

## **Article 1- Organization and Purpose**

1.01 This organization is called The Lakers Swim Club.

1.02 The Club is a summer competitive swimming club founded with the specific objective of promoting swimming programs for the benefit of swimmers of all ages and abilities; to educate, train and direct the interests of the swimmers and to operate solely and exclusively as a charitable, educational, non-profit organization.

1.03 The Club is a member of the NorthWest Aquatic League, herein called NWAL, and will function in accordance with applicable Bylaws and Rules and Regulations.

1.04 All Bylaws, policies and rulings pertaining to the conduct of the Club and its swim meets will conform to NWAL Bylaws and rules and regulations.

## **Article 2- Membership**

2.01 Competitor members are those swimmers who are members of the team. The benefits and services of the Club shall be made available to any person who desires to participate in the competitive swimming program, is physically able to swim one length of the short course pool (25 yards) and is developmentally able to understand and follow directions.

2.02 The General Membership is made up of the parents or legal guardians of the competitor members. Each family of swimmers of the General Membership shall be entitled to one vote in the affairs of the Club. Membership and voting rights are contingent upon payment of annual Club registration fees as determined by the Board of Directors.

## **Article 3- Dues, Fees and Assessments**

3.01 Each member is responsible for payment of a yearly club registration fee per swimmer. The fee must be paid prior to the swimmer entering the water. **These fees are refundable through the end of the first week of practice.**

3.02 Invitational entry fees are paid in addition to registration fees. Payment of Invitational entry fees are due when the entry form is submitted. Non-payment of meet entry fees will necessitate non participation in the meet. Payment for relays will be at the expense of the Lakers.

3.03 Members are encouraged to consider becoming a NWAL official. **Individuals who complete certification and official at swim meets will receive a refund of the registration fee for one (1) child at the end of the season for which the individual serves as official.**

3.04 Financial assistance may be considered on an individual basis for families that feel they cannot meet the financial obligation required (Registraton Fee). **Requests for financial assistance must be submitted to the President and, in general, will be granted in the form of a 50% discount.** Distribution of financial assistance is subject to consideration and approval by the President of the Board of Directors using the following criteria for guidance: 1. Financial need, 2. Sincere swimmer interest in and commitment to competitive swimming, 3. Faithfulness in practice and meet participation.

#### **Article 4- Powers of the Club**

4.01 The powers of the Club shall include but may not be limited to:

- a) To determine participation in and conduction of meets and competitions as the Board of Directors shall determine to be in the best interests of the Club.
- b) The publication and distribution of programs, newsletters and other publications designed to promote the activities and affairs of the Club
- c) The solicitation and sale of advertising space in such publications and obtaining of sponsorships for competitions and publications
- d) The contribution of money or other things of value for scholarships, programs, recognition, awards or other causes for the benefit of the Club.
- e) The retaining of persons, firms, or corporations as may be necessary in order to provide special services to the Club
- f) The purchase, sale, and conveyance of real or personal property and the entry into any contracts, leases, or other agreements necessary to properly conduct and administer the affairs of the Club
- g) The operation of food concessions and the sale of swimming equipment and paraphernalia to its members and other persons; and the authorization to engage in other lawful activities as may be necessary to properly carry out the purposes of the Club and conduct its' affairs.

#### **Article 5- Meetings of the Members**

5.01 The Club shall hold a meeting of the general membership annually at the end of the summer season for the purpose of reviewing the activities and financial affairs of the Club, electing a Board of Directors, and conducting other business as needed.

5.02 The Club may hold additional special meetings of the membership as necessary to conduct the affairs of the Club. Special meetings may be called by the President of the Board of Directors, by majority vote of the Board of Directors, or by written request of at least ten percent (10%) of the General Membership.

5.03 Meetings of the general membership shall be held at a convenient time and place designated by the Board of Directors. Written notice of the meeting shall be given to all members not less than 7 days before the meeting. Such notice shall be at least by one of the following: electronic mail, flier, Facebook, or posted notices at the pool. Unless otherwise specified in these Bylaws the decision of a majority of the members present shall be the decision of the Club.

#### **Article 6- Board of Directors**

6.01 The administrative functions of the Club are managed by a Board of Directors, also referred to as the Board, made up of elected members of the General Membership of the Club, and the Head Coach. The management of the club is a collaborative effort between the Board of Directors, the General Membership and the Coaches. The duties and powers of the Board include but are not limited to those defined in Article IV. The Board of Directors shall have the authority to adopt rules and regulations and/or policies and procedures and to amend such as needed for the conduction of the business and activities of the Club. The Board may appoint

general membership committees necessary to conduct the functions of the club.

6.02 A board of seven (7) members shall be elected by and from the General Membership of the Club. Each member shall serve a term of at least two years or until a successor has been elected and takes office. Only 4 members should be elected in any given year. Board members may succeed themselves so long as their term has not expired. A term year shall coincide with the fiscal year.

