitors scheduling and assignment fulfillment by volunteers.
* Volunteer accountability **–**assesses penalties with treasurer for no-show individuals.
* Trains **–**mentor leads for key meet positions (ready bench, timers, facilities). Trains leads and volunteers to execute positions successfully.
* Oversight **–**prepares name tags for volunteers at all meets. Greets volunteers and directs as necessary to successfully complete assignments for meets (home & away) and daily pool practice (deck and gate monitors). Provides waters for volunteers on deck at home meets.

(g) Secretary

* Finances **–**performs money counts with treasurer at conclusion of each home meet.
* Meetings **–** schedules meetings for board member events. Drafts meeting agendas and document meeting minutes for presidential review. Posts information in team docs folder for Board member access. Project manages all board activities.
* Team website **–**responsible for routing general inquiries to the appropriate parties. Manages website edits in a timely manner.
* Team Parent Handbook & Calendar **–**responsible for editing parent handbook and calendar of events. Provides season calendar to VPCA.
* Team communications **–**responsible for drafting and forwarding email communications from Team Unify to swim families. Communicates directions and cafe menu with visiting teams.

(h)Additional Board positions may be created and filled at the discretion of the Board, as long as an odd number of board positions are maintained. The Board may appoint standing and ad hoc committees as needed.

(i) The Board of Directors shall be vested with the power and the duty of transacting all business of the MEMBER SWM CLUB. It shall be responsible for carrying out the objectives and purposes of the MEMBER SWM CLUB and shall make such rules and regulations as shall be deemed advisable provided only that such rules and regulations are not in conflict with these By-Laws.

**Section 6.4.** Any Officer may be removed by a three-fourths (3/4) vote of the Board of directors.

**Section 6.5**. Vacancies, however created, shall be filled by an election to be held at the next regular meeting of the Board of Directors following the creation of such vacancies. Whenever a vacancy shall occur in any of the elective offices of this MEMBER SWIM CLUB, the duties pertaining to the office becoming vacant shall be performed as agreed upon by the remaining board members.

**Section 6.6**. A minimum of one (1) representative shall attend the Regular Annual Meeting or any special meeting of the ISL and to represent this organization.

**ARTICLE 7**

**COMMITTEES**

**Section 7.1.** The Board of Directors shall have full power to appoint. All members of the committees shall hold the office at the pleasure of the Board of Directors, and shall in no event, be deemed to continue in appointments beyond the time of the annual election, unless reappointed. All committees report to the president.

**Section 7.2**. The Standing Committees of the MEMBER SWM CLUB shall be established by the Board of Directors.

**ARTICLES 8**

**MEETINGS**

**Section 8.1.** Board of Directors' Meetings. The Board of Directors shall meet [once each month/regularly), at a time and place to be designated by the President. A quorum shall consist of a simple majority of the full Board of Directors. A Board meeting may be called at any time by the President or by request of one-third (1/3) of the full Board of Directors. Decisions will be made based on a majority vote taken at the meeting.

Attendance at Board of Directors meetings by non Board members and non Village Park Piranhas families is permitted with 7 days written notice to the team President. Such attendance will be limited to 30 minutes per meeting. At its meetings, the Board of Directors will discuss and resolve all issues related to the operation of the SWIM CLUB, including but not limited to the following:

1. Operating charter

2. Registration

3. Coach selection/update

4. Finances

5. Meet operations

6. Participation requirements

7. Filling of vacated positions

**Section 8.2**. MEMBER SWIM CLUB Meetings. An election meeting of all the CLUB MEMBERS of the MEMBER SWIM CLUB shall be held annually at a time and place designated by the Board of Directors. Special meetings may be called at any time by the President or by majority of the Board of Directors. A quorum shall consist of 50% plus one of families with at least one (1) CLUB MEMBER ("CLUB MEMBER'S FAMILY" or "CLUB MEMBER'S FAMLIES"). Notice of each general meeting of the MEMBER SWIM CLUB shall be given to each CLUB MEMBER'S FAMILY in good standing prior to such meeting stating the time and place.

**ARTICLES 9**

**FINANCES**

**Section 9.1.** Sources. The revenue of this MEMBER SWIM CLUB shall be derived from dues and contributions. The Board of Directors shall have the power to solicit and receive dues from CLUB MEMBERS.

**Section 9.2**. The fiscal year shall begin on the first day of January and end on the last day of December, each year.

**Section 9.3** No disbursement of funds shall be made until first approved by the Treasurer or, in the absence of the Treasurer, the President. All disbursements require a receipt for business purposes. All checks, drafts, demands for money and notes in excess of $150 shall be signed by two (2) elected Officers of the Board of Directors.

**Section 9.4.** Disbursement of Funds. All disbursements shall be made solely by check. No disbursement of corporation money or property shall be made until it is first approved by the President of the corporation or by the Treasurer or by the Directors. However, the Directors shall have the authority to appropriate specific sums to fulfill the objects and purposes for which the ISL was formed and to direct the officers of the MEMBER SWIM CLUB from time to time to make disbursements to implement the appropriations.

**ARTICLE 10**

**VOTING**

Only those CLUB MEMBER'S FAMLES who have CLUB MEMBERS in good standing for more than thirty (30) days prior to the annual meeting held in August or September for election of officers and directors, shall be eligible to vote for such officers and directors. A CLUB MEMBER'S FAMLY shall be entitled to one (1) vote regardless of whether it has one or more CLUB MEMBERS.

**ARTICLE 11**

**PARLIAMENTARY AUTHORITY**

**Section 11.1**. All meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

**Section 11.2.** These By-Laws shall be subject to the provisions of the Articles and By-Laws as adopted and amended from time to time by the ISL, which provisions are incorporated and made a part, wherever appropriate. A copy of these By-Laws, as amended from time to time, shall be filed with and subject to approval of the ISL.

**ARTICLE 12**

**AMENDMENTS**

These By-Laws may be amended at any meeting of the MEMBER SWIM CLUB by a majority of the voting members provided such amendment be proposed in writing and filed with the Secretary at least fifteen (15) days prior to such meeting. Any amendment becomes effective immediately. The By-Laws as amended must be submitted to the ISL.

**ARTICLE 13**

I certify that the foregoing By-Laws of the Village Park Piranhas MEMBER SWIM CLUB, as amended to date, were duly adopted by the CLUB MEMBERS' FAMILIES, on JANUARY 24 2002. The foregoing By-Laws supersede, in their entirety, those dated January 2002 or before.

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President (printed name)

President (signature) Date

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Secretary (printed name)

Secretary (signature) Date

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