ANNAPOLIS SWIM CLUB

BYLAWS

ARTICLE I - ORGANIZATION AND PURPOSE

SECTION 1. Name - As provided in the Articles of Incorporation, the name of the corporation is ANNAPOLIS SWIM CLUB (hereinafter the Club").

SECTION 2. Affiliation - The Club shall be sanctioned by USA Swimming.

SECTION 3. Organization and Purpose -

a. The Club shall be a not-for-profit, non-stock corporation.

b. The Club shall coordinate the activities and interests of persons and organizations promoting competitive swimming.

c. The club shall promote a program of activities stimulating competition in all aquatic sports.

d. The club shall arrange for facilities and provide coaching for practice and meets.

SECTION 4. Fiscal Year - The fiscal year of the Club shall commence on September 1st and end on August 31st.

ARTICLE II – MEMBERSHIP AND PARTICIPANTS

SECTION 1. Membership - General membership is open to all dues paying adults interested in the promotion of competitive swimming. Each dues paying family will be granted one vote for their membership, regardless of the number of Team Participants in their family.

SECTION 2. Special Membership - Special membership may be conferred by the Board of Directors (“the Board') to non-dues-paying adults. The Head Coach shall be one such member. Special Membership members will not be granted a vote in General Membership voting matters.

SECTION 3. Team Participants - Team participants are those interested swimmers approved by the Head Coach who, except as otherwise provided herein, shall act in his or her sole discretion as to the composition of the team. All participants must be registered with USA Swimming as soon as eligible under existing USA Swimming rules. All participants must be children of dues paying adults, or be sponsored.

SECTION 4. Associate Team Participants -

a. In recognition of the direct contribution of local coaches to the betterment of swimming, and most especially as it relates to the advancement of the Club program, children of local coaches may, upon the approval of the Head Coach and the Board of Directors, affiliate as Associate Team Participants. The swimmers will pay all entry fees and other charges related to meets and meet entry as required of dues paying team participants. A nominal fee of $2.00 will be assessed for each Associate Team Participant. The Associate Team Participant status is not to be conferred upon an athlete who intend to participate as a full time member of the team.

b. The Board of Directors may, upon request of the Head Coach designate others as Associate Team Participants who, in their opinion, through previous affiliation or identification, can contribute to the advancement of the Club by representing it in USA Swimming meets, and who are unable by reason of distance or commitments beyond their control to participate in the formal practice program of the Club. A nominal fee of $2.00 will be assessed for each such Associate Team Participant.

ARTICLE III - DUES AND FEES

SECTION 1. Dues - Dues shall be established by the Board of Directors for a full fiscal year. Payment of dues by members shall be in accordance with terms agreed upon between the individual member and the Board. Non-payment of dues shall lead to suspension as stated in Article IX of these By-laws. A release from the Club will not be granted until all financial obligations have been met. Requests for refunds must be made in writing to the Board. The Board may refund all or any portion of dues already paid under the following circumstances: (1) when a member family is required to

relocate out of state, (2) when one or more swimmers of a member family is certified physically incapable of participating in the program by a physician, or (3) when the Board deems a request meritorious. The amount of dues refunded will be in accordance with the Board policy.

SECTION 2. Fees - Entry fees for individual and relay events will be invoiced electronically and notice will be given of balance due. Ten days after electronic notice, said fees will be debited from the member/family account.

ARTICLE IV - DIRECTORS AND THEIR DUTIES

SECTION 1. Board of Directors - The Board shall consist of seven (7) persons: the Head Coach, the President, the Vice President, the Secretary, the Treasurer and two at-large members, who shall be elected by the Club's general membership. Members of the same family shall not be elected or appointed to the Board during the term of one member of said family.

SECTION 2. Duties of the Board - It shall be the responsibility of the Board to make rules, regulations, and policies governing the everyday activities of the Club; to designate a Board member or Club officer as the Club's representative to the Maryland Swimming Committee, a local swim committee of USA Swimming; to prepare the annual budget; to appoint a nominating Committee; and to perform such other functions as it deems necessary to carry out the purposes of the Club.

SECTION 3. Vacancies - Vacancies on the Board of Directors shall be filled by appointment by a majority of the Directors. Such appointment shall be effective until the next election among the general membership of the Club.