6.03 Any vacancy in the Board of Directors caused by death, resignation, or disqualification shall be filled by a majority vote of the remaining directors until the next annual meeting. Any member in good standing of the General Membership may seek placement on the Board of Directors at the annual election. Each family shall be limited to one adult member on the Board at any time. Any member willing to serve shall have their name added to the ballot at the annual election. Board members serving in positions that are uncontested and who are willing to continue to serve will not necessitate a vote at the annual election. The Board will then post for nominations. The nominees receiving the greatest number of votes shall be declared elected and shall assume office at the beginning of the next fiscal year unless elected to fill an unexpired term, in which case they shall assume office immediately.

6.04 All members of the Board of Directors shall perform those duties prescribed by the Board of Directors in order to accomplish the business needed for the function of the Club. The elected positions of the Board of Directors shall include:

**a) President/Meet Director-** The President shall preside at all meetings of the membership and of the Board of Directors . Attends all NWAL meetings. Acts as a liaison for the City of Huntsville. Acts as Meet Director at home meets and Invitationals.

**b) Team Rep-** Attends annual NWAL meetings. Represents team for league affairs. Serves as a liaison between teams. Helps resolve problems and complaints between teams. Submits necessary information and documents to NWAL and to league teams. Prepares and e mails the yearly team exchange form.

**c) Vice President/Registrar-** The Vice President shall conduct meetings and perform all duties usually performed by the President during his/her absence. Oversees all Computer Training and Registration. Computer Coordinators report to the Vice President. Makes sure the Communications Director receives the Meet results in order to prepare newspaper article. Prepares all pre-season packets for registration. Inputs all registrations into the computer and coordinates with Treasurer to be sure all monies are accounted for.

**d) Treasurer-** Provides the Executive board with a financial pre-season report, a weekly report of expenditures each week throughout the season and a post season financial report. The treasurer ensures that all transactions are accounted for in dual custody. The Treasurer shall keep correct and complete records showing accurately at all times the financial condition of the Club, shall be the legal custodian of all monies and other valuables which may from time to time come into the possession of the Club, shall maintain a bank account in the name of the Club, shall furnish at meetings of the Board and membership, or whenever requested by the Board of Directors, a statement of the financial condition of the Club. Coordinates with Director of Fundraising and Director of Concessions to ensure that all financial transactions are

accounted for and reported. Oversees payroll and yearly tax returns.

**e) Certification Officer-** Oversees the meets. Makes sure that all officials have been properly certified through NWAL. Makes sure the Lakers are meeting all insurance requirements per NWAL, including new training for coaches and child safety measures. Oversees training of Timer Coordinator, Meet Director, Clerk of the Course, and Starter to be sure the Lakers are in compliance with NWAL regulations.

**f) Head Coach-** In charge of hiring coaches with Board approval and arranging for lifeguards, lane coaches. Trains and schedules coaches. Ensures NWAL standards, staffing, time sheets, etc. are all properly handled.

**g) Secretary-** Attends all executive meetings and takes notes and minutes. Disperses information to General Board and Parents via e-mail. Gathers information and schedules for the upcoming year. Coordinates with Registrar to be sure registration packet contains all necessary documents for insurance and compliance with NWAL and the City of Huntsville. Disperses information and calendar items weekly to the Newsletter Coordinator. Manages e-mail account.

6.05 The Board of Directors shall oversee a General Board consisting of the following. Each member of the General Board is to oversee those on his/her committee and report to the Board of Directors.

**a) Communications Director-** Oversees public communication. Distributes, coordinates and collects signs pre-season in order to advertise registration (1 week before registration). Submits an announcement to the Huntsville Item 1 week prior to registration up until 1<sup>st</sup> week of season. Writes a weekly newspaper article to the Item with results received from computer coordinator.

**b) Swim Suit/Picture Day Director-** Oversees the annual swimsuit sizing and purchasing. The team suit will be chosen by the Executive Board at the annual NWAL meeting and the swimsuit director will be in charge of contacting the vendor and arranging sizing and purchase dates and coordinating them with the board. The swimsuit director will help handle any late-orders for suits, sizing questions, and returns with the vendor. Makes arrangements on the approved date for photographer to take a team and individual pictures, oversees the disbursement of pictures when they arrive.

**c) Concession Director-** Oversees all sales of concessions at weekly meets (home meets only) and Divisional and/or TAAF (if the Lakers are hosting). Oversees purchase of concessions, and manning of concessions on meet days. Recruits several parents to help with this job. May coordinate with the Director of fundraising if certain concessions are donated.

**d) Newsletter Coordinator-** Writes a weekly newsletter to post to the website weekly. Coordinates with the secretary to get information. Coordinates with webmaster to be sure newsletter is posted in a timely manner. Posts an update on Facebook when Newsletter is available.

