

Tall Grass Lightning  
"Membership" Bylaws

April 13<sup>th</sup>, 2014

Article I – Name

This organization shall be known as Tall Grass Lightning Swim Team (hereinafter known as the "TGL")

Article II – Purpose

Tall Grass Lightning Swim Team is a non-profit, recreational swim team with the sole purpose of providing a safe, fun summer sport for the children of Tall Grass Subdivision. The team is part of the Naperville Swim Conference, which consists of many other teams throughout the city.

Article III – Membership

- Section 1: Parents/legal guardians of children 4-18, who have completed the registration process and whose child/children can swim the length of the pool by time trials, make up the membership.
- Section 2: Priority membership will be extended to Tall Grass residents. Non-residents may be allowed membership based on Article III, Section 4.
- Section 3: Primary Registration is open to Tall Grass residents only. Tall Grass residents are eligible to join the team providing they meet the all the membership requirements. Registration dates are determine for the TGL Officers. All registration dates and procedures for Tall Grass residents to be determine by the TGL Officers.
- Section 4: Following Primary Registration, Secondary Registration can occur, allowing non-resident membership to the team. Secondary Registration will be on a first come, first serve basis. Non-resident registration will be capped at a maximum number, which is determined by the Tall Grass HOA and the TGL Officers. Non-residents will pay an additional fee at registration as compared to the Tall Grass residents. This fee increase will be determined by the Tall Grass HOA and the TGL Officers. A non-resident TGL membership is in no way tied into a "general" pool membership or usage of the pool, except during swim team practices, meets and social events. The TGL Officers reserve the right to stop, postpone or cancel non-resident membership at any time. All registration dates and procedures for non-Tall Grass residents to be determine by the TGL Officers.
- Section 5: Each Tall Grass Subdivision resident member in good standing shall carry a vote at all meetings and elections. A member in good standing is defined as a member who is current with their HOA annual assessment and current with all Tall Grass Lightning financial payments including, but not limited to team fees and fines. Non-resident members shall not carry a vote at meetings or elections.
- Section 6: Each member family has the responsibility to fulfill a predetermined number of jobs during the swim season. The number of jobs is to be determined by the Officers and publicized to the membership at registration.

- Section 7: The Officers reserve the right to refuse membership on the basis of overcrowding, at which time a wait list will be made available.
- Section 8: The Officers reserve the right to refuse membership on the basis of safety if a child cannot swim the length of the pool unassisted.
- Section 9: The Officers reserve the right to establish a final sign-up deadline that will be posted on the team website.
- Section 10: Full refunds will be given to any swimmer who does not qualify for the team by the end of time trials. Full refunds will be given to any swimmer(s) who decides to quit the team BEFORE time trials. After the time trials, no refunds will be given.
- Section 11: The Officers reserve the right to terminate any membership on the basis of violation of these bylaws, upon a unanimous vote of Officers.

#### Article IV – Board of Directors

- Section 1: The Board of Directors shall be comprised of the seven elected Officers and the chairpersons of each Standing Committee.
- Section 2: The sole purpose of the Board of Directors is to help manage the daily operations of the membership.
- Section 3: Each member of the Board of Directors shall have one vote at all meetings and elections. If a Standing Committee member is a non Tall Grass resident, they do not carry a vote.
- Section 4: Each Board of Director shall be a member in good standing of this organization.

#### Article V – Officers

- Section 1: The Officers of the membership shall consist of President, Vice President, Secretary, Treasurer and three (3) Conference Representatives.
- Section 2: The President shall hold a minimum two-year term.
- Section 3: To be elected to the office of President or Vice President, one must have been a Conference Representative for at least one year in the Naperville Swim Conference.
- Section 4: Each Officer will not be required to work the predetermined number of jobs as defined in Article III, Section 6.
- Section 5: Over the course of a fiscal year, Officers must be in attendance at the majority of the monthly Officer meetings. Failure to do so is a violation of the bylaws and subject to Article V, Section 6.
- Section 6: The Board of Directors shall at the recommendation of the Officers consider the removal of any Officer not performing duties as outlined in the bylaws. An affirmative vote of a super majority (2/3rd) of the Board of Directors present and voting shall be necessary for removal of an Officer. Prior notice of this meeting should be given to Officer in question.

