

# DVST BYLAWS

## **BY-LAWS OF THE DOMINION VALLEY SWIM TEAM**

Originated June 27, 2008 / Amended June 4, 2017

### **Purpose**

The purpose of the Dominion Valley Swim Team (DVST) By-Laws is to establish the DVST mission, set standards for swim team membership, provide organizational structure, establish membership and general responsibilities for the DVST Board of Directors (BOD), and to provide general guidance on how to conduct DVST and BOD business. Additionally, procedures for making changes to these By-Laws are established.

### **Mission Statement**

The DVST is dedicated to the emotional and physical growth of its swimmers and to the morale of the community in which they live. The coaches, the parents, and all involved in DVST will strive to make swimming a fun experience. The team will provide a positive nurturing environment in hopes that each child will develop into an accomplished life-long swimmer. At the same time, they will foster in both parents and swimmers alike, the benefits of hard work and sacrifice, the traits of good sportsmanship, the value of self-discipline, the seeds and fruits of leadership, the exhilaration of competitive zeal, and the joy of community spirit.

### **Article I - Swim Team Membership**

**Section 1: Residents.** Any resident of Dominion Valley or member of Dominion Valley Country Club (DVCC), subject to the limitations agreed to by DVST BOD, under the age of 19, shall be eligible for membership in DVST upon payment of fees as assessed by the DVST BOD (See Article III).

**Section 2: Obligations.** By requesting and accepting DVST Membership, swimmers and their parents agree to abide by the rules, policies, procedures and code of conduct established from time to time by the DVST general membership, the DVST Board of Directors, and the coaches. Additionally, all swimmers' parents are required to volunteer to support multiple swim meets. Failure to volunteer will jeopardize swimmer membership and the ability of the DVST to continue to function as a member of the Prince William Swim League (PWSL).

### **Article II - General Membership**

**Section 1: Composition.** The general membership shall consist of all parents and guardians of swimmers in good standing. "Good standing" is defined as, (1) having a valid DVST registration on file with the DVST BOD, (2) DVST and DVCC fees are paid in full, and (3) No outstanding DVCC liens exist against the member. The voting rights of a general member will, therefore, continue uninterrupted as long as the member remains in "good standing." If a general member does not meet the requirements for "good standing" then membership voting rights are suspended. Once a member is back in "good standing," membership voting rights are then reinstated.

**Section 2: Semi-Annual Meetings.** There shall be a preseason meeting of the DVST general membership prior to the first swim team practice of each season. The general membership shall also meet within two months of the end of the swim season (defined as May–August) to elect any open BOD positions. If possible, this meeting will be held in conjunction with any annual awards banquet. The time and place of these meetings will be determined by the DVST BOD, be included on the DVST Schedule and be advertised using all available medium at least one month in advance of the meeting date.

**Section 3: Special Meetings.** Special meetings of the DVST general membership will be held when determined necessary by a majority vote by the DVST BOD. The time and place shall be determined by the DVST BOD President.

**Section 4: Notice.** Notice of DVST general membership meetings shall be made no later than one month in advance of the meeting date using advertising medium determined by the DVST BOD to be the best practical means of notification. Normally notice will be posted on the DVST website and sent via email.

**Section 5: Quorum.** So long as notice has been provided in accordance with Article II, Section 4, a quorum for either an annual or special meeting shall consist of those parents or guardians in attendance. A majority vote of those eligible and present shall be sufficient for all purposes, except as otherwise specified herein.

### **Article III - Board of Directors (BOD)**

**Section 1: Members.** The voting members of the BOD shall be comprised of those members elected by the general membership as well as the two members-at-large elected by the BOD. All BOD members must be a parent or guardian of a DVST swimmer in good standing. To avoid any potential conflicts of interest, no one serving on the DVST BOD may have a spouse or significant other serving on the DVST coaching staff. Only one member from a swimmer's family may serve on the BOD. The BOD shall include the following officers: President, Vice President, Treasurer, Secretary, Prince William Swim League (PWSL) Representative, and two Members-at-Large (MAL). DVST BOD duties require a significant amount of personal time to perform well.

**Section 2: Nomination and Election of BOD Members.** The nomination and voting process will be administered by an Election Committee, appointed by the DVST President and composed of members in good standing not seeking election. At the end-of-season semi-annual meeting of the general membership, normally conducted in early August; the general membership shall elect the new DVST BOD by majority vote. Nominations for BOD positions may be made by any member in good standing for any member in good standing provided the nominee consents. The election shall be announced at least one month prior to the election date. The final nominee slate shall be formulated and announced to the general membership for consideration one week prior to the election. The election process will consist of hard copy or online ballot with DVST BOD positions and nominees clearly indicated. The ballots will be distributed at the beginning of the meeting or sent online. Each nominee or a designated representative from the general membership will be afforded two minutes to speak or present a written statement online. The election will be held, ballots collected, and a count conducted by the Election Committee. The results will be announced by the Election Committee prior to the meeting's termination or within twenty-four hours of online balloting. In the case of a tie vote, a run-off election will be held between the two nominees. In a tie vote situation, the nominees may elect to speak an additional two minutes in order to sway voters. Additional votes will be taken until the tie is broken.