**e) Ribbon/Award Coordinator-** Coordinates the handing out of all heat and meet

ribbons and awards. Research trophy/plaque and end of year award options and costs and with the board's approval oversee the ordering of such.

**f) Director of Fundraising-** Oversees fundraising for Lakers, including getting sponsors for heat sheets. Oversees soda fundraiser and coordinates with concessions.

**g) Computer Coordinator (2)-** Work with Vice President to make sure all pre-meet reports and sign-ups are properly entered. Make sure meet entries are properly submitted to teams each week. Assist with Computer duties on meet days. Help create post meet reports and submit.

**h) Parent Coordinator/Age Group Coordinator-** Assesses parent volunteer needs from Concession Director and Timer Coordinator, and gathers signups for these duties. As well, gathers sign-ups for age group parents for age groups up to age 12. On meet days, gets heat sheets, markers and clipboards to age group parents. Makes sure supply of permanent markers stays updated.

**i) Clerk of the Course-** Oversees the Ready bench on meet days and makes sure meet runs smoothly.

**j) Webmaster-** Updates the Laker Website as often as needed to stay current. Makes sure information and contact information is updated and current.

**k) Timer Coordinator-** Works with Safety Director to assess timers needs and correct procedures. Works with Parent Coordinator to be sure volunteers are available. Makes sure each timer is aware of proper timing procedures on meet day. Also serves as head timer on meet days. Coordinates with other team to be sure Timer positions are filled.

**l) Assistant Meet Director-** Works with the President in overseeing set-up and take down at meets, making sure facilities are properly used and maintained. Know the locations of First-Aid and janitorial supplies. Coordinates with officials, board members and helps ensure meet runs smoothly. Makes any announcements on meet day and makes sure meet begins in a timely manner. Coordinates National Anthem.

6.06 The Board of Directors may choose to add or eliminate any of these positions based on the needs of the club. Likewise, the General Board may relieve a member of his/her duties if they are not fulfilling their obligations with a majority vote of both the General Board and Board of Directors.

6.07 Any Board of Directors member may be removed from office if they miss more than two scheduled meetings. Such action requires a majority vote of the members present.

6.08 Each member of the Board of Directors shall have one vote. A majority vote of the Board members present shall be the action of the Board.

6.09 The Board shall keep written record of its activities. Minutes shall be reviewed and approved at each subsequent meeting. Minutes of meetings shall be open to review of the General Membership and/or Coaches upon request.

## **Article 7 Budget and Finance**

7.01 The fiscal year of the Club shall commence on the first day of January each year and terminate on the 31<sup>st</sup> day of December that same year.

7.02 An annual budget shall be prepared by the Board at the beginning of each fiscal year. Fees and assessments will be based on projected expenses and income.

7.03 The books of the Club shall be reviewed annually by the Board of Directors after the close of the fiscal year.

7.04 Board of Directors and Officials will **each** receive a **receive a refund of the registration fee for one (1) child at the end of the season. ~~Only one waiver per family.~~**

7.05 Checks for the Club may be signed by the Treasurer and President.

## **Article 8 Miscellaneous**

8.01 No director, officer, member, authorized agent, or representative of the club shall be liable or responsible for any debts or liabilities of the club, or liable to the club except to the extent of

- a) Their unpaid portion of membership dues and entry fees or
- b) For their acts or omissions not in good faith or which involve intentional misconduct.

8.02 All contracts and agreements authorized by the Board of directors shall be signed by the President and/or the Treasurer.

## **Article 9 Approval or amendment of bylaws**

9.01 These bylaws enacted on 7/9/12 by the General Membership of the Club supersede any and all previous bylaws of the Lakers Swim Club.

9.02 These bylaws may be amended at any time by a majority vote of the members present at any regular or special meeting of the General Membership provided that the proposed amendment has been submitted to the membership not less than ten days prior to such meeting. In order to be submitted to the membership, the proposed amendment shall have been approved by the Board of Directors.

9.03 These Bylaws shall be reviewed every two (2) years by the Board of Directors.

## **Article 10 Tax Exempt Provisions**

### Section 10.1

The Club is irrevocably dedicated to, and operated exclusively for, not-for-profit purposes. No part of the income or assets of the Club shall be distributed to, nor inure to the benefit of, any of

its officers, directors, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein; provided, however, no compensation or payments (other than reimbursement for expenses) shall be paid to a director or any business enterprise with which he or she is associated.

#### Section 10.2

Notwithstanding any other provision of these By-Laws, the Club shall not carry on any activities not permitted to be carried on: (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States Internal Revenue law); or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States Internal Revenue law).

#### Section 10.3

No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

#### Section 10.4

In the event of the liquidation, dissolution or winding up of the affairs of this Club, the net assets of the Club shall be paid and distributed to such organization or organizations organized and operated exclusively for charitable, religious, scientific, testing for public safety, literary or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue law), as the directors shall determine in their absolute discretion. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Date: 2/4/2024 (reviewed & amendments approved by Lakers Board)