

The Ukiah Dolphin Swim and Water Polo Club By-Laws



September 3, 2020

Ukiah Dolphins Swim & Water Polo Club

P.O. Box 635
Ukiah, CA 95482

The Ukiah Dolphins Swim & Water Polo Club By-Laws

ARTICLE I – NAME OF ORGANIZATION

The name of the organization will be “The Ukiah Dolphin Swim & Water Polo Club” a California not-for-profit corporation (Fed ID #23-7421471) which will be operated in accordance with the meaning and provisions set forth of Section 501(c)(7) of the Internal Revenue Code.

ARTICLE II – PURPOSE

The purpose of the By-Laws is to establish operational guidelines and procedures for the management and operations of the Ukiah Dolphin Swim & Water Polo Club Auxiliary. By establishing such guidelines and procedures, consistency in operation from year to year under different leadership can be attained leading to a better and stronger club

ARTICLE III – OFFICERS

The elected officers shall be President, Vice-President, Secretary and Treasurer. They, along with the Immediate Past President shall serve as the Executive Committee.

ARTICLE IV – BOARD OF DIRECTORS

Anyone serving on the Board must have an eligible enrolled swimmer on the Ukiah Dolphins Swim Team. Board members are expected to volunteer, but may sign up only as needed and are not required to meet the same minimum requirements as general members. A person may serve in only one Board position in a given season.

The Board of Directors shall consist of the Immediate Past President; the 4 elected or appointed Officers as outlined in Article III. In addition to the Executive Board members, the following Committee Chairpersons will serve as voting Board members:

- Membership Coordinator
- Swim Meet Director
- Volunteer Coordinator (Assistant Swim Meet Director)
- Apparel
- Social
- Fundraising
- Webmaster
- Awards/Ribbons
- Safe Sport Coordinator

Additional committee chairpersons may be appointed as deemed necessary by the President (subject to Board approval). Job descriptions for chairpersons may be changed as deemed necessary by the President (subject to Board approval) and will be available upon request.

Each member of the Executive Committee of the Board of Directors is entitled to one vote per person. The President shall have no voting rights except to break a tie. All voting board members must vote in person or electronically.

If a member of the Board is absent from three consecutive Board Meetings, except for reason of extenuating circumstances, the office shall become vacant and the Board shall have the right to appoint a new Board Member. The Board reserves the right to appoint or vote in At Large board members.

ARTICLE V – ELIGIBILITY

Eligibility to swim is determined by the following:

1. Swimmers must be members of families in good standing with the Ukiah Dolphins as determined by the Ukiah Dolphins Board.
2. Swimmers must have paid the fee as set forth by the Ukiah Dolphins by the date set forth in the current registration packet.
3. Parents of swimmers must agree to fulfill the required volunteer duties as deemed necessary by the schedule for the current year (may vary between 1 and 4 volunteer slots per family per season) as set forth by the Ukiah Dolphins in the current registration packet.
4. All families become General Members of the Ukiah Dolphins for the season in which their swimmer is participating. Each Family will receive one vote per family if a vote is required.

ARTICLE VI – ELECTION OF OFFICERS

The election of officers shall take place electronically prior to the end of the current season or in person at the end of year Awards Ceremony (with every attempt being made to vote prior to the end of season Awards Ceremony). The Board will make every effort to provide team parents with at least ten (10) days' notice of the vote and proposed slate of officers. This notice will be given electronically. General members may contact the Nominating Committee to self-nominate. The closing date for self-nominations is 7 days prior to the electronic vote. In the event of a vacancy after the election, the President, with Board approval, will appoint a replacement to fill the vacancy. A vacancy in the office of the Immediate Past President will not be filled.

ARTICLE VII – DUTIES OF OFFICERS

All Executive Officers shall be responsible for the duties of their position as outlined below. Basic duties include (but are not limited to):

PRESIDENT:

- Shall preside at all meetings of the General membership and the Board of Directors.
- Shall coordinate Board activities necessary to carry out projects and activities on a year-round basis in the best interest of the Ukiah Dolphins, including the appointment of all Chairpersons.
- Shall serve as League Representative.
- Shall lead and complete the process for hiring and contracting coaching staff according to procedures in Article X.

VICE-PRESIDENT:

- Shall preside at any General or Board meetings in the absence of the President.
- Shall assume the role of President for the following year.

