**Swim Association of Miamisburg**

**By-Laws**

1. The name of the organization shall be the Swim Association of Miamisburg (SAM)
2. Membership is defined as the Board of Directors, Committee Members, Coaches, and Parents/Legal Guardians of registered swimmers.
3. Purpose:
   1. To provide a quality competitive swimming program for as many children in the Miamisburg and surrounding communities as possible.
   2. To develop and encourage sportsmanship among its members and swimmers for the betterment of their physical, psychological and social wellbeing.
   3. To associate and cooperate with Miamisburg Parks and Recreation Department and other local recreation associations in a swim program.
   4. To receive and administer funds, gifts, bequests and devices from any person, firm or corporation in the operation of said swim program.
4. Not-for-Profit:
   1. This association shall be a not-for-profit organization. All assets shall belong to the association and shall not inure to the benefit of any member or group of members.
   2. This association is considered a charitable 503(c) organization. We will abide by all 503(c) laws and regulations to keep our charitable, tax free status.
5. Authority:
   1. The authority to establish duties, conduct business, and to administer property is vested in the Board of directors. The Board shall abide by the Ohio Revised Code as pertains to not-for-profit organizations and the constitution and bylaws of the SAM>
   2. The Board shall have authority to establish, amend and enforce the bylaws and rules of the SAM including appropriate disciplinary actions.
   3. Quorum for a board meeting shall be defined as more than one-half of the current board members present at any meeting for the transaction of business. But, if less than said number is present at a meeting, a majority of the board present may conduct the meeting from time to time without further notice.
   4. Quorum for a general meeting shall consist of twenty-five percent of the number of registered SAM families for that given season.
6. Scope:
   1. The Summer Swim Program shall be open to any eligible child who can swim 25 yards without assistance. A swimmer is only allowed to participate in the program through the summer immediately following their high school graduation.
      1. The Junior Cuda program may be available to those interested in competition, but are unable to meet the unassisted 25 yard swim requirement.
   2. Swimmers must register and pay fees to SAM to be eligible to attend practices and compete
   3. During any given swim season, a swimmer representing SAM may not represent another swim team in the SOSL swim league as a SAM-sponsored swimmer
7. Elections:
   1. The election of the Board of Directors shall be by the membership. The president of SAM shall appoint a nominating committee. The membership shall be advised of the appointment of the nominating committee and the date of the election
   2. The members will be requested to recommend potential candidates for the Board of Directors. A written or verbal ballot will be presented to the membership at the General Meeting (Awards Banquet).
   3. Elections will take place at the General Meeting at the close of the summer swim season. **One** family representative/legal guardian of **each** family will receive one opportunity to vote. The family representative must be present at the general meeting in order to vote. Candidates receiving a majority of the vote will take office at the close of the election.
8. Governing Body:
   1. The Governing Body of the Association shall be its Board of Directors. Said Board of Directors shall be the voting members and comprised of the following:
      1. President
      2. Vice President
      3. Treasurer
      4. Secretary
      5. League Representative
      6. Member at Large
      7. Concessions Director
      8. Past President (This is a nonvoting position)
   2. The Board of Directors shall appoint the following Committee Chairs
      1. Volunteer Coordinator
      2. Publicity and Marketing Chair
      3. Fundraising Chair
      4. Website Administrator/Records/Registration
      5. Awards Chair
      6. Clerk of Course Chair
   3. Duties of the Voting Board of Directors and Committee Chairs shall be as follows:
      1. President: Uphold and enforce the bylaws of SAM. Coordinate the entire swim program. Plan and conduct meetings of the Board of Directors on a regular basis and follow up to make sure duties are being completed. Maintain and pass on any knowledge or information pertaining to all swimming activities to the appropriate administrative personnel and coaches. The president will be the Board of Directors’ liaison with the City Representative.
      2. Vice President: In the event of the president’s absence or disability, the VP shall preside and carry on the duties of the president. The VP shall be the liaison to the committees and other organizations as directed by the President. The VP is responsible for coordinating all team spirit wear purchases.
