

BYLAWS OF THE NASSAU BAY SWIM TEAM

AS APPROVED 2/23/12

ARTICLE 1-NAME

The organization exists as a voluntary, unincorporated group of its members. These Bylaws, as from time to time amended, shall be deemed to be the articles of the organization. In conjunctions with guidelines set forth by the Clear Creek Swim League

The name of this organization shall be known as the Nassau Bay Nauticats Swim Team. It will be referred to as the "NBST" or the "Team" in the rest of this document.

ARTICLE 2 -PURPOSE

Section 1-Purpose. The Team is a non-profit organization formed under the control of these bylaws to offer to its membership the opportunity to participate in the Clear Creek Swimming League ("CCSL" or "League") summer program of competitive swimming. This Team is not an agent of the City of Nassau Bay ("*NB*"), nor of the Nassau Bay Homeowners Association ("NBHA"), but is an independent organization of local families drawn together for the purpose of promoting swimming, advanced aquatic skills, teamwork and the principles of good sportsmanship for children who wish to participate on a summer swim team.

Section 2 -Relationships. The Team is to provide a team environment of coaching and clinics to swimmers who want to increase their skill levels and to enter into competitive and developmental swimming events with other teams and swimmers of the League. The Team will work in cooperation with the NBHA, NBHA's designated pool management, and NB city officials. It is not the intention of the Team to run swimming lessons in competition with the NBHA.

ARTICLE 3 -MEMBERSHIP

Section 1-Membership. In following with the rules set by CCSL any child may become a member of the NBST who is water safe and who is under the age of 19 years. The NBST Board may impose additional requirements (such as swimming the length of the pool, parent volunteer sign-up, etc) as long as such requirements are clearly announced before registration. Families become members of the Team by paying the required dues for each swimmer at registration.

Section 2 -Tryouts. Tryouts for new swimmers may be held at the start of each season. Each swimmer must satisfy the requirements specified by the Board before individual membership is achieved (such as water safety, swimming the length of the pool, etc.).

Section 3 -Continued Membership. Continued membership depends upon swimmers conducting themselves in a safe manner at all practices, meets and Team events; obeying NBST, CCSL, and NBHA rules and regulations; and in the fulfillment of performing the assigned duties required of each family at registration. .

ARTICLE 4 -BOARD OF DIRECTORS

Section 1-Board of Directors. The Team shall be governed by the Board of Directors, designated as the "Board" in these Bylaws. The Board shall consist of up to eleven (11) members approved by the general adult membership at the awards banquet at the end of the prior summer season. Each Board member shall have one (1) vote in matters coming before the Board.

Section 2 -Members. The Board will include the four members of the Executive Committee: President, Vice-President, Treasurer and Secretary. The Past President shall be an ex-officio member of the Executive Committee. No member shall serve more than three (3) consecutive years in any specific position of the Executive Committee.

The remaining Board members shall be responsible for specific areas of Team operations such as: CCSL Representative, Sales, Equipment Management, NBHA Representative, Officials, Past President and Publicity. Each member shall be responsible for attending Board meetings and for the effective and efficient conduct of their respective committees.

A member of the Board shall not have more than one vote. Board positions are voluntary and members shall not receive any compensation.

Section 3 -Duties of the Executive Committee. The duties and responsibilities of the members of the Executive Committee are as follows:

A) President -The President shall have general management and control of the business of the Board and shall perform such duties as ordinarily pertain to that office. He/she shall preside at and schedule all meetings. He/she shall monitor the activities of all committee heads, ensuring the accomplishments of Board directives and consistency with Team and League rules and regulations.

The President shall appoint all non-elected committee heads, with input from Board members and other committee persons. The President will be empowered to establish and assign board management of special committees, such as the nomination, treasurer audit, and volunteer coordinator, team evaluation, bylaws, coach search, etc. as the needs and benefit of the Team requires. The Board shall approve all such special committees and can request their establishment as needed.

The President shall conduct parent meetings and parental contact. The President shall plan and conduct the parents' information meeting at the start of the season. He/she shall serve as the point of contact with the parents to communicate Team policies and rules. He/she will be the principle contact with Team members to hear, investigate and handle all grievances.

B) Vice-President (VP) -The VP shall assist the President in all his/her duties, and shall assume duties pertinent to that office in the absence of the President. In the case where the President is not able to continue to exercise their office and retires before the end of their term of office, the

VP shall take on the office of President and the Executive Committee shall elect a replacement consistent with the eligibility rules of these Bylaws.

