Castlewood Dragons Swim Team

Article I NAME

A. This is a non-­profit corporation with a common interest in aquatics. It shall be known as the Castlewood Dragons Swim Team and shall be hereafter referred to as the Team.

Article II PURPOSE

A. The purpose of the Team is to encourage informal, friendly swim team competition at the neighborhood pool level and to provide young people with the opportunity to participate in team competition during the summer within a fair and wholesome environment, in order to develop athletic skills, encourage sportsmanship and teamwork, develop water safety skills, and make neighborhood friends. The goals of the Team are to help young people feel good about themselves, grow as individuals and learn to effectively work with coaches and teammates in an environment where every participant is a valued member of the team.

Article III. BOARD OF DIRECTORS

A. The Board of Directors will consist of the President, Vice President, Secretary,

Treasurer, Sponsorship Director, Marketing/Spirit Director, Volunteer Director/Meet Manger and Special Events Coordinator.

1. President – Point of contact for Swim North Texas League, shared responsibility of hiring the coaching staff with the Vice-President, first point of contact for conflict resolution between internal and external parties, schedules and leads board of directors meetings
2. Vice-Pres/Swim NT League Representative – assisting the President, shared responsibility of hiring the coaching staff, coach management and meet management. Represents the team for League decision and/or meetings (unless another board member is attending)
3. Secretary/Registration Administrator –keeps minutes of board meetings, manages annual online team registration process, assist President and Vice-President as needed
4. Treasurer – keep accurate accounting of income and expenses, pay coaches, reimburse board members for out of pocket expenses, maintain insurance policy, prepare annual budget, regulatory compliance
5. Sponsorship Director – actively seek out new sponsor opportunities to support team, manage current sponsors, create and maintain positive relationships within the community
6. Marketing/Spirit Director – in charge of team banner, flyers, posters, team gear orders, team photo coordinator, etc.
7. Volunteer Director/Meet Manager – organizes all aspects of the volunteers needed for the swim meets and other events during the season, manages team meet software, meet registration process, and volunteers
8. Special Events Coordinator – organizes team activities during the season

B. The Board of Directors will consist of at least 75% Castlewood residents. The President, Vice President and Treasurer positions must be held by Castlewood residents. They will have authority over and be responsible for the finances, swim meet operations and public relations of the Team. They shall make such rules and regulations as deemed necessary in performing these functions. The Board may audit the books and records of the Team at any time. The Board may establish committees as needed. The minimum board positions needed in order to effectively sustain the team are the President, Vice-President and Treasurer.

C. All Board Members will be elected by proxy by October 1.

D. The term of office for the Board members shall be from October 1 through September 30 of each year. The Head Coach’s salary will be renegotiated annually. The Head Coach’s contract will be renegotiated in March.

E. All Board Members may hold their offices for any number of consecutive years,

provided they are nominated and elected by a majority of the Members and remain eligible as defined under Article V.

F. No salary or other compensation shall be paid to any board member of the organization. However, each board member will receive a $75 reduction in annual swim team fees.

G. Vacancies on the Board will be filled by another member of the organization.

He/she will be appointed by the President and approved by the Board for the duration of the unexpired term. The board member that vacated their position will forfeit their reduction fee.

H. A Board member may be removed from office according to the following procedure.

1. A petition bearing the signatures of 30% of the membership shall be submitted to the Secretary in order to request a hearing.

2. 60% of the membership will be present at the hearing.

3. 60% of the members at the hearing shall be required to form a vote in favor of removal.

**OR**

4. A board member misses 3 consecutive meetings.

I. All major expenditures over $250 must be approved by a majority of the Board of

Directors. All minor expenditures may be approved by the President of the Board

or the Treasurer without additional approval.

Article IV. DUES

A. Annual membership dues are required for each swimmer on the Team. These funds are primarily used to pay the salaries of the coaches, fund operating and league expenses for the Team, pay required liability insurance for the team and to purchase equipment for the Team. The Board of Directors has the authority to authorize payment for additional expenses as they deem necessary.

B. Membership dues and fees shall be determined by the Board and presented to the members at a general meeting. Non Castlewood residents will pay an additional pool maintenance fee to be determined annually by the Board. These fees will be paid to the Castlewood HOA to cover these expenses.

C. Dues must be paid before the first day of practice. Any swimmer with outstanding dues by the first day of practice will forfeit their spot on the team. If the Team has a waiting list, the forfeited spot will become available to the fist name on the waiting list.

D. The Board of Directors will have the power to grant an extension if extraneous

circumstances prevent a member from making a payment.

E. Any registered swimmer that fails the swim test or decides during the first week of practice that they do not want to continue on the Team will receive a refund of an amount equal to the dues less the cost of any team merchandise they have received.

Article V MEMBERSHIP

1. Membership of the Team is based on the following priority rules:
2. Returning swim team members
3. Castlewood residents in good standing
4. Residents of Briarhill, Rolling Hills Estates, Chapel Hill, and Chapel Springs Estates.

B. Swimmers must be 5 years old and younger than 18 years of age by June 1st

C. Swimmers must be able to swim the length of the pool (age 11+ must swim two laps)

D. Active membership of the Castlewood Swim Team shall consist of those parents or legal guardians who have children on the team. Each family membership shall consist of a single unit, casting one vote. Members in good standing will be the only members entitled to a vote and allowed to hold office.

E. The responsibilities of the members are to support the goals of the Team, as defined by the Board and the Head Coach. These responsibilities include, but are not limited to, attending swim practices and meets, volunteering at swim meets and spirit activities, and abiding by the rules of the Team.

1. It is essential that members provide volunteer hours to support the required

need to run a swim meet at both home and away meets. ALL members are

required to contribute their time each week your child swims in order for your

swimmer to participate on the Team. Volunteer positions allow enough flexibility

for members to watch their child’s swim events.

F. The swim coaches have the authority to institute disciplinary measures for disruptive and disrespectful behavior. If the negative behavior continues, parents will be asked to help monitor their child’s behavior or have the child removed from practice. If negative behavior still continues, they will be removed from the team and no refund will be given.

Article VI MEETINGS

A. There shall be a minimum of one general membership meeting per year. Notice

of all general meetings, including an agenda will be posted to the website in

advance of the meeting. There will be a season kick-­off general membership meeting in April, where team responsibilities for parents and swimmers will be discussed, dues will be collected and a volunteer list will be available for signup. Special Membership Meetings may be called by a majority vote of the Board or a by petition of 20 Voting Members in good standing. Each Voting Member in good standing present at such meeting shall have one vote.

B. The Board of Directors will have a minimum of three out of season meetings and three in season meetings and whenever deemed necessary during those months when

the swim team is active.

1. Five members of the board shall constitute a quorum necessary for the transaction of business.

2. Swimmers and Parents are welcome to attend open Board meetings and make

presentations at those meetings by requesting time on the agenda in advance.

Article VII AMENDMENTS TO BYLAWS

A. A copy of the proposed amendment shall be given to the Board President prior to

notification of a general membership meeting, so that it can be placed on the

agenda.

B. These bylaws may be amended by a two-­thirds (2/3) vote of the membership

actually voting on the amendment, via proxy.

Article VIII ASSOCIATION DISSOLUTION

A. In order for this Team to be dissolved, it shall require a recommendation from the

Board of Directors and a two-­thirds vote of the members at a special meeting called

expressly for that purpose.

B. Upon the dissolution of the Team, the directors shall pay or make provision for

paying all of the liabilities of the Team. All remaining assets of the Team shall be

distributed among any organizations decided on by the board.