



Lansdowne Swim Team Bylaws

Revised on December 5, 2014

1. Statement of Organization

Name

The Lansdowne Swim Team, Inc.; aka, The Lansdowne Lightning

Non-profit Corporation

The corporation is a non-profit non-stock corporation and is not organized for the private gain of any person. It is organized for charitable purposes and for the promotion of amateur athletics.

2. Statement of Purpose

The purpose of the Lansdowne Swim Team Bylaws is to define the objective, organizational structure, and procedures that exist to support the Lansdowne Lightning swim team. This is to assure that there is a common and consistent understanding of the program, such that all participants can enjoy the benefits and share equally in the responsibility associated with the operation of the swim team.

3. Swim Team Objective

The primary objectives of the Lightning swim program is to provide a competitive environment in which eligible swimmers can learn and improve upon their swimming skills, develop physically, and be recognized for their accomplishments in a healthy, safe, and fun environment. The swim team will reinforce the importance of good sportsmanship and help build character in our swimmers.

4. Organizational Structure

The organization consists of the parents of swimmers (hereafter referred to as the general membership), an elected Board of Directors, positions appointed by the Board of Directors, salaried staff and the swimmers themselves. The title and responsibilities of these positions are defined herein.

4.1 Board of Directors

The Board of Directors will have nine (9) members all elected by the general membership during the fall meeting. The Board of Directors is responsible for the day-to-day operations of the swim team. The Board of Directors will consist of the following positions; Chairman, Vice Chairman, Treasurer, Secretary, Volunteer Chair, Social Chair, Officials Chair, Technical Chair, Fundraising Chair.

4.1.1 Responsibility and Authority

As elected representatives of the swim team, the Board is authorized to prepare budgets, select individuals for appointed positions, form committees, disburse funds, hire staff, schedule events, interface with the Lansdowne Homeowners Association and management company, and perform other management duties as requires to operate the swim program.

4.1.2 Term of Office and Vacancies

The nine elected Board members will serve two-year terms with five positions being open in one year and the other five being open in the following year. Should an elected Board position be vacated prior to the completion of a full term, then the General membership shall elect a replacement for the remainder of the term at the next scheduled membership meeting. During the period between the vacancy and the next scheduled membership meeting, the Board of Directors may appoint a temporary replacement. For the first election of the Board, five seats will be designated with two-year terms, and four will be designated with one-year terms. The Chairman, Treasurer, Technical Chair, Officials Chair and Fundraising Chair will be voted on during even years and the Vice Chairman, Secretary, Social Chair and Volunteer Chair will be voted on during odd years.

4.1.3 Election

Nominees for the Board position will be taken from the General membership, and during the fall meeting a secret ballot will be conducted with each membership family casting one (1) vote for each open Board positions. A membership family with more than one swimmer will have one (1) vote per household only. Those candidates receiving the most votes will be awarded seats on the Board. No quorum is required for the election.

4.1.4 Board Meetings

Board meetings are called by the Chairman as required to conduct the business of the team. These meeting are open to the General membership. A quorum of at least five Board directors is required for a Board meeting.

4.1.5 Records and Reports

All reports will be available to the General membership upon request:

- a) Minutes of Board and Membership meetings
- b) Treasurer's reports

4.1.6 Board Position Descriptions and Responsibilities

Board Chairman

The Chairman will be responsible for scheduling and running Board meetings. The Board Chairman will set the agenda for meetings, and will see to it that Minutes are taken summarizing decisions and action items. The Board Chairman will maintain a notebook containing a copy of Board meeting summaries for the current and previous years. Decisions will be made by majority vote, the Chairman

voting only in cases where a tiebreaker is required. The Chairman will also act as the Coaching Liaison between the Board and the Head Coach for the regular season as well as Winter Swim.