The VP shall act as the liaison with the coaches prior and during the season, (beginning with the hiring and contracts and ending with coaches' year end reports, recommendations, and reviews). The VP shall oversee scheduling of coaches hours during the season. He/she shall manage committees as necessary to conduct an Awards Banquet at the conclusion of the season.

C) Treasurer -The Treasurer shall be responsible, together with the President, for preparing a yearly budget for submittal to the Board for approval no later than the January meeting of the Board. A budget report shall be provided for each of the Board meetings providing budget actuals to date and projections for the rest of the year.

The Treasurer shall be responsible for maintaining a detailed ledger separating all incoming funds and outgoing expenditures, and to provide this ledger to the Executive Committee upon request at any time during their term in office. The Treasurer shall be responsible for the checkbook and the custody of all funds, and shall establish, audit and maintain appropriate bank accounts as necessary and approved by the Board. The Treasurer shall collect all revenues of the Team and pay its bills as authorized by the Board.

D) Secretary -The secretary shall notify all Board members of Board meetings as directed by the President. He/she shall prepare and maintain the minute's o fall meetings, including reports of the Treasurer and any other Board member, and shall present these at subsequent meetings for the official approval of the Board. All correspondence to and from the Board, Team coaches and members, the League, and the NBHA shall be processed and maintained as part of the Team Records.

E) Past President. (Ex-officio Member) The immediate Past President (PP), if he/she agrees to serve, shall aid the new Executive Committee, providing for a smooth transition of officers. He/she shall inform Board members of the rationale behind past decisions, and serve to chair subcommittees that the Executive Committee may wish to establish to study and report on special issues.

The PP may be elected to serve in one of the other positions on the Board. Likewise, the PP may temporarily: fill the duties of an office that is left vacant, until the Committee or Board fills that office. In either case, the PP can continue to serve as an Ex-officio member of the Executive Committee.

Section 4 -Duties of the Remaining Board Members. The duties and responsibilities of the remaining Board members may vary from year to year. Each member shall be responsible for specific areas of team operations such as:

F) CCSL Representative -The Team shall provide representatives to the League in accordance with League rules. This rep will be the official Team liaison at League meetings to represent the Team's interests and to report back to the Board League requests and activities. The rep will provide a report of all League meetings to the Board and bring actions requiring immediate

attention to the Executive Committee. He/she will collect Team information required by the League, and communicate Board requests and desires as directed. Persons chosen for these positions shall have long standing with the Team and be familiar with swimming and League rules in order to effectively represent the Team in matters coming before the League for discussion and voting.

G) Sales -Shall be responsible for coordinating the sales-related activities of the Team. He/she shall manage all sales-related committees such as:

- Registration
- Concession Stand
- Booster Merchandise
- Swimsuits
- Team Pictures
- Advertising (Sponsors & Contributions)
- Swim-a-thon
- Special Events

All sales and moneys shall be carefully recorded and accounted for, with the records and moneys provided to the Treasurer. The Sales head shall work with other committees and the local businesses of the community to obtain donations to help offset Team expenses. He /She shall work with Treasurer in the projection and preparation of this cost area in the yearly budget.

II) Equipment & Maintenance-Shall be responsible for maintaining Team equipment in a safe and usable condition. He/she shall perform an equipment audit after the end of the season and keep records of the condition and location of all equipment through out the season. A report shall be prepared before the January meeting to inform the Board of the status of all equipment, with a budget projection of required funding for new or replacement. Equipment and repair for the following year.

The E & M head shall manage committees as necessary to fulfill his/her responsibilities such as:
Annual Workdays Meet Set-up and Tear-Down Equipment Maintenance

Other responsibilities of the E & M head shall be to install and remove Team equipment for all meets and meeting as required. In addition, at the beginning of each swim season E & M shall organize a clean up and preparation maintenance day(s) to prepare for the season. E & M shall do a final walk through at the end of each meet or event to check grounds and bathroom facilities for cleanliness.

I) NBHA Representative.-Shall be the official Team liaison at all NBHA meetings throughout the year to represent the Team's interests and to report back to the NBHA requests and activities pertaining to the pool and Team concerns. The rep will provide a report of all NBHA meetings to the Board and bring actions requiring immediate attention to the Board. He / She will collect Team information required by NBHA and communicate Board plans, requests, and desires as

directed. The person chosen for this position shall be a member of the NBHA in order to effectively represent the Team in matters coming before the NEHA for discussion.

