



## Bylaws of

## Sharks Swim Team

A California Non-Profit Organization  
(the "Organization")

### Article I

#### Name, Purpose and Objectives

**Section 1. Name.** The name of this non-profit organization shall be Sharks Swim Team, hereafter referred to as the "Organization".

**Section 2. Purpose.** The purpose of the Organization is to employ the time, talents, and resources of our parents, athletes, friends, and corporate citizens to develop and improve the infrastructure of the Organization.

**Section 3. Objectives.** The objectives of the Organization are: 1) provide financial support for operational and capital expenses through fundraising activities as it relates to supporting the needs of the Sharks Swim Team. 2) provide organizational support to administration, coaches, and staff through volunteer efforts. 3) provide financial accountability to its members.

## Article II

### Membership and Fees

**Section 1. Membership** - Membership in the Organization is open to all athletes, along with said athlete's parents/guardians, who will accept and abide by these by-laws as well as the Organizations Team Handbook and who desire to support the purpose of this Organization. There shall be one class of membership in the Organization.

**Section 2. Membership – Fees** - Membership fees will be established by the Board of Directors. Although more than one membership level may exist at any given time. In addition, all members of the Organization must also be members in good standing with Crow Canyon Country Club located at 711 Silver Lake Dr. in Danville, CA (Club).

**Section 3. Association Staff** - All active coaches as well as the General Manager and Aquatics Director of the Crow Canyon Country Club shall automatically be considered ex-officio members of the Organization.

**Section 4. Members Right to Privacy** - Any personal information gathered or requested by the Organization is for the sole use of the Organization and will not be made available to any other entity.

## Article III

### Board of Directors and Officers

**Section 1. Board of Directors** – The affairs of the Organization shall be managed by its Board of Directors (Board).

**Section 2. Officers** – The Officers shall consist of the President, Secretary, and Treasurer.

**Section 3. Board Members at Large** – The Board will include the Organizations active Officers as well as two (2) members at large.

**Section 4. General, Annual, and Notice of Meeting** – The Board will meet from time to time at its discretion. An annual meeting shall be held in September of each year unless changed by the Board.

**Section 5. Number and Tenure** – The number of directors comprising the Board shall be five (5). The term of a Director is two (2) years. An at large Director may be re-elected to the same Board position for a second two (2) year term by a majority vote of the Board but after the second term, the Director must roll off for at least 1 year before they can serve in the same role

again. No more than three (3) Directors can roll off the Board at a given time. The Officer (President, Secretary, and Treasurer) positions are held for a two (2) year term and can be renewed for 1 additional year by a majority vote of the Board. No Director can hold the same Officer position for more than three (3) years.

**Section 6. Election** – The Officers and At-large members of the Board shall be elected by a simple majority vote of the electorate which consists of the Board combined with all current Standing Committee Chairpersons. All elected officers, at-large Board members, and standing committee chairpersons must be current members in good standing of the Organization.

**Section 7. Nomination** – The President, with the concurrence of the Board, shall present a slate of nominees who have agreed to serve if elected, for the positions of Officers and At-large members of the Board. At the discretion of the President, interviews can be conducted by the electorate as a group with all candidates prior to conducting a vote on any open position.

**Section 8. Vacancy** – Should an out of term Board vacancy occur, the Board shall appoint a member in good standing to complete the balance of the term except for the President role. Should an out-of-term vacancy occur at the President position, the Board must fill the vacancy with a current member of the Board by majority vote to serve out the balance of the term.

**Section 9. Duties of Officers** - The President shall preside over all meetings, appoint standing committee chairpersons with the concurrence of the Board, appoint, remove, and/or dissolve standing committee's/chairperson's as required, serve as an ex-officio member of all committees, serve as primary spokesperson for the Organization, except as otherwise specified, and direct the Organization's goals and budget performance. The Secretary shall perform all the duties of the President in his/her absence, be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate. The Secretary shall keep a record of all Organization meetings. The secretary will also manage the master list of all the volunteers. The Treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices. The Treasurer will provide a financial report at all posted meetings. These roles are voluntary and therefore no compensation or preference of any kind is offered as a result of serving in these positions.

**Section 10. Duties of At-Large Board Members** - At Large Board Members will be responsible for overseeing activities related to the mission of the Organization such as fundraising and membership as well as coordinating with Standing Committee Chairpersons. These roles are voluntary and therefore no compensation or preference of any kind is offered as a result of serving in these positions.

**Section 11. Board Member Attendance** - All Board members must attend at least 75% of the meetings (virtual or in-person). If this requirement is not met, the balance of the Board can ask for delinquent Board member immediate resignation. Should this take place the Board will refer to Section 8 of Article III for the replacement process.

**Section 12. Board Member Vote of No Confidence** – Should a Board member fail to carry out their obligations, make decisions deemed detrimental to the Organization, or is found unfit to hold their role as a Board member as confirmed by unanimous vote of the remainder of the Board, said Board member shall be immediately removed from the Board. Should this take place the Board will refer to Section 8 of Article III for the replacement process.

## Article IV

### Standing Committees

**Section 1. Standing Committees** - Standing Committees are those required for the Organization to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Board. Active Board members are eligible to also hold a Chairperson's position concurrently with their Board term. Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. In the event a Standing Committee requires funding, a report will be shared with the Board and Treasurer who will distribute the necessary funds. Each Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., to be turned over to his/her successor. These roles are voluntary and therefore no compensation or preference of any kind is offered as a result of serving in these positions. Standing Committees can be added or dissolved as per Article III Section 9. Current Standing Committees within the Organization are:

- Fundraising
- Meet Director/Official Coordinator/USA Swimming Zone Representative
- Social Coordinator
- Apparel Coordinator
- Volunteer Coordinator
- Team Travel Coordinator

## Article V

### Finances

**Section 1. Funds** - All monies received by the Organization shall be deposited to the general fund of the Organization except for funds that are restricted for a specific use. Separate funds will be established for temporarily or permanently restricted assets as needed.

**Section 2. Budgets** - Annual budgets will be created and approved by the board. The Treasurer will be responsible for creating the budget based on prior year activity and expected

revenues and expenses known at the time. Budgeted expenses may never exceed budgeted revenues unless a reserve exists in the general fund that would cover the difference. A general fund reserve will be established annually by the Board and must be maintained.

**Section 3. Expenditure Approval** - The President shall be able to authorize disbursement of funds up to \$10,000 with the approval of the Treasurer. Expenditures greater than \$10,000 must be approved by a majority vote of the Board.

## **Article VI**

### **Property Rights**

**Section 1. Property Rights** - Membership in this Organization shall not title or vest any of the members with any property rights or rights having a monetary value of any kind whatsoever, including but not limited to, property rights or monetary rights in the Club or in the Organization.

## **Article VII**

### **Amendment of These By-Laws**

**Section 1. Proposed Amendment** - Amendments to the By-laws are to be submitted in writing to the Board. The proposed amendments shall be voted on by the Board at the next scheduled Board meeting and, if adopted, the By-laws will be formally amended within 30 days.

## **Article VIII**

### **Dissolution**

**Section 1. Dissolution of the Organization** - Should the Organization cease to operate as a legal entity, all of the Organization's assets and cash will be distributed as voted on by the active Board at the time of dissolution, but only after all liabilities, both monetary and contractual, are remedied.