SECTION 4. Term of Office - The term of office of all elected Board members shall be two (2) years. The term of office shall begin no later than the start of the fiscal year following the election.

a. The initial Board of Directors shall serve the following terms:

President, Treasurer, at-large member A – shall serve a two year term.

Vice President, Secretary, at-large member B – shall serve a one year term.

ARTICLE V - OFFICERS AND THEIR DUTIES

SECTION 1. Officers - The elective officers of the Club, who shall be elected by the Board, shall be: President, Vice President, Secretary and Treasurer. Members of the same family shall not be elected or appointed as officers of the club in the same fiscal year.

SECTION 2. Duties of the President - The President shall preside at all membership meetings, general or special. The President shall have the authority to enforce the recommendations of the Board, or motions approved by the general membership.

SECTION 3. Duties of the Vice-President - The Vice President shall perform the functions and duties of the President in his or her absence. The Vice President shall also perform such duties as may be assigned by the Board or President, as well as the specific duties assigned by these By-Laws.

SECTION 4. Duties of the Secretary - The secretary shall keep the minutes of the general and special membership meetings, and perform such other duties of this nature as may be required from time to time.

SECTION 5. Duties of the Treasurer - The Treasurer shall be custodian of the funds of the Club, shall keep the record of all funds received and expended, and shall give a report of same at each meeting, with a complete financial report given at the end of the fiscal year. All funds shall be kept in a commercial and/or savings account and shall be dispersed only over the signature of the Treasurer, and/or account signatories designated by the Board.

SECTION 6. Vacancies - Resignation of the President automatically elevates the Vice President to that office, effective until the end of the two (2) year term. Other vacancies shall be filled by appointment by a majority of the Board effective until the end of the two (2) year term.

SECTION 7. Term of Office - The term of office for all officers shall be two (2) years, except as defined in Article IV, Section 4. The term of office shall begin on June 1 of the election year and end on August 31 of of second year in office, except as defined in Article IV, Section 4. The intention of the overlapping terms is to create a smooth transition period between Boards and Officers.

ARTICLE VI - THE HEAD COACH

SECTION 1. The Head Coach - The Head Coach shall serve as an advisor to the Club's officers. The Head Coach shall be responsible for the supervision, training, and management of the swimming team, and, except as otherwise provided herein, shall enjoy full authority and discretion in all matters reasonably related to the swimming team program.

ARTICLE VII - ELECTIONS

SECTION 1. Elections - Election of Directors shall be held at the Spring Meeting of the members in each fiscal year.

SECTION 2. Nominations - The general membership shall receive written or electronic notice of the recommendations of the Nominating committee two weeks prior to the general meeting at which the election of directors is to take place. Additional candidates may also be nominated from the floor of the general meeting. All candidates must have given consent prior to their nomination.

SECTION 3. Voting - Each dues paying member/family is entitled to one (1) vote. A vote shall be taken either by written ballot or by direct vote from the floor by members present at the election meeting.

SECTION 4. Majority - A simple majority of votes cast constitutes election.

ARTICLE VIII – MEETINGS

SECTION 1. Meetings - The Board of Directors shall meet at least twice a year. Additional meetings may be called at the discretion of the President. There shall be at least two (2) general meetings of the Club membership during the year. The first shall be held in the Spring, at which time Directors shall be elected. The other shall be held in September, at which time the budget shall be approved. Other general meetings shall be called at the discretion of the Board. A general meeting may also be called upon petition by not less than twenty percent (20%) of the general membership. The meeting must be called within thirty (30) days of the petition,

SECTION 2. Quorum - A majority of the Board of Directors shall constitute a quorum for the transaction of its business.

ARTICLE IX - SUSPENSIONS

SECTION 1. Suspension of team participants due to discipline problems or failure to meet team commitments will be at the discretion of the Head Coach and approved by the Board of Directors.

SECTION 2. Suspension of members for non-payment of dues and/ or fees for a period of sixty (60) days will be at the discretion of the Board.

ARTICLE X - AMENDMENTS

SECTION 1. Amendments of By-Laws - These bylaws may be amended by a two-thirds vote of the members present at any regular or special meeting, provided written notice of the proposed amendment has been sent to the membership ten (10) days prior to the meeting.