

Broadlands CSL Swim Team

Articles of Organization and Organizational By-Laws

ARTICLE I. Name

The name of the organization shall be "Broadlands CSL Swim Team Organization."

ARTICLE II. Purpose

The purpose of the Organization is to serve as a collaborative enterprise of parents and guardians dedicated toward assisting, promoting, guiding and facilitating the organization, management, and operation of the Broadlands CSL Swim Team hereinafter referred to as the "Swim Team". The Organization will exist as a tax-exempt social and recreational club under I.R.S. section 501(c)(3).

ARTICLE III. Membership

Section 1. Classes of Membership

There shall be five (5) classes of membership. These are:

- A. General Member:** General members are those parents or guardians of a participating Swim Team member who are in good standing as defined by the Broadlands Swim Team Parent Handbook hereinafter referred to as the "Parent Handbook." General Members are authorized one (1) vote per family.
- B. Swim Team Member:** A swim team member is an individual athlete whose family owns property and resides in Broadlands, meets the minimum swimming requirements as defined in the Parent Handbook, and who actively participates in the Swim Team program. A Swim Team Member is not required to reside in Broadlands if he/she is an active member of the swim team's coaching staff, a child of an active member of the coaching staff or granted pool membership to the Broadlands pools by the Broadlands Home Owners' Association (HOA). These members will be classified as nonresident swim team members as outlined below.
- C. Affiliate Member:** Affiliate members are individuals or groups, commercial or not commercial, who wish to assist in the development of the Organization's goals through financial and organizational support. Affiliate members do not vote.

D. Coach: An individual who provides instruction for the team and is not a Swim Team member as described above.

E. Nonresident Swim Team Members: An individual athlete whose family does not own property or reside in Broadlands but who is eligible to participate on the Swim Team by being either an active member of the Swim Team's coaching staff, the child of a member of the coaching staff or by having purchased an outside pool membership, provided by the HOA. These members are eligible to participate in all swim team activities, except those outlined here. The decision to allow nonresident participation must be reviewed yearly by the Swim Team board using the current Broadlands resident registrations and pool availability.

If nonresident members are allowed, registration will be held only after Broadlands residents can no longer register without penalty, in accordance with Broadlands HOA bylaws. For registration purposes a nonresident member is never to be considered a returning family. Nonresident members may not participate in elections of the Swim Team board nor act as a member of the Swim Team board. Nonresident status will always be granted to the coaching staff or the children of a coach.

Section 2.

No person shall be restricted from membership on the basis of race, religion, sex, national origin, age, disability, political affiliation, or belief.

ARTICLE IV. The Board of Directors

Section 1.

The administrative Board of Directors of the Organization shall be known as the "Broadlands CSL Swim Team Board," hereinafter referred to as the Team Board. The Team Board shall consist of the Team President, Vice President of Team Operations, Secretary, Treasurer, and two Team Representatives. With the shared responsibilities, the team representatives will have one voting right between them for both the Piranha Swimming Board and the CSL League. They will both have input for the vote but when the two representatives do not agree, the Senior Representative's opinion will be the final vote. The Head Coach(s) shall be a non-voting member of the Board.

Section 2.

The Team Board will have the charter to organize swimmers and coaches, as necessary to facilitate equitable management of pools and facilities as well as comply with league requirements while not conflicting with, or being in violation of, Broadlands CSL Swim Team charter or by-laws and guidelines. The Broadlands CSL Swim Team Board in its discretion may add additional board members, who will be elected using the election process as outlined in the Parent Handbook, and/or

restructure the board to facilitate team management.

Section 3.

A quorum of the Broadlands CSL Swim Team Board shall be a majority of the voting members thereof. Any business decisions of the Board shall be approved only upon majority vote of the Team Board.

Section 4.

Meetings of the Team Board shall be held at the call of the President or any three members of the Board.

Section 5.

The Team Board shall have the right to fill any vacancies on the Board if there is less than 6 months remaining in the term of that officer. If there is greater than 6 months remaining on the term of the vacating board member, an election shall be held for that position.

Section 6.

The Team Board shall create committees and appoint the chairperson of any committee created. See the Parent Handbook for a complete list and description of responsibilities of each Committee.

Section 7.

Team Board Members are exempt from volunteer duties and committee assignments.

ARTICLE V. Officers

Section 1.

The officers of this organization shall consist of:

1. President
2. Vice President of Team Operations
3. Secretary
4. Treasurer
5. Team Representative
6. Head Coach(s) – non-voting Board member

These officers will perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.

Section 2.

The officers of the Team Board will be elected by the general members of the organization with each officer serving a two-year term. Elections will take place near the end of the summer swim league season in July.

Section 3.

Elected Officers shall be staggered and elected based on the following to ensure continuity and to facilitate efficient transitions: The Secretary and Team Representative 1 will be elected in an "A" year while the Treasurer and Team Representative 2 will be elected in a "B" year. In each "A" and "B" year a Vice President will be elected. The Vice President will serve 1 year as the Vice President and the second year becomes the President.

Section 4.

To be eligible to run for office, the general member must be in good standing as defined in the Parent Handbook. Only one member of a family may serve on the Board at the same time.

Section 5.

The election process is described in the Parent Handbook.

Section 6.

If an Officer becomes inactive (as evidenced by missing a series of meeting or neglecting the basic obligations of that office as described in the bylaws), the member can be removed by a majority vote of the Board.

ARTICLE VI. Duties of the Officers

Section 1. Team President

- A.** Prepare the agenda and preside at team meetings.
- B.** Coordinate activities between any league-specific members, the Broadlands HOA, and the general members.
- C.** Act as the HOA liaison for administrative coordination (scheduling and facility reservations).
- D.** Represent the organization at Broadlands HOA meetings.
- E.** Facilitate and oversee all sponsorship and donations.
- F.** Coordinate team management.
- G.** Oversee budget creation by Treasurer and Vice President.