J) Officials-Shall be responsible for all aspects of meet officiating. He/she shall manage all meet officiating committees such as:"

Stroke & Turn Judges
Starters, Referees, Team Meet Rep
Clerk of Course
Scoring
Ribbons
Tent Coordinator
Timers
Card Runners

The Officials head will be responsible for ensuring. That all people involved with meet officiating are familiar with all League rules, new or old, pertaining to their respective tasks. The person. selected for this position shall have served actively in one of these areas the previous year so as to be familiar and knowledgeable of eligibility requirements of some of these positions.

K) Publicity-Shall handle all of the publicity dealing with Team events including mid-winter information notices in community newsletters, newspaper articles on Team meets and activities, registration flyers and posters, election notices, meet maps, practice schedules, team handbooks and a regular newsletter during the season ("Waterlog"). These media shall be used to keep the community aware of the Team's activities, keep the interest of potential new swimmers and veteran swimmers high, and to maintain high visibility. Personal letters to the swimmers shall be employed, as the Board desires, to keep in contact with Team members.

The Publicity head shall manage all publicity oriented committees such as:
Team Handbook Team Newsletter ("Waterlog") Bulletin Board Internet
Web-site

Section 5 -Quorum. A simple majority of the members of the Board shall constitute a quorum for the purposes of conducting business. If vacancies occur, a majority of the remaining Board members shall be sufficient to establish a quorum. .

ARTICLE 5 -VACANCIES

Section 1 -Board Member Replacement. A Board member who fails to attend three (3) consecutive regular meetings of the Board may have their office declared vacant. The Board shall then receive the name(s) of potential replacement(s) from the Executive Committee and shall select and approve the replacement by a majority vote. Any Board member or committee head who fails to perform their duties shall likewise be replaced by majority vote of the remaining Board.

Section 2 -Vacancies. Upon resignation and/or vacancy of the office of President, the Vice President shall assume the office until the next regular election. Other board vacancies shall be filled by a majority vote of the remaining members of the board for nomination(s) from the Executive Committee. Vacancies occurring during the year in non-elective committees shall be filled by appointment by the President.

ARTICLE 6 -BOARD ELECTIONS

Section 1-Nominating Committee. The President shall appoint by early June a three member nominating committee. They shall examine the membership of the Team and produce a list of qualified candidates for the Board. Any parent or qualified individual willing to become a member of the Board can submit their names in writing to the Nominating Committee for consideration. A notice of the upcoming election and the request for names shall be posted on the pool bulletin board no later than the third week in June.

Section 2 -Elections. The Nominating Committee will present the slate of candidates at the Team Awards Banquet which is typically held following the "Championship Meet" in July. Additional nominations of qualified candidates shall be accepted from the floor and the elections shall be held by a majority vote of the attending adult members of the Team.

Section 3 -Assumption of Duties. The newly elected Board shall assume duties at the next regular meeting of the Board following their election. They shall serve in their elected capacity for approximately one (1) year until the new members assume their duties following the next regular election.

ARTICLE 7 -COMMITTEES

Section 1 -Standing Committees. In addition to the committees represented by the Board, the Board shall establish standing committees as it deems necessary or advantageous for the effective and efficient running of the Team. Such committees may include but are not limited to:

- Awards
- Banquet
- Booster Merchandise
- Handbook
- Newsletter-"The Waterlog"
- Registration
- Ribbons
- Scoring
- Swim Suits
- Team Meet Representative
- Team Pictures
- Volunteer Contact Coordinator
- Sponsors and Contributions

These committees may be assigned to assist one or more Board members or may stand alone.

ARTICLE 8:" MEETINGS

Section 1 -Meetings. The Board shall meet at least four times a year, but more frequent meetings can be established by the President during the season preparation time. Meetings shall be generally open to the coaches and to Team membership, but the Board may meet in executive session closed to the membership to discuss sensitive matters.

Section 2 -Special Board Meetings. Special meetings can be called by the President to discuss and vote on topics requiring immediate action. The President shall also call special meetings at the written request of four members of the Board or 25% of the Team's members in good standing. Such a special meeting shall be held within 21 days of the reception on the written request.

Section 3 -Parents Meetings. A parents meeting shall be held approximately within two (2) weeks of the start of swim practice in order to present topics such as Team policies, the meet and practice schedule, how meet entries are established, the importance of volunteer jobs, to answer questions, and to discuss any other appropriate topics. Parents are encouraged and expected to signup to volunteer for some job at time of registration or at least by the parents meeting.

A parents meeting ("Awards Banquet") shall be held at the end of the swim season for the purpose of elections and the presentation of awards.

