**SOUTHWEST SWIM CLUB BY-LAWS**

**BOARD OF DIRECTORS:**

The Board of Directors shall consist of the following:

President

Vice-President

Secretary

Treasurer

Meet Entries Chairperson

Marshall Meet Chairperson

One of the above officers shall also be Safety Chairperson.

Directors shall be elected at the fall general meeting and shall serve for a term of one year beginning January 1st. If an office is left vacant, the Board of Directors shall appoint a replacement for the remainder of the term of office.

The Board shall meet regularly (once per month) to carry out the objectives of the club. Four members shall constitute a quorum.

**II. RESPONSIBILITIES OF DIRECTORS.**

**President:**

Establish dates and times of Board meetings and general meetings.

Preside at Board meetings and general meetings.

Work with Board to set up contracts (pool, coaches) as needed.

Review Constitution and By-Laws every two years.

Co-sign treasurer's checks as needed.

**Vice-President:**

Assume President's responsibilities in his/her absence.

Coordinate club publicity (meet results, new sessions, etc.)

Administer scholarships, if any, with Board approval.

Establish monthly swimming practice schedules with coach and make available poolside.

**Secretary:**

Record minutes of Board meetings and general meetings.

Handle all club correspondence as needed.

Publish newsletter as needed.

Maintain roster of current members.

Co-sign treasurer's checks as needed.

**Treasurer:**

Keep financial records of all club receipts and expenditures and provide monthly summary to Board.

Deliver statements to members as needed.

Register USS memberships for club, swimmers, and officers, and write checks as needed to state office.

Prepare 1099's for coaches as needed.

Obtain co-signature of either President or Secretary on all checks.

Provide names of new members to Secretary for roster.

**Meet Entries Chairperson:**

Prior to winter and summer seasons, determine with coach meets which will be attended, and prepare/distribute listing of meets and signup dates.

As meet information is received, provide coach a copy and have copies available poolside.

Be poolside on sign-up dates with proper information, supplies, sign-up cards, entry sheets, etc. Double-check entries for accuracy - event numbers, times, etc. Collect fees.

After sign-up, file computerized entry information and send to host team, along with fee summary and check. Keep a copy to file, and provide coach a copy.

**Marshall Meet Chairperson:**

1. Obtain sanction from USS office - file application on time and attend meeting in summer at MSI.

2. Rent and prepare facility.

3. Order awards.

4. Arrange for personnel and committees to help (ad campaign, meet entries, food booth, timers, meet marshals, awards, etc.)

5. Arrange for meet equipment (electronic timing, etc.), and other supplies as necessary.

6. Process meet information and entries (with help from entries chairperson).

7. Print programs.

8. Arrange for publicity and media coverage.

9. Prepare and distribute meet results summary within fourteen days after meet (with help of entries chairperson).

10. Prepare (with treasurer) sanction financial report, and file with club treasurer and state office.

**Safety Chairperson:**

Review safety and insurance information as received from MSI.

Periodically do poolside safety checklist with coach.

Have coach provide safety instructions to swimmers.

Have safety information included in newsletters.

Prepare insurance claim forms or accident report forms as needed.

**III. COMMITTEES.**

The following committees shall be appointed by the Board of Directors as needed:

Telephone committee, to notify members in changes in plans due to unforeseen circumstances.

Nominating committee, to construct a slate of officers for voting upon at the fall general meeting.

Fundraising committees (candy bar sales, ad campaign, etc)

Any other special committee as needed.

**IV. FISCAL YEAR.**

The fiscal year of Southwest Swim Club shall begin on September 1st and terminate on August 31st of the following year.

**V. DUES/EXPENSES.**

Each swimmer is required to pay an annual MSI fee for insurance prior to swimming, excepting only swimmers who are "trying it out" for a night. Uninsured swimmers will not be allowed to swim, for the protection of the club.

Dues shall be payable at the beginning of each term (month or quarter); any other arrangements must be made in advance with the treasurer.

Each family current in dues shall be entitled to one vote at general meetings.

Club expenses will be paid from dues.

Swimmers needing financial assistance will be considered for scholarship funds, if available.

Any changes in dues shall be proposed by the Board of Directors and voted upon at the fall general meeting prior to implementation.

**IV. ENTRANCE REQUIREMENTS.**

Applicants must be approved by the coach.

Applicants must have parent's permission to swim with the club.

Applicants must complete a medical history questionnaire, and sign a medical release, providing for treatment in the event parents/guardians are unable to be reached.                  .

Swimmers must conform to club rules and regulations in the best interest of water safety and club functions. The Board of Directors reserves the right to initiate and conclude any action regarding the expulsion of a swimmer from the club in order to insure these objectives.

**V.� PARENT INVOLVEMENT**

The success of Southwest Swim Club depends not only on the Board of Directors and swimmers, but also on the active participation of parents in the activities of the club.

**CONSTITUTION OF SOUTHWEST SWIM CLUB**

Article I

The name of this organization will be Southwest Swim Club. It is intended that Southwest Swim Club be and continue to be a non-profit organization.

Article II

Southwest Swim Club is organized exclusively for the education of swimming (Section 501(c) (3) of the Internal Revenue Code) for children through age 18, and to provide the opportunity and facilities for the development of good sportsmanship, self-discipline and team play through the acquisition of skills necessary for competitive swimming.

Article III

Southwest Swim Club shall have and continue to have the an organization which is exempt from federal income taxation Section 501(c)(3) of the Internal Revenue Code, and to which contributions, bequests, and gifts are deductible for federal estate and gift tax purposes under Section 170(c), 2055(a)(2) 2522(a)(2) thereof, respectively.

Article IV

Membership shall be by application of anyone under the age of 18 interested in furthering the purpose of the organization.

Article V

Dues shall be as set forth and the Board of Directors shall have the authority to revise if necessary.

Article VI

The Board of Directors shall consist of officers as outlined in the By-Laws and shall consist of not less than four members.

Article VII

No part of the net earnings of the organization shall inure to the benefit of, nor be distributable to, its members, board of directors or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Article VIII

Southwest Swim Club shall have at least one annual meeting at a date and place to be designated by the Board of Directors.

Article IX

Amendments to this constitution may be adopted by the majority present at a regular meeting, provided the proposed amendment is submitted in writing to each member family on record ten days prior to the vote on the amendment. Without such prior written notice, an amendment will require 2/3 of the membership of the organization to be present, and a majority vote before it can be adopted.

Article X

No substantial part of the activities of this organization shall be the carrying on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article XI

Notwithstanding any other provisions of these Articles, this organization shall not carryon any activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future U.S. Internal Revenue Law); or

(b) by an organization to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the' corresponding provision of any future U.S. Internal Revenue Law).

Article XII

Upon the dissolution of the organization, and after paying or making provisions for payment of all liabilities of the organization, the Board of Directors shall distribute any net assets to the Marshall Public Schools, Independent School District 413, to be used exclusively for educational or charitable purposes under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding. provisions of any future U.S. Internal Revenue Law). If ISD 413 is not then in existence, then such assets shall be distributed so as to be used exclusively for educational or charitable purposes. Any such assets not so disposed shall be disposed by the Lyon County Court, exclusively to such organizations as said Court shall determine to be organized and operated exclusively for such purposes.

*Revised 5/18/2009*