**Section 3: Term of Office.** BOD members shall serve a two-year term or until their respective successor has been elected (whichever comes first), but any BOD member may be removed with or without cause by a majority vote of the full membership of the DVST BOD. There are no term limits imposed on BOD members. BOD members may resign by providing written notice to the DVST BOD in advance of their effective resignation date. Resignation must be accepted by a majority vote of the remaining BOD members and notice given to the resigning party in order to terminate the term in office. Vacancies will be filled by persons selected by majority vote of the remaining BOD until a replacement can be elected by the general membership. A special meeting of the general membership is not required to fill vacancies so long as at least four elected members remain on the BOD. Elected members include the five positions elected by the general membership as well as the two members-at-large positions elected by the BOD. If and when only three or fewer elected members of the BOD remain in office, the BOD must order a special meeting be held within 30 calendar days and the BOD shall have no further authority to act until said vacancies have been filled by the general membership.

**Section 4: Board of Directors Positions.** The DVST BOD will be comprised of seven voting members as follows: President, Vice President, Treasurer, Secretary, PWSL Representative and Members-at-Large.

**A. President.** The President will serve as the chief member of the BOD. During recess the BOD shall have general control and management of the DVST business and affairs, except for any powers delegated by the BOD. The President shall act as the intermediary and chief liaison between and among the general membership, BOD, DVCC, and coaches, for the purpose of handling and resolving contentious issues. The President shall make every reasonable effort to comply with the policies and procedures delineated in the DVCC Charter and any understanding between the DVST BOD and DVCC. The President shall preside at

all meetings of the DVST BOD and the DVST general membership unless the Vice President is designated to do so by the President in the President's absence.

**B. Vice President.** The Vice President shall act in lieu of the President in the event the President is incapable of acting by reason of death, illness, resignation, or absence. The Vice President shall act as meeting Parliamentarian for BOD and general membership meetings in order to ensure proper order is maintained. *Robert's Rules of Order* shall be used as a guide when executing these duties. The Vice President shall be responsible for general oversight of all committees, unless the BOD assigns oversight of a specific committee to another member. The Vice President shall coordinate and integrate changes to the DVST Constitution and By-Laws. The Vice President shall perform additional duties as delegated by the BOD.

**C. Treasurer.** The Treasurer shall have primary custody of and maintain detailed records of the DVST bank account and all DVST related financial transactions, unless otherwise determined by the BOD. The Treasurer shall inform the BOD of total receipts specific expenditures, and remaining balances at each regular meeting of the BOD. The Treasurer shall maintain a Reconciliation Detailed Report and a Profit and Loss Statement. One additional DVST BOD member will be designated as the account's Co-Owner in the event the Treasurer is not available to conduct required account activity approved by the BOD. The Treasurer shall maintain all required tax records and ensure reports are submitted to appropriate government agencies in a timely manner. The Treasurer shall deposit all DVST funds, which the Treasurer receives, in such bank accounts as the BOD designates as soon as possible. The Treasurer shall pay out moneys as business may require upon the order of the BOD with proper vouchers to justify the expense. Expenses shall be paid by check only. Expenses will not be paid from cash on hand. The BOD may delegate any and all duties of the Treasurer. The outgoing Treasurer shall account to the incoming Treasurer for all financial books, records, and accounts within 60 days of the election of the new Treasurer. At semi-annual meetings of the general membership, the Treasurer shall submit a written report of the account balances at the previous meeting, receipts and expenditures during the interim period, and remaining balances. These reports may also be posted on the DVST website for public review following approval of the BOD. DVST funds cannot be obligated nor payments made from the DVST account unless approved by the DVST BOD in advance; either by approval of the annual budget or via special vote for non-budgeted, emerging requirements. The Treasurer will work directly with the bookkeeper.

**D. Secretary.** The Secretary shall make and keep minutes of all meetings of the BOD and the general membership using an approved standardized format and the following process. A draft of the minutes shall be distributed to the DVST BOD within one week of the meeting. The BOD shall review these minutes in advance of the next meeting.

During the ensuing meeting, the previous meetings minutes will be adjusted as required and approved by majority vote. The approved minutes will then be distributed to the DVST BOD within one week of approval. The Secretary shall distribute approved copies of all meeting minutes to all appropriate members, by email or otherwise. The Secretary shall also maintain a list of all participating DVST members with name, address, telephone number, email address (if any), and names and ages of swimmers. The Secretary shall maintain a comprehensive record of all documentation generated by the BOD or used by the BOD. The Secretary shall perform other duties as delegated by the BOD.

