



# COAST GUARD BLUE DOLPHINS SWIM TEAM

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## BY-LAWS

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### ARTICLE 1: ORGANIZATION

#### Section 1: Purpose

The purpose of these bylaws is to provide an instrument for conducting normal business activities of the Coast Guard Blue Dolphins Swim Team ("CGBD" or the "Team"). The purpose for which the Team is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

### ARTICLE 2: ADMINISTRATION

#### Section 1: Board of Directors

- a) The Management of the Team is delegated to the Board of Directors, henceforth referred to as the Board, subject to mandate of the Team Membership.
- b) If a Board member fails to attend any three (3) regular meetings per year of the Board or otherwise fails to perform any duties revolving upon him/her as a Board member, his/her office may be declared vacant by the Board and the vacancy filled as herein provided.
- c) In addition to the powers conferred upon the Board by the Constitution and Bylaws of the Team, and not in limitation thereof, the Board shall have the following authority and power:
  - i. To hear and decide complaints, charges, and grievances which may be made against any member of the team.
  - ii. To review letters requesting leniency and to determine their validity.
  - iii. To place on probation, suspend or expel any Team member by a two-thirds (2/3) majority vote.
  - iv. To conduct annual performance evaluations of the Head Coach and Team Administrator.

#### Section 2: Officers

- a) The nine elected members and the Head Coach shall be the Board Members. There will be an attempt to have representation of a cross-section of swim parents on the Board. These individuals will constitute the voting members of the Board.

- b) Board Members will assume office on August 1. One third of the at-large members shall be elected each year and the term of office shall be three (3) years.
- c) An elected Board Member will serve in that office for no more than six (6) consecutive years. The past President may serve up to three (3) consecutive years as an advisor to the Board after which time the position shall be vacated and the out-going President shall assume the duties of past President.
- d) No member shall hold more than one elected office at a time. Board Members other than the President may serve as chairpersons of standing committees.
- e) If the office of President becomes vacant, the Vice President will become President. If another Board Member position becomes vacant, an interim replacement shall be appointed by the President and approved by the Board. The appointment shall be presented to the membership for approval at the next general Membership meeting.
- f) Board members must adhere to the guidelines of behavior as established in CGBD Guidelines for Professional Conduct. This document must be reviewed and signed by all Board members at the August meeting each new term year.
- g) Represent the team as a delegate to the Virginia Swimming, Inc. local swim committee (LSC).

### Section 3: Duties of Board Members

- a) The duties of the elected Board Members shall be as follows:
  - i. Represent the interest of the general membership from all levels at Board meetings.
  - ii. Present matters of concern from the general membership to the Board.
  - iii. Assure the financial soundness of the team.
  - iv. Respect confidential information presented at Board meetings
- b) The duties of the President of the Board shall be as follows:
  - i. Act as the Chief Executive Officer of the Team.
  - ii. Preside at all meetings of the Board and General Membership meetings.
  - iii. Assure appointment of chairpersons.
  - iv. Be an ex-officio member of all committees.
  - v. Sign all written contracts, obligations, and instruments of the team.
  - vi. Assure that the team appoints and is represented at the House of Delegates, VSI.
  - vii. Appoint a Nominating Committee of no less than three (3) members with the advice and consent of the Board at least thirty (30) days in advance of the annual election meeting.
  - viii. Initiate the annual performance evaluation process for the Head Coach and Team Administrator.
- c) The Duties of the Vice President shall, in the absence of the President, perform all the President's duties.
- d) The duties of the Secretary shall be as follows:
  - i. Perform any and all duties incident to the office of Secretary.
  - ii. Sign or countersign all instruments as may require the signature of the Team Secretary.

- iii. Assure that all correspondence is properly preserved and filed until disposed of by the Board.
  - iv. Maintain permanent files of committee reports, minutes, and other information as directed by the Board.
  - v. Issue notices of all official meetings.
  - vi. Record the minutes of all General Membership and Board meetings.
- e) The duties of the Treasurer shall be:
- i. Perform or provide oversight of all duties incident to the office of Treasurer.
  - ii. Provide custody of all team funds, as authorized by the Board.
  - iii. Sign or countersign all such instruments as may require the signature of the Team Treasurer.
  - iv. Develop financial policies and provide oversight over all Team funds and other special funds authorized by the Board.
  - v. Have supervisory authority over and be a signatory for special funds and bank accounts authorized by the Board which are administered by other Board or Team members on a routine basis.
  - vi. Present to the Board at its monthly meeting and to the Team Members at general membership meetings a report of the financial condition of the Team.
  - vii. Issue notices to Team Members whose dues are in arrears.
  - viii. Submit to the Board names of Team members whose dues or financial obligations are in arrears.
  - ix. Act as Chairperson of the Finance Committee.
  - x. Coordinate the filing of all tax forms with the appropriate government agencies.
- f) The duties of the remaining elected at-large Board members shall be as follows:
- i. Provide oversight for other special committees.
  - ii. May volunteer to Chair standing committees.
- g) The duties of the Head Coach shall be as follows:
- i. Manage and direct the coaching staff in developing and implementing the annual training program for all levels of the team. Oversee and regularly review head coaches and site head coaches for each practice group.
  - ii. Conduct the swimming program, arrange practices and discipline swimmers when necessary
  - iii. Coordinate all administrative support requirements for swimming operations in the absence of a team administrator
  - iv. Submit proposed expenditures and expenses required for supporting team operations to the Board
  - v. Be a member of the finance committee assisting the treasurer with custody of all team funds and providing a report to the Board on all financial expenditures by the coaches on behalf of the team.
  - vi. Represent the team as a delegate to the Virginia Swimming, Inc. local swim

