



Bridlewaves Swim Team By-Laws

PREFACE

The Bridlewaves Swim Team (“Team”) was founded in 1998 with the support of the Home Owners Association as an enhancement to the development of the community. The purpose of the Team is to develop in the children involved a love of the sport and to advance swimming skills, teamwork and the principles of good sportsmanship.

The Team participates in the Prince William Swim League (PWSL), whose season runs from the end of May until the end of July. The League and Team encourage children to participate regardless of their skill level. The Team is governed by the rules of the PWSL, as written in their By-Laws, which are available on the PWSL website at www.pwswim.com.

The rules of the Team:

1. The Team will be governed by a Board of Directors.
2. The Team will provide a basic program of swim meets and activities for all swimmers.
3. The Team will place its focus on the good of the swimmer. All Team and League policies and procedures are centered on providing a safe, fun, and fair program for all swimmers.

Board of Directors and Governing Procedures

1. The Board of Directors will consist of seven Members who will fill the positions of President, Vice President, Secretary, Treasurer, League Representative, Team Manager and Media Coordinator
2. The Board of Directors shall be elected from the Team’s representative membership (Parents/Guardians that currently have swimmers on the Team or past members that currently take an active part in team functions) at the end-of-year team function.

In order to maintain continuity of operations, Members will be elected to a 2-year term that runs consecutively. Board terms will begin and end during the scheduled August meeting each year. The mid-term for four of the Members will fall in even numbered years and the mid-term for the other three Members will fall in odd numbered years.

At the end of each elected term, a Member may choose to seek re-election by placing their name on the ballot and must be voted back onto the Board in order to serve another 2-year term.



Bridlewaves Swim Team By-Laws

3. At least two weeks prior to the end-of-year function, a message will be sent out to the Team representative membership asking that anyone interested in running submit their name for inclusion on the ballot. Interested persons must submit a short summary explaining why they are running and may provide a digital photo for distribution to the team. All info must be submitted to the Board by the end of the day on the Wednesday that precedes the end-of-year function in order to be included on the ballot. Additional space will be allocated on the ballots for write-in candidates and anyone wishing to publicly announce themselves as a write-in candidate may do so at the end-of-year function.
4. The election ballots will be handled by a committee chair consisting of not currently serving on the Board or running in the current election. The committee chair will solicit the help of individuals not serving on the Board who will count and verify the votes received by each of the candidates. The three individuals who get the most votes in the even numbered election years and the four individuals who get the most votes in odd numbered years will become the new Members of the Board.
5. At the first meeting after the election, the first order of business will be to determine who will fill each of the designated positions for the upcoming year. It is not required that any Member who is serving in their second year remain in the position they filled the previous year. The Board can decide among themselves who will serve in each position every election year. If a Bridlewood resident is elected to the Board, then that resident will serve at least one year of their two year term as either President or Vice President.
6. Each Member will have one vote on all issues affecting the Team. A quorum shall consist of four Board Members and no official votes can be taken if a quorum is not present. Procedural votes need only a simple majority of the quorum present at the time of the vote and no proxy votes are allowed.
7. All Board meetings are open to the Team's representative membership. Non-Board members wishing to address the Board may do so, preferably by notifying the Team President or Secretary in advance and securing a place on the agenda. The Board reserves the right to go into a closed session if necessary to discuss sensitive issues during any meeting.
8. The By-Laws shall be reviewed annually. Amendments to the By-Laws cannot be proposed and accepted during the same meeting. Amendments must first be proposed and discussed in an open forum at a Board of Directors meeting and then may be accepted at a later meeting, but only by a unanimous decision of the entire Board of Directors.



Bridlewaves Swim Team By-Laws

9. Members must be given seven days' notice of an upcoming meeting. This can be waived in the event that an emergency situation arises and an immediate meeting is necessary. During such emergency meetings, the only order of business shall be the specific matter requiring the meeting.
10. The Board of Directors may charter several standing committees and as the need arises, charter additional committees to make recommendations on issues affecting the Team. The committees will be advisory in nature and do not set the Team policy. They are, however, an integral part of the Team policy making process and provide critical input to the Board of Directors, who will consider such input but are ultimately charged with policy formulation.
11. As long as the Team is part of the PWSL, it will follow the rules, procedures and guidelines set forth in the PWSL By-Laws, to include General Rules, Competitor Eligibility, Meet Rules and Procedures, Scoring, Records, Awards and all Miscellaneous Rules. If and when the Team would change swim leagues, a new set of guidelines will be established and followed.
12. The Board will use Roberts Rules of Order as a guideline for meeting protocol.
13. There will be in effect a strictly enforced 'zero-tolerance' behavior policy. Any team member, coach, assistant coach, Board Member, volunteer and/or parent/guardian conducting themselves in an unsportsmanlike or abusive manner will be subject to disciplinary action from the Board. This disciplinary action can ultimately result in dismissal from the Team. The Board or Head Coach may immediately suspend a swimmer from team activities in the event of a serious incident or allegation. Before a final action is taken, an investigation will be conducted by the President, Vice President and League Representative (the 'Inquiry Committee'). The offenders have the right to represent themselves before the Inquiry Committee for a hearing on the offense where all parties involved will have equal time to speak and discuss the situation. The hearing and recommendation of the Inquiry Committee will be completed within 5 days. Any recommendation for action by the Inquiry Committee will be required to carry a unanimous decision of the entire Board. The Board will determine the appropriate penalties, and rulings by the Board will be final.
14. In the event that one of the Members of the Inquiry Committee is involved in the 'zero-tolerance' issue or is not available to participate in a timely hearing, the highest position remaining on the Inquiry Committee will select one of the other Members of the Board to replace the open position on the Inquiry Committee.