Board Vice Chairman

The Vice Chairman will be responsible for running Board meeting when the Chairman is absent. The Vice Chairman also acts as the Liaison to the Lansdowne HOA and is also the Liaison to the ODSL and attends ODSL meetings representing the Lansdowne Lightning. The Vice Chairman will also act as the Team representative as required by ODLS rules or find a suitable team member to fill these roles as needed.

Board Treasurer

The Treasurer provides accounting and financial support to the Board, including disbursement of checks, retaining records of swim team expenditures, and preparation of reports requested by the Board. The Treasurer is provided with an approved budget by the Board and monitors all disbursements for consistency with said budget. In cooperation with the Board, the Treasurer prepares a financial statement for distribution at the annual membership meeting, which includes: start of year budget, performance against that budget, and proposed next year budget. In support of these responsibilities, the Treasurer maintains records for the current and prior years, which is open to inspection by the General membership upon request.

Board Secretary

The Secretary shall keep the records of the swim team, other than meet results and related information, to include the minutes of all meetings, records of attendance, club correspondence, announcements regarding swim team registration, and meet information.

Volunteer Chair

The Volunteer Coordinator shall select volunteers to fill positions during meets and other swim activities, and prepare for events in the future. The Volunteer Coordinator will establish committees to recruit volunteers at registration, train volunteers, ensure proper distribution of ribbons for swimmers and keep track of volunteer hours.

Social Chair

The Social Coordinator is responsible for all team social events, including but not limited to the annual meeting, end of season awards celebration, and pep rallies. They also coordinate all meet themes and associated "team spirit" functions.

Official's Chair

The Officials Chair (OC) is responsible for ensuring that the meets are properly staffed with Stroke and Turn, Referee and Starter. The OC will ensure proper training and help establish a sufficient number of qualified volunteers are working towards gaining credentials for Referee and Starter positions.

Technical Chair

The Technical Coordinator is responsible for ensuring that the team has all of the appropriate software and systems to run swim meets in accordance with league requirements. The technical chair will establish a committee to handle the meet operations and interface with the coaching staff in order to comply with ODSL requirements for meet setup and execution. They are further responsible for managing the team website.

Fundraising Chair

The Fundraising Chair is responsible for leading the effort to raise money through sales of Spirit Wear at swim meets as well as specific Winter Swim practices. The Chair will review current inventory and help decide what items the Board should fund going into each season. The Chair will also work with the Board on deciding on what suits we should pursue as a team. The fundraising chair will also manage the sponsorship efforts and the concessions committee.

Indemnity

All directors of this corporation shall be indemnified by the corporation against any and all expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he is made a party by reason of his or her having been a director of the corporation, except in matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct.

4.2 Swimmers

Unless the Board of Directors sets limits as described below, any individual who's family is a member in good standing of the Lansdowne Homeowners Association, and who is 18 years of age or younger, and who meets the minimum swimming requirements (as established by the Board of Directors), and who has paid the registration fee, and whose family has filled out and signed all paperwork (as established by the Board of Directors) may swim for the Lansdowne Swim Team. The Board of Directors may set limits on swimmers including but not limited to: total number of swimmers, total number of swimmers per gender-based age group, and total number of swimmer per practice time. In addition, the Board of Directors may establish priority registration for returning Lansdowne Swim Team members. If space is available, all employees hired by the Board of Directors, or the Board of Director's designees, who are eligible by league rules may swim for the Lansdowne Swim Team.

4.3 General Membership

Parents of the swimmers (the General Membership) are entitled to one vote per household in elections and other membership referenda, including By-law changes. The general Membership is expected to assist in performing tasks in a volunteer capacity as necessary to operate the swim team, as described herein.

Membership terms

Membership shall exist only for the period covered by the annual dues for each individual swimmer (one year from payment). Membership may be terminated by a majority vote of the Board of Directors should a member fail to abide by the rules of conduct or engage in behavior determined by the Board to be contradictory to the interests of the corporation.

Membership Dues

The Board of Directors shall establish dues for the purposes of defraying the costs associated with running the team. The Board of Directors shall also establish a refund policy.