committee (LSC)

- vii. Perform all duties and responsibilities as outlined in the Head Coach's position description

#### Section 4: Team Administration

A team administrator, if deemed necessary by the Board, may be appointed and dismissed as provided in the constitution. In the absence of a team administrator, the responsibilities will be delegated to the Head Coach, Executive Board Members or the team bookkeeper. The team administrator shall be paid commensurate with his/her level of experience, achievement, and responsibilities as determined by the Board. The team administrator will be provided an annual performance evaluation by the Board. The responsibilities of the team administrator, if appointed, may including the following:

- a) Regularly reports to the Board the status of membership, accounts management, and website management
- b) Supports the treasurer, finance committee, fundraising committee, and bingo committee with any and all information necessary to discharge their responsibilities.
- c) Collaborates with the Head Coach on all administrative support of coaching staff to include human resources support, staff scheduling support, and payroll.
- d) Responsible for all aspects of membership management which includes but is not limited to maintenance of team rosters, membership documentation, USA Swimming registration (athlete and non-athlete), communication of practice times, and meet schedules.
- e) Manages and updates the team database of times and membership information and enters swimmers in swim meets as requested.
- f) Ensures travel arrangements are secured, accurate accounting billing of travel expenses, and provides timely dissemination of travel information to the team.
- g) Member of the finance committee
- h) Engage the coaching staff in the execution of administrative assignments (attendance reporting, maintenance of site communications, and staffing requirements).
- i) Perform all duties and responsibilities as outlined in the team administrator's position description

#### Section 5: Swim Team Coaching Staff

- a) The Head Coach will be appointed and dismissed as provided in the Constitution. The Head Coach shall be paid commensurate with his/her level of experience, achievement, and responsibilities as determined by the Board. The Head Coach will have an annual performance evaluation by the Board prior to July 31 of each fiscal year.
- b) Coaches in salaried positions will be appointed and dismissed as provided in the Constitution. Coaches in salaried positions shall be paid commensurate with his/her level of experience, achievement, and responsibilities as determined by the Head Coach. All salaried coaches will have specific program and/or personnel supervisory responsibilities. Coaches in salaried positions will have an annual performance evaluation conducted each year by the Head Coach and reviewed by the Board prior to the August Board Meeting.
- c) The part time coaching staff will be appointed and dismissed as provided in the Constitution. The coaching staff shall be paid commensurate with their level of experience, education, achievement, and responsibilities as determined by the Head Coach. The part time

coaching staff will have an annual performance evaluation conducted each year by the appropriate supervising salaried coach and reviewed by the Head Coach prior to the August Board Meeting.

- d) The coaching staff must adhere to the guidelines of behavior as established in CGBD Guidelines for Professional Conduct. This document must be reviewed and signed by each member of the coaching staff by the August Board meeting each new term year.
- e) At the direction of the Board, represent the team as a delegate to the Virginia Swimming, Inc. local swim committee (LSC)
- f) Duties of the coaching staff, salaried and part-time will be specified in position descriptions. The position descriptions will establish all duties and responsibilities of each coach which will be used to assess annual performance.

### Section 6: Indemnification

Each person who is or was an officer or employee of CGBD (including the heirs, executors, administrators or estate of such person) shall be indemnified by CGBD to the full extent permitted by Non-profit Corporation Law of the State of Virginia, or of any state in which the act or omission indemnified against occurred, against any liability, cost or expense incurred by him/her capacity as director, officer, or employee (including serving at the request of CGBD as Director, a trustee, officer, employee, or agent of another organization).