- H. Select coaching staff, as well as prepare draft of coaching contracts with approval of Team Board members.
- I. Correspond/coordinate with Broadlands ODSL swim team president on relevant issues affecting both community swim teams. Develop an annual coordination agreement prior to registration each year.

Section 2. Team Vice President:

- A. Manage team to comply with league rules.
- B. Give committee updates at board meetings
- C. Ascertain and oversee committee chairs to ensure that committee responsibilities are fulfilled in a timely manner.
- D. Assist Team President in identifying Head Coach and coaching staff as well as preparing draft of coaching contracts.
- E. Prepare annual budget specifically relating to committee expenses/revenues for the Team, in coordination with Team Treasurer.

Section 3. Team Secretary:

- A. Record minutes at Team Board Meetings.
- B. Responsible for the correspondence as necessary.
- C. Maintain copy of the organization constitution and organizational bylaws.
- D. Post Board and general membership meeting minutes and annual budget on the Swim Team website and/or distribute to the general membership via email.
- E. Prepare registration forms and conduct registration process
- F. Prepare Parent Handbook for distribution at the annual general membership meeting and/or posted on the website.
- G. Perform presidential duties in the absence of the President.

Section 4. Team Treasurer:

- A. Receive and disburse the funds as directed by the Board, remit such funds for deposit in the regular accounts maintained in the name of the organization, and keep records of such transactions.
- B. Assist Vice President with the preparation of the budget and committee budgets.

- C. Furnish the Board with updates on financial status at each Team Board Meeting.
- D. Furnish financial report at the annual general membership meeting.
- E. Responsible for assuring transparency of the operating budget.
- F. Generate and file any necessary tax or banking accounting.

Section 5. Team Representative:

- G. Represent the Swim Team's interests at League meetings and serve as liaison between the Swim Team and the League.
- H. Report updates on league issues at Board meetings and General Membership meetings.
- I. Serves as primary point of contact for other swim teams in the League.
- J. Ensure team complies with all league rules and requirements.
- K. Manage meet preparations and meet operations.

ARTICLE VII. Meetings

Section 1.

There shall be at least one general membership meeting annually. This meeting shall be referred to as the general membership meeting.

Section 2.

Meetings of the Swim Team Board shall be open to individuals who are interested in promoting and advancing the objectives of the Broadlands CSL Swim Team.

Section 3.

Any suggestions made at a general membership meeting concerning a modification of established team policy, procedure or operation shall be referred to the Team Board for consideration prior to any vote on such modification.

Section 4.

Anyone wishing to address the CSL Team Board may do so by advance notice to (and approval by) the Board.

Section 5.

Any business decisions of the must be approved by a majority vote of the Team Board.

Section 6.

Every attempt shall be made to discuss significant issues at regularly scheduled Team Board meetings. If circumstances dictate a decision be made outside the regularly scheduled meetings, the following process shall be followed:

- A. The President shall attempt to schedule a meeting with all members in attendance.
- B. If an in-person meeting date/time cannot be established in time to make the necessary decision, an email will be sent to all board members to provide their opinion/vote. The email shall contain the following general format:

Background of Issue

Description of Options

- C. A summary of previous discussion on the issue along with the background and options shall be sent in an email by the President to all officers with each officer providing his/her vote and any comments as appropriate.

ARTICLE VIII. Finances

Section 1. Dues and Fees

- A. The amount of dues and fees shall be determined by the Team Board.
- B. If members of the coaching staff have youth participating on the Swim Team, they shall be required to pay the same dues as other parents or guardians, unless exempted by negotiated agreement.

Section 2. Budget

- A. An annual budget shall be created and approved by the Team Board ten (10) days prior to the annual general membership meeting held in the spring.
- B. The Board may not incur indebtedness beyond reserves for any purpose.
- C. Funds received shall be used for the Swim Team's expenses. Any expenditure that is not provided for in the approved budget must be approved by the Team Board.
- D. The Fiscal Year shall be defined as January 1 through December 31.

Section 3. Accounts – Authorized Signatures

- A. The Swim Team's funds shall be maintained in insured accounts, and shall be disbursed by an authorized signature.
- B. A minimum of two elected officers shall have authorization to sign checks on

behalf of the Swim Team.

- C. A voucher shall be provided for all payment requests. The voucher shall be signed by at either two members of the Team Board or the related committee chairperson and a board member prior to payment of the expense.

ARTICLE VIII. Amendments

Section 1.

Amendments to the constitution and bylaws may be proposed by the Team Board to the general membership. A request for amendments by the general membership must be submitted to the Team Board in writing, accompanied by a petition signed by a minimum of ten (10) general members.

Section 2.

A copy of proposed amendments shall be posted on the Swim Team website and email notification of the posted proposed amendment shall be sent to each General Member at least ten (10) days prior to the scheduled vote. Voting may be via the Internet or at the General Membership Meeting but shall not occur during the registration period. Internet voting shall be open for no less than ten (10) days unless a simple majority of the registered families for the current swim year either approve or reject the amendment. For purposes of defining the current swim year, the period will begin when registration opens for that season and end the day prior to the start of the following year's open registration period.

Section 3.

Amendments and revisions to the constitution and bylaws shall be made by a simple majority vote of those present at a general membership meeting or the majority of at least 50% of the registered families for the current swim year via the internet. Each family will be allowed a single vote. Unless otherwise specified, amendments adopted shall be effective immediately and shall supersede any previous organizational bylaws formerly held by the Swim Team.

ARTICLE IX. Dissolution

Upon the dissolution of the swim team, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.