- Section 7: President – Duties include:
- a) Setting and presiding over all Membership, Officer, and Board of Directors Meetings;
  - b) Exercising overall supervision over all meet, team and social operations of the membership;
  - c) Appoint all committee chairpersons;
  - d) Hiring and termination of all coaches;
  - e) Serve as a member ex-officio on all committees of the membership;
  - f) Responsibility of team assets, creating and updating a master asset list and location, such as computer and printer;
  - g) Serve as “past president” advisory for a one-year term.
- Section 8: Vice President – Duties include:
- a) Assume the duties of the President in the absence of the President;
  - b) Aide and assist the President as needed;
  - c) Act as communication liaison between all standing committees and the Officers.
- Section 9: Secretary – Duties include:
- a) Retain current membership roster;
  - b) Preside and keep minutes at all meetings of the Officers, Board of Directors, and Membership;
  - c) Keep the attendance record of all Officer, Board of Directors and Membership meetings;
  - d) Conduct all Membership business correspondence, if needed;
  - e) Issue notice for all Officer, Board of Directors, and Membership meetings, if needed;
  - f) Maintain the TGL Bylaws. TGL Bylaws will be reviewed every 2 years.
- Section 10: Treasurer – Duties include:
- a) Prepare an annual budget for Board of Director approval;
  - b) Once budget is approved by Board of Directors, disseminate committee budgets to standing committees. Track committee expenses to budgeted amount and goals of the swim team;
  - c) Prepare a monthly summary of profit and losses for Board of Director review;
  - d) Prepare a monthly budget analysis for Board of Director review;
  - e) Set up and maintain accounting records as deemed necessary for the management of the accounts in accordance with standard accounting practices;
  - f) Set up and maintain the bank account;
  - g) Deposit all funds, including but not limited to, registration fees, sponsor money, fundraising funds, apparel sales, and concession sales as applicable;
  - h) Act as liaison to Tall Grass HOA to ensure the Tall Grass Lightning payroll is paid on agreed upon schedule and that related taxes are remitted to appropriate entities in a timely manner;
  - i) Coordinate reimbursement payments to Tall Grass HOA for above mentioned payroll;
  - j) Disburse funds and promptly pay bills as approved by Board of Directors;
  - k) File State Annual Report and any other necessary forms as required (coordinate with HOA as applicable);
  - l) Obtain and coordinate services for a yearly audit immediately after fiscal year end. Audit to be performed by a non-member of this organization.

- Section 11: Naperville Swim Conference Representatives
- a) Serve as official representative of the Board of Directors to meetings of the Naperville Swim Conference Board;
  - b) Serve as liaison between the Board of Directors and the Naperville Swim Conference concerning any Sanctioned activities;
  - c) File all necessary paperwork with conference such as waivers and roster by publicized deadline;
  - d) Act as one of two Conference Representatives (coach being other) to suspend/cancel any meet.

Section 12: Each Officer shall be a Tall Grass resident.

#### Article VI – Meetings

- Section 1: Regular scheduled meetings of the Officers shall be set for each month with the exceptions of August and December. Board of Director meetings will occur on the same date as Officer meetings at the President’s discretion.
- Section 2: The President or any other Officer may call additional meetings as deemed necessary.
- Section 3: All meetings are open to the membership with the exception of executive session.
- Section 4: Quorum to transact business at an Officer meeting shall be 4 of the possible 7 officers.
- Section 5: The bylaws of the Tall Grass Lightning shall prohibit voting by proxy except in the case of Officer elections.

#### Article VII – Elections

- Section 1: Elections for the offices of President, Vice President, Secretary, Treasurer and Conference Representatives shall be held at a membership meeting no later than December 31 of each year, officers may be re-elected regardless of number of years served.
- Section 2: During the election meeting, there will not be any nominations from the floor.
- Section 3: Officers shall be elected in accordance with the Election Procedures Document for Tall Grass Lightning. This includes that election shall be by ballot unless there is only one (1) candidate for that office. In the case of one (1) candidate for an office, a motion may be entertained to elect by a voice vote. A simple majority is needed for motions and for election of officers.

#### Article VIII – Committees

- Section 1: Standing Committees shall be added or negated on the basis of necessity, by a majority vote of the Officers.
- Section 2: The President shall appoint Committee chairpersons.
- Section 3: Any committee not having a chairperson runs the risk of not operating until chaired.
- Section 4: One of more people may chair Committees.

Section 5: The term of Committee Chairperson is one year, with re-appointment possible each year. There is no maximum term.

Section 6: Committee chairpersons may be removed from duty by majority vote of the Officers.

#### Article IX – Budget

Section 1: The Fiscal year shall commence January 1 and run through December 31.

Section 2: A prepared budget shall be presented to the Officers at the January meeting. The Budget is to be approved at the February meeting.

#### Article X – Amendments

This document may be amended by a majority vote of the members of the Membership present at the next regularly scheduled meeting or a special meeting no sooner than two weeks after the amendment is proposed. Such proposed change shall be published on the team website and emailed to the membership.