## ARTICLE 3: MEMBERSHIP

### Section 1: New Members

- a) All applicants will be reviewed with a recommendation from the Head Coach. Such applicants will be considered a provisional member until approved by the Team Administrator or Treasurer upon registration. If the Head Coach has reservations about a potential new member, the Head Coach will present the applicant to the Board at the next Board Meeting.
- b) The Board shall approve all applicants presented to the Board by the Head Coach.
- c) Applicants shall be allowed no more than five (5) days of tryout practice with the Team.
- d) Upon acceptance as a member, pay registration fees and membership dues in accordance with the standing rules and financial agreement.

### Section 2: Member Responsibilities

- a) Dues shall be paid in accordance with the Standing Rules. Fees will be imposed on delinquent moneys. Members not in compliance with the financial agreement may be suspended from Team Activities.
- b) In accordance with the Standing Rules, all dues, fundraising, and fees shall be current in order to participate in Team activities.
- c) In accordance with the Standing Rules, all dues, fundraising, and fees shall be paid before membership termination will be made in good standing.
- d) All resignations will be submitted in writing (US Mail or e-mail) to the President of the Board or the Team Administrator, if appointed, at least 30 days prior to the discontinue billing date. The Treasurer will verify that the member is in good standing prior to approval of any termination.
- e) Each member shall support the Meet Activities Committee by assisting with tasks to host Team meets. Failure to fulfill family volunteer requirements will result in the assessment of a fine in accordance with the standing rules.

## ARTICLE 4: COMMITTEES

### Section 1: Formation and General Rules

- a) Committees shall be composed of as many members as the Board shall determine.
- b) Committee Chairpersons shall serve for the Team's fiscal year and shall be eligible for reappointment. Other committees may be appointed for one year or less at the discretion of the Board.
- c) Chairpersons of committees may be invited to report to the Board.
- d) No committee shall have the right to obligate the Team in any way or for any sum in excess of the specifically allocated amount established by the Board.
- e) The Chairperson of any committee in charge of a project which generates or collects funds shall prepare or have prepared written financial report to the Team Administrator within thirty (30) days after the conclusion of the project to submit to the Board for its approval. One copy shall be filed with the Secretary in the permanent files of the Team, one copy to the Treasurer, and one copy shall be given to the President of the Board.
- f) Prior to the July Board meeting, Chairpersons of all Committees shall submit, a written report to the respective officer named in the Bylaws or to the Board if none is named. These reports shall include itemized amounts of how much was spent and any other information pertinent to the function of the Committee. One copy shall be given to the person assuming the Committee Chair under the new administration.
- g) Standing Committees are at all times under the supervision and control of the Board having only such authority as is specifically defined herein and as may be delegated to them by the Board.

### Section 2: Standing Committees

Standing Committees may include one or all of the following:

- a) The Meet Activities Committee shall report to the Board and will be chaired by the Meet Director. It will:
  - i. Plan, organize, and staff meets hosted by the Team.
  - ii. Conduct meets hosted by the Team.
- b) The Social and Banquet Committee shall:
  - i. Plan and organize social functions of the Team.
  - ii. Plan and organize the Annual Team Banquet.
- c) The Fundraising Committee shall report to the Treasurer. It will:
  - i. Conduct fund-raising projects to support the Team activities.
  - ii. Assist in preparing the Team budget.
- d) The Publicity Committee shall:
  - i. Handle all publicity for the Team.
  - ii. On a regular basis complete and distribute information to the webmaster pertaining to the Team activities.
- e) The Officials Committee shall:
  - i. May conduct official training clinics for training Team Members.

- ii. Maintain a list of qualified USA Swimming officials.
  - iii. Provide a list of officials available to work USA Swimming swim meets.
- f) The Yearbook Committee shall:
- i. Obtain data to be used in the Yearbook.
  - ii. May publish and distribute a Yearbook.
- g) The Apparel Committee shall plan and organize the purchase of Team apparel.
- h) The Finance Committee shall be composed of the Treasurer as Chairperson, the Team Administrator, if appointed, the Fundraising Chairperson, the bookkeeper, accounts manager and Head Coach. It will:
- i. Prepare the preliminary budget for the next fiscal year.
  - ii. Present the preliminary budget at the May Board meeting.
  - iii. Present the budget to the general membership at the fall General Membership meeting for final approval.
  - iv. Oversees all financial functions of the Team.
- i) The Nominating Committee shall select a slate of candidates to recommend for election as officers for the following year. The Committee will take care to see that the slate conforms to all applicable requirements of the Constitution and Bylaws and will secure the consent of each prospective Nominee. The Committee shall report its recommendations and place the slate in nomination at the Annual meeting in the spring. When practical, the Committee will advise the membership of its recommendation in writing in advance of the annual meeting. In the absence of a dedicated Nominating Committee, the functions will be performed by the Finance Committee.

Revised 9/1998  
Revised 10/1999  
Revised 6/2001  
Revised 10/2003  
Revised 6/2004  
Revised 6/2006  
Revised 12/2014