ARTICLE 9 -OPERATING BUDGET

Section 1 -Dues /Fees. A fee schedule shall be established by the Board upon the assessment of the next year's projected budget by the President and the Treasurer. Fees shall be sufficient to cover the operating expenses not covered by sponsors and contributions. A fee schedule per family and individual shall be provided as part of the registration materials. .

Section 2 -Sponsors. The Board shall seek sponsors and contributors who will provide moneys and/or goods to offset the Team's expenses. All such actions shall be tracked and recorded by the Treasurer. The Team shall give due recognition for these individuals associations or businesses as deemed appropriate.

ARTICLE 10 -FINANCIALS

Section 1-Fiscal Year. The fiscal year shall be from August 1st to July 30th...

Section 2 -Funds. The funds of the Team shall be deposited only in an institution whose deposits are insured by an agency of the Federal government and shall be deposited within three days of

their receipt, or as soon as possible thereafter. The payment of all expenditures shall be by check. Checks may be signed by the Treasurer, the President or, in their absence, the Vice President. All incoming funds and outgoing expenditures shall be separately accounted for in a permanent ledger. An end of the year minimum balance of \$1500.00 shall be maintained.

Section 3 -Authorizations. Approval of contracts, loans, or expenditures exceeding \$200.00 shall require a majority vote of the Board.

Section 4 -Audit. The Executive Committee shall audit the books of the Treasurer yearly. Upon the end of the Treasurer' term of office, the Executive Committee at its discretion may call for a special audit committee composed of a Board member (exclusive of the Executive Committee) and two knowledgeable outside persons appointed by the President and approved by the Board, shall review the ledger and financial records and provide an audit report to the Board.

ARTICLE 11-CONTRACTS

Section 1 -Obligations. No officer, agent, or member of the Team shall have the unlimited authority to bind the Team to any contract, pledge its credit, or render it liable for any purpose or amount. The Board, by a majority vote, may authorize the President and/or Executive Committee to enter in to specific contracts or instruments on be half of the Team, such as the hiring of coaches or the paying of rental agreements.

ARTICLE 12 -ORDER OF MEETINGS

Section 1 -Order. The order of all regular Board meetings shall be determined by the President. A suggested order is as follows:

- A. Call to Order.
- B. Announcements.
- C. Coaches report.
- D. Reading and approval of the minutes from the last meeting.
- E. Reading and approval of the Treasurer's report.
- F. Report of committees and subcommittees as appropriate.
- G. Unfinished business.
- H. New Business. I setting of the time for the next meeting.
- I. Adjournment.

Section 2 -Conduct. Meetings shall be performed in an orderly manner in order to ensure the accomplishment of Team business and to provide for constructive open discussions. Robert's Rules of Order (revised) shall be used as a guideline when not in conflict with the Bylaws or Board rules and policies.

ARTICLE 13 -DISCIPLINE

Section 1 -Suspensions. A Team member may be suspended at the discretion of the head coach, or by an Executive Board member, if deemed necessary due to unsafe behavior or disruption to the order and conduct of practices and/or meets. The suspension shall be for one practice unless it is of a serious enough nature to require Executive Committee review and action. Continued conduct requiring suspension shall result in the Team member be excluded from Team activities until a review is performed by the Executive Committee.

Section 2 -Expulsion. A suspended member shall be expelled from any further participation as a Team member by a majority vote of the Executive Committee, if it is deemed that he/she represent a safety threat to themselves or to the Team, or a continue to be a disciplinary problem. Registration fees will not be refunded upon an expulsion.

Section 3 -Appeal. A vote for the expulsion may be appealed to the full Board who will review the record and decide to uphold or suspend the expulsion based on a majority vote. A vote of the Board for expulsion shall be final and cannot be appealed further.

ARTICLE 14 -AWARDS

Section 1-Swim Team Awards. The Board shall define rules for the presentation of awards to swimmers who have competed during the season's meets. The Board shall also establish qualifications as it deem necessary for the swimmer of the week awards. The Coaches shall select the recipients of the end of the season award sand in form the Board of all awards to be given prior to awards banquet for final approval.

ARTICLE 15 -AMENDMENTS

Section 1 -Amendments. These Bylaws may be amended at any meeting of the Board by a majority vote, provided that the proposed changes or additions have been provided at least one month prior to the meeting (they may be approved only at the second reading which must be at least 30 days later). These Bylaws were last amended on 3/23/12.

ARTICLE 16 -DISSOLUTION

Section 1. Said organization is organized and shall be operated exclusively for charitable, religious, educational, and/or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code.

Section 2. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.