      3. Treasurer: have charge and custody of and be responsible for all the funds and securities of the association, pay all authorized bills, keep an accurate itemized account of all receipts and expenditures, make a full report at meetings, and file such tax returns as may be required and shall carry on other duties as delegated.
      4. Secretary: Keep accurate minutes of all meetings, maintain a roster of the board members, and carry on other duties as delegated.
      5. League Representative: shall represent SAM to the local swim league and communicate concerns and decisions of the league to the Board of Directors. The league representative must be a certified Swim Official.
      6. Member at Large: may function as, or appoint a coordinator to oversee and coordinate various operations of SAM such as swim meets. The Member at Large and/or Coordinator will work closely with the League Representative to fulfill the rules of the league regarding swim meets.
      7. Concessions Director: Will supply (using SAM funds) food and drink for home swim meets including Championships when held at Miamisburg as well as run the concession stand (with volunteers) during meets. Will keep a detailed account of purchases and sales.
      8. Past President: Provide knowledge and advice to president and Board Members
   4. Duties of the non-voting Committee Chairs shall be as follows:
      1. Volunteer Coordinator: Will Staff and organize volunteers during home and away meets. Will keep track of volunteer sessions worked and report to the treasurer the work fees to be charged to each family at the end of the season.
      2. Fundraising Chair: Organize and facilitate fundraising opportunities for the swim team throughout the year.
      3. Marketing Chair: Will work with newspapers, television and schools to publish news or registration information. Responsible for posting on the Team’s social media platform each month, and keeping the pages up to date.
      4. Website Administrator/Records/Registration: Maintain and updates SAM’s website. Maintain a current roster, including medical needs and emergency contact information of active swimmers and provide to coaches and board members as needed.
      5. Awards Chair: Purchase (using SAM funds) ribbons for meets and end of year trophies. Organize and provide to ribbons to meets and aid award volunteers at meets.
      6. Clerk of Course Chair: Train Clerk of Course volunteers and ensure that clerk of course is running smoothly at home meets.
9. Term in Office:
   1. The number of years for one term in office shall be two (2). Each position will be voted upon every two years.
   2. The City Representative is appointed by the City of Miamisburg and is not limited in the number of terms in office.
   3. Vacancy: a vacancy in any office for any reason may be filled for the unexpired portion of that term of office by a majority vote of the Board of Directors.
10. Committees:
    1. Shall be formed as needed under the direction of the Board of Directors
11. Amendments:
    1. Amendments to these bylaws are to be approved by a three-fourths vote of the Board of Directors, and presented to the entire membership of SAM. Any such amendment shall be presented at one meeting or in a mailing/email and voted on at the year General Meeting or via email. Such amendments must be approved by a two-thirds majority of the responding members within thirty days of email or notice.
12. Legal Status:
    1. Volunteers: With the exception noted below, all members of SAM including swimmers, Board of Directors, Committee Chairs, meet workers, and officials shall be considered volunteers. All such volunteers serve or participate at the pleasure of SAM under the authority of the Board of Directors.
    2. The Board of Directors, with the input of the Head Coach, will have final authority in cases of any dispute concerning swimmers, volunteers, and spectators. All decisions made by SAM shall be considered final and shall not be subject to review under any court of law, except that no such decision shall deprive any individual of a right guaranteed by the Constitution of the State of Ohio or the Constitution of the United States of America.
    3. The Coach(es) will be contract employees of SAM, and, as such, are subject to all the appropriate laws and regulations. Decisions regarding the hiring and performance review of the coach(es) are made by the Board of Directors of SAM.
13. Financial Matters
    1. The Board of Directors will provide for liability insurance which shall cover all swimmers, coaches, parents, meet officials, and persons attending the functions of the organization.
    2. The Board of Directors has authority to establish the membership costs, rates, payment arrangements, and obligations of all swimmers.
    3. The Board will determine appropriate affiliations for SAM swimmers.
    4. The Board has the authority to define expulsion processes in the event of failure to pay.

Approved by Board of Directors

Date:

President:

Printed Name:

Signature:

Secretary:

Printed Name:

Signature:

City Representative:

Printed Name:

Signature:

Revised: September 2019