SECRETARY:

- Shall keep complete records of all proceedings of General meetings and Board of Director meetings and report accordingly.

SECRETARY: (cont.)

- Shall be responsible for all internal communications of the Board of Directors relative to General meetings and Board meetings.
- Shall coordinate and record in the minutes all electronic votes to Board and General membership.

TREASURER:

- Shall be custodian of the funds of the Ukiah Dolphins and shall receive and disburse them as directed by the Board.
- Shall report financial standings at Board and General Meetings.
- Shall secure all necessary insurance policies.

- Shall allow a 3rd party to audit the financial records once per season by the end of the Fiscal year (audit to be completed between August and December)
- Shall work with a professional accountant to ensure that all taxes are filed on-time including annual Federal and State of California Tax Returns; Quarterly Payroll taxes (including the quarters where there is \$0 payroll); and Bureau of Workers Compensation Fees. At no time shall the treasurer attempt to file taxes on their own, a professional accountant must be hired.

IMMEDIATE PAST PRESIDENT

- Shall assist the President as necessary.
- Shall serve as Chairperson of the Nominating Committee.
- Shall lead the electronic officer election. If the Immediate Past President cannot lead the election, the President shall appoint a member of the Nominating Committee to do so.

ARTICLE VIII- GENERAL BOARD MEETINGS

The General Board, consisting of board members and Committee Chairs, shall meet once per month in person or electronically, at the Board's discretion. A Quorum of a majority plus one Board member will be required to make any formal decisions regarding the program.

ARTICLE IX – GENERAL MEMBERSHIP MEETINGS

There will be one (1) General Meeting per year - which will also be the Awards Ceremony.

No separate notice will be given as the end of year Award Ceremony is posted at the beginning of the season.

ARTICLE X – COMMITTEES

The President (with Board approval) has authority to establish committees and their descriptions of duties as deemed necessary. A list of current committees will be made available on the official Ukiah Dolphins website: <https://www.teamunify.com/Home.jsp?team=ud>.

ARTICLE XI – EMPLOYEES & HIRING

The President, with Board approval, shall determine the employees and their salaries.

- All applicants for coach positions (head or assistant) will be presented to the Board of Directors for consideration.
- All hired positions shall be made official by the President per a majority vote of the Board and signed contract.
- All applicants for coaching must be 16 years of age as of June 1st of the current season.
- Applicants who are hired must review, agree to and sign Safe Sport and Code of Conduct guidelines.
- All employees will be required to undergo a background check prior to being hired.
- Additional hiring requirements may be specified by the President as necessary, subject to Board approval.

Section 1. Head Swim Coach

The Head Coach shall be responsible to the Board of Directors for providing a competitive aquatic program in line with the objectives and purposes of the organization. He/she will select assistant coaches, with the approval of the Board, and supervise their activities as related to the club. The Board and the coach will sign an employment contract that defines the expectations of the position.

Section 2. Head Water Polo Coach

The Head Coach shall be responsible to the Board of Directors for providing a competitive water polo program in line with the objectives and purposes of the organization. He/she will select assistant coaches, with the approval of the Board, and supervise their activities as related to the club. The Board and the coach will sign an employment contract that defines the expectations of the position.

ARTICLE XII – AMENDMENTS

Amendments to these By-laws may be made at any General membership meeting (or via electronic vote) by a majority vote of the voting membership. Typographical errors and changes due to systematic changes (such as a change in our league name) may be made by the Board without a vote of the General membership.

ARTICLE XIII – FISCAL YEAR

The fiscal year shall be defined as that period from January 1st to December 31st

Annual Budgets

The Board of Directors shall have responsibility for the development of a budget for the coming year. This budget shall reflect reasonable estimates of expenditures and income and shall be presented to the membership of the Auxiliary within 45 days of each new Board of Directors taking office. Those expense items included in the Annual Budget are by definition approved upon approval of the Annual Budget by the Board of Directors. Those expense items not in the Annual Budget must be presented to the Board of Directors, discussed and approved, before monies are spent on behalf of the Ukiah Dolphins. Only the Ukiah Dolphins Board of Directors has the authority to approve budget items and authorize expenditures.

Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws. The board can choose to follow the special rules for small boards at the discretion of the president.

Amendments

These By-Laws may be amended by a two-thirds vote of the voting members present at a Board of Directors meeting.