**E. PWSL Representative.** The PWSL Representative shall be the official representative of DVST to the PWSL and shall have voting authority of the DVST at meetings of the PWSL. The PWSL Representative shall be responsible for attending all PWSL meetings and advising the DVST BOD as to the agenda items discussed, any votes taken, and the DVST position on said items. The PWSL Representative shall bear in mind that certain issues should be determined by the BOD and seek tabling of any vote by the PWSL when it appears circumstances so warrant. The PWSL Representative shall perform other duties as delegated by the BOD.

**F. Members-at-Large.** Members-at-Large should chair one of the committees set forth in article IV herein at the direction of the BOD. Members-at-Large shall perform other duties as delegated by the BOD.

**Section 5: Committees.** Committees will be established by and under the direction of the BOD in accordance with Article IV herein. The BOD may establish other committees as it sees necessary for the conduct and management

of DVST. The BOD will determine the committee chairperson of all committees. Committee chairpersons will not be voting members of the BOD.

**Section 6: Bookkeeper.** The DVST shall employ a bookkeeper who will keep record and assist with all financial affairs of the team, including but not limited to, the balance and reconciliation of accounts, calculation and preparation of tax payments, payroll, manage accounts payable and receivable.

**Section 7: Duties and Authority of the DVST BOD.** The BOD shall manage the affairs of the DVST. All voting powers not specifically reserved for the general membership herein shall be vested in the DVST BOD. All BOD positions serve as a unit. No contractual decision may be made by any one party. All decisions involving the DVST, swimmer, coaches, and/or parents must be brought before the board for approval. The DVST BOD shall have the authority to do all things necessary for the safe, efficient and effective operation, management, and advancement of the DVST, included but not limited to, expending DVST funds as it deems appropriate. Under no circumstances will a decision by the BOD be made to expend funds not planned in the approved DVST Yearly Budget, or otherwise pre-approved by the BOD, unless the Treasurer has calculated and briefed the financial impact of the desired expenditure.

**Section 8: DVST Meetings.** DVST meetings shall be scheduled on the DVST calendar as appropriate. Every reasonable effort will be made to announce and advertise DVST meetings well in advance of the meeting date. The Vice President or acting Parliamentarian will use *Robert's Rules of Order* as a guide to conduct all meetings in an organized fashion. Every reasonable effort shall be made to construct a detailed agenda at least one week prior to all meetings and then to follow that agenda to the greatest extent possible. This will provide focus and assure the effectiveness, productivity and efficiency of DVST meetings. The DVST BOD plans and executes four types of meetings.

**A. Executive BOD.** Executive BOD meetings will be conducted on a monthly basis throughout the calendar year to ensure the effective and efficient management of the DVST. Executive BOD meetings may or may not be open to the general membership. Open meetings shall be posted on the Sharks website. Minutes from all meetings shall be posted to the Sharks website once approved by the BOD.

**B. Special BOD.** Special BOD meetings will be conducted at any BOD Members discretion and may be declared either Executive or Regular in nature. These meetings are typically short notice meetings not previously scheduled on the DVST Shark Calendar. Special meetings shall be held as determined necessary by the majority of the voting members of the BOD. Reasonable effort must be made to provide telephonic, electronic, hard copy, or in-person notice to members at least 24 hours prior to any special meetings.

**C. Regular BOD.** Regular BOD meetings are as needed meetings of the DVST BOD scheduled on the DVST Sharks Calendar. These meetings are open to all DVST members. The BOD may elect to shift from a Regular forum to an Executive forum during a Regular BOD meeting if the content of the discussion warrants or if the participation by any person present becomes disruptive to the meeting.

**D. DVST General Membership Meetings.** DVST General Membership Meetings are meetings open to the DVST and all interested parties. These meetings are normally scheduled to be conducted twice a year: once during the spring and once in August. The spring meeting is designed to kick-off the new swim. The August meeting is often combined with the end-of-swim-season DVST party. During the August meeting DVST general membership will vote on any open BOD positions.

**Section 9: Quorum and Voting.** A quorum shall consist of a majority of the elected members of the DVST BOD (normally four of seven elected members). Elected members include the five positions elected by the general membership as well as the two elected members-at-large positions. A quorum is required in order for the BOD to vote on issues and make decisions affecting the DVST. Once quorum has been established, a majority vote of those present shall be sufficient for all purposes, except as otherwise specified herein. In the event of a tie, the President's vote shall be the deciding factor. If the President is not present then the vote / decision must be deferred. Meetings attended by less than a quorum can discuss issues and exchange general information necessary for the continued operation of the DVST. Scheduled meetings of the BOD that consist of less than a quorum must also be documented by minutes.