4.4 Salaried positions

4.4.1 Selection and Hiring of Salaried positions

The Board of Directors is responsible for the selection and hiring of all coaches. The coach selection process will be open and publicized, and the Board will provide a detailed job description. The Board will appoint a selection committee whose responsibility it is to seek qualified candidates and make recommendations to the Board. Final selection will be made after a personal interview with Board has been conducted. The Coach is accountable directly to the Chairman of the Board of Directors.

4.4.2 Coach

The primary functions of the Coach are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their swimming skills, and to develop and run a structured swimming program, which is approved by the Board. In addition, the Coach is responsible for running practices, scheduling swimmers for meets, and maintaining team discipline at practices and meets. The Coach must meet all requirements of the State and County regulations, and provide credentials as to his/her skills and experience.

4.4.3 Assistant Coach/Coaches

The Assistant Coach/Coaches must exhibit the same basic credentials as the Coach, and meet all state and county requirements. The Assistant Coach/Coaches will take direction from the Coach. The Head Coach will help select the Assistant Coach/Coaches and may terminate assistant coach/coaches with the concurrence of the Board resident.

5. Membership Meetings

The Board schedules general membership meetings at least twice a year. One meeting is to be schedule in the spring prior to the start of the swim season, and the other meeting is to be scheduled in the fall after the culmination of the summer swim season. The Board shall provide a minimum of two weeks' notice for each of these meeting. The Board may schedule, with a minimum of one weeks' notice, additional meeting and referenda as required.

Spring Meeting

The purpose of the spring meeting is to introduce all members and swimmers to the coaching staff for the new season, and organize in preparation for the upcoming swim season. This includes the distribution of enrollment material, solicitation of volunteers, and other business items as may be required to begin the season's activities.

Fall Meeting

The purpose of the fall meeting is to conduct the official business of the swim team for the upcoming year, and for the General membership to comment on performance during the previous season, and suggest improvements for the upcoming year. Distribution of financial information will occur at this meeting, and the General membership will vote on the budget. In accordance with section 4.1.3 of these Bylaws, election of open Board of Director positions will occur at this meeting.

6. Swim Program

6.1 General Description

The swimming program consists of the coaching program, competitive events, social events and end-of-year awards. The program is structured to meet the needs of all participating swimmers, and to encourage and reward personal improvement as well as competitive excellence.

6.2 Team Swimming Records

Personal best Swim records and team swim records can be set at any officially timed meet. The Board of Directors shall keep record of the personal bests and team records. This information will be available to swimmers throughout the swim season.

6.3 Awards

All swimmers are to be awarded participation awards upon completion of the swim season. In addition, High team point awards shall be giving to swimmers in each age group. Awards will be given to the Most Improved girl and boy swimmers. The Coaches award will be given to the girl and boy swimmers who best exemplify excellence in team spirit, attitude and attendance. The coaches may give additional awards. Awards are to be announced at the end of season party.

6.4 Code of Conduct

In order to maintain a safe and structured environment that is conducive to achieving the objectives of the swim team, the Board of Directors shall establish a code of conduct. All swim teams members, their families and staff and staff are expected to abide by the Code of Conduct. The Code of Conduct shall be placed on the team website and be part of the team application for review and acceptance by signature by each member family.

7. Modification of By-Laws

General Information

Any General Member may submit written suggestions for by-law changes to the Board of Directors. The Board is authorized to prepare and submit revised by-laws for ratification by the General Membership.

Ratification Process

Ratification of changes to this document requires a majority vote of the General membership attending a membership meeting. Proposed changes will be distributed to the General Membership at least one week in advance of the vote.

8. Dissolution of Corporation

Upon dissolution of the corporation, the Board of Directors shall transfer all remaining assets, after paying or making provisions for payment of all debts, obligations, liabilities, costs and expenses of the corporation, to the Lansdowne Homeowners Association, a 501©(3) corporation, .