**BY-LAWS OF THE SPLASH CLUB, INC., BOARD OF ADVISORS**

**Article I --- NAME**

The name of this organization shall be the Splash Club Inc.

Board of Advisors, hereinafter shall be called the Board.

**Article II --- PURPOSE**

The purpose of the Board shall be to advise and assist the Head Coach in managing the activities, affairs and property of the Splash Club.

**Article III --- MEMBERSHIP**

The Board shall consist of not less than five, nor more than ten members, including the Head Coach. The Head Coach shall be a member of the Board as long as he/she holds the position of Head Coach.

**Section 1 – Election**

1. Members shall be elected by a majority of votes cast by Splash Club members, age 18 and older, at the annual meeting.
2. Members shall be elected from a slate of nominees submitted by the Board and from nominations taken from the floor during the annual meeting.
3. No name shall be placed in nomination without consent of the person being nominated.

**Section 2 – Term of Office**

1. Members (with the exception of the Head Coach) shall be elected for a term of two years. With one-half thereof, or as nearly as possible, being elected in even-numbered years (President, Treasurer, Member at Large) and the remainder being elected in odd-numbered years (Vice-President, Secretary, Meet Director, Member at Large).
2. Members shall take office at the monthly meeting following election by the general Club membership.
3. Each member, whether elected at an annual meeting or chosen to fill a vacancy, shall hold office until his/her successor has been elected or for a reasonable length of time determined by said member and the board.
4. The Board shall fill, by election any vacancy occurring on the Board.
5. In the event that a vacancy occurs on the Board, a member shall be elected to serve until the expiration of the original term of office.
6. A member may be removed from office with cause by the majority vote of the Board members.

**Article IV --- BOARD MEMBERS**

**Section 1 – Personnel**

1. Officers shall consist of a President, Vice-President, Secretary, Treasurer, and Head Coach.
2. Members shall consist of a Meet Director and Members at Large.

**Section 2 – Duties**

1. President: The President shall conduct all meetings of the Board, assume such other duties normal to this office and execute contractual agreements. As the leader of the swim board, the President utilizes the various board positions to fully execute the duties and responsibilities required for effective operation of the team.
2. Vice-President: The Vice-President shall, in the absence of the President, assume all duties of the President. The primary function of the Vice-President is to promote club education and training. To facilitate any USA fundraising opportunities.
3. Secretary: The Secretary shall maintain board meeting minutes, receive and disseminate all information that needs to be passed along to the team members and parents. The Secretary will email a copy to each member of the Board prior to the next meeting if possible and shall notify all members of meetings in advance of scheduled meetings.
4. Treasurer: The Treasurer is responsible for the accurate bookkeeping of all team accounts, payment of monies owed and receipt of team funds. The Treasurer will also develop an annual budget and determine budget variances on a monthly basis for Board review. Will provide one year of concurrent training for newly elected.
5. Meet Director: The Meet Director and supporting volunteers shall be responsible for coordination of home meets. This includes coordination of meet Officials and volunteers, the physical setup of the pool, hospitality for officials and coaches, and the Clerk of Course desk during the meet. Will provide one year of training for prospective member.
6. Member at Large: The Member at Large shall assist the Board in the responsibility for coordination and planning of events both in and out of season intended to strengthen team spirit. This includes, but not limited to; the Christmas party, summer/spring/fall picnics, team building, parties, etc. and end of season awards party.

**Article V --- MEETINGS**

**Section 1 – Date and Time**

1. Meetings shall be held monthly, the date and time to be determined by the Board. Scheduled meetings should have a targeted duration of no more than two hours.
2. The annual meeting shall be held prior to the first Short Course Meet and shall be open to the entire membership of the Splash Club.

**Section 2 – Attendance**

1. Board members shall attend all meetings except in cases of emergency. When necessary, a board member may designate a supporting member to attend meetings in their absence. Any board member not able to be represented at a scheduled meeting shall give notice to the President.

**Section 3 – Order of Business**

1. Unless otherwise specified, Robert’s Rules of Order shall prevail.
2. Two-Thirds of the Board shall constitute a quorum.

* Call to Order
* Recognize Guests
* Approval of Minutes
* Officer Reports
* Member Reports
* Old Business
* New Business
* Guest Topics
* Announcements
* Discussion
* Adjournment

**Article VI --- AMENDMENTS**

**Section 1 – Amendment Policy**

1. These by-laws may be amended by presenting to the Board the proposed amendment one meeting prior to vote.
2. A Two-Third’s majority of total Board members shall be required to adopt a proposed amendment.

**Section 2 – Amendments**

1. Each person who is or was a director, officer, or employee of the Splash Club Inc. (including the heirs, executors, administrators, or estate of such person) shall be indemnified by the Splash Club Inc. to the full extent permitted by the Nonprofit Corporation Law of the state of Oklahoma against any liability cost or expense incurred in the capacity as director, officer, or employee, or arising out of the status as a director, officer, or employee (including serving at the request of Splash Club as a director, officer, employee, or agent of another corporation).