## **Article IV - Committees**

**Section 1: Home Meet Committee.** This committee shall obtain all necessary resources (personnel and equipment) required to conduct home swim meets. It shall also be responsible for setting up the pool for home swim meets and restoring the pool for use by the DVCC after swim meets.

**Section 2: Concessions Committee.** This committee shall be responsible for the operation of concessions at home swim meets and the operation of any regular concession established at the Dominion Valley pool. The committee shall, with prior approval from the BOD, purchase food and equipment necessary for operation of the concession. The Concessions Committee shall sell items in a manner designed to improve the financial stability and overall operation of the DVST.

**Section 3: Social Committee.** This committee shall organize social functions to enhance the morale and community spirit of the DVST. It shall also be responsible for organizing an annual end-of-season awards banquet. The committee shall, after approval by the BOD and in coordination with the head coach, purchase awards for the banquet.

**Section 4: Fundraising Committee.** This committee shall organize any activities related to raising money to support the DVST, including, but not limited to, pictures, mulch sales, carwashes, etc.

**Section 5: Communications Committee.** This committee shall maintain the team website and prepare flyers/brochures. It shall also coordinate swim team submissions to the DVCC newsletter and/or local news media.

**Section 6: Computer Committee.** This committee shall ensure that computers and software are up-to-date per league requirements as well as act as the liaison with other team computer people. It shall also ensure entries are prepared for meets as well as process all meet results.

**Section 7: Officials and Equipment Committee.** This committee shall maintain inventory of all team equipment (starter, stop watches, lane lines and reel, turn flags, canopies, etc.) as well as arrange for repairs and make necessary equipment purchases. It shall also signs-up starters, stroke-and-turn judges, clerk-of-course and timers for all meets as well as ensure that they have attend the appropriate clinics.

**Section 8: Volunteer Committee.** This committee shall ensure that all volunteer assignments for home and away meets are filled. It shall also work as the liaison to other teams to coordinate volunteer needs for all meets. In addition, it shall work with the Officials and Equipment Committee to fill the volunteer positions they have.

**Section 9: Apparel Committee.** This committee shall maintain all swim team apparel orders, including team suits, caps, t-shirts, etc.

## **Article V – Budget**

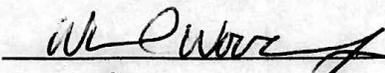
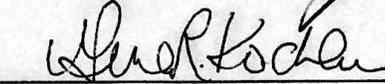
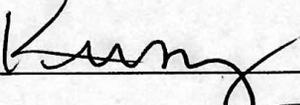
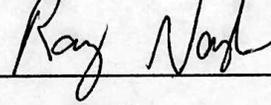
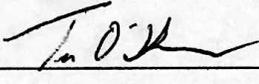
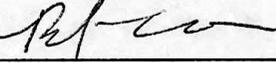
The DVST will pay for all operational expenses using DVST funds. The DVST BOD will develop a budget for the financial operation of the DVST by January 31 of each year. The Treasurer will maintain a progressive comparison between the original budget submission and actual financial developments. The Treasurer will provide the DVST BOD financial updates on a monthly basis during the swim season (May–August) and quarterly during the off-season (September–April). These updates shall be formally approved (or adjusted) by the DVST BOD. The DVST Budget Reports shall be posted on the DVST website.

## **Article VI - Amendment of the By-Laws**

The power to alter, amend, or repeal these By-Laws or adopt new By-Laws shall be vested in the DVST BOD if approved by a two thirds majority of the elected BOD members. All proposed changes to the By-Laws must be provided to DVST BOD membership no later than one meeting prior to the meeting during which the changes will be approved. This is required to allow time for careful consideration of the changes. Once changes to the By-Laws are approved, the Vice President shall coordinate a rewrite of the By-Laws with approved changes incorporated.

The new By-Laws will be signed by all DVST BOD members. A signed copy of the By-Laws will be distributed to each BOD member. The Secretary will maintain the original copy of the signed By-Laws. A signed copy will be distributed to the DVST membership via all available medium within 30 days of approval.

These By-Laws are hereby amended and approved by all members of the DVST BOD as of July 10, 2017.

President, William Woodson	<u></u>	Date	<u>7/10/17</u>
Vice President, Gena Kochan	<u></u>	Date	<u>7/10/17</u>
Secretary, Kirsten Ly	<u></u>	Date	<u>7/10/17</u>
Treasurer, Matt Caputo	<u></u>	Date	<u>7/10/17</u>
PWSL Rep, Raymond Nash	<u></u>	Date	<u>7/10/17</u>
Member at Large 1, Ted O'Shea	<u></u>	Date	<u>7-10-17</u>
Member at Large 2, Bryant Tolar	<u></u>	Date	<u>7/10/17</u>

Copies to: DVST website