



WOODLAND HILLS SWIM TEAM BOOSTERS

BY-LAWS

Last Amended – April 14, 2019

Wahoos Establishment Date: January 1, 1978

Mission Statement

The Woodland Hills Wahoos are a neighborhood youth swim club located in Kingwood, Texas. The Wahoos mission is to build strong, confident swimmers. The Wahoos goal is to coach and lead our swim team in a way that encourages integrity, respect and perseverance both in the pool and out of the pool with a focus on hard work, team, and community.

Article I. -- NAME AND PURPOSE OF THE ORGANIZATION

- Section 1.** The name of the organization shall be: The Woodland Hills Swim Team Boosters, hereinafter referred to as the "Club."
- Section 2.** The Club shall be a non-profit organization.
- Section 3.** The affiliation of the Club is open and subject to approval of 2/3 of the Board of Directors.
- Section 4.** The purpose of the Club shall be the development and promotion of competitive swimming at all levels for all eligible swimmers as defined in these By-Laws.

Article II. -- MEMBERSHIP

- Section 1.** **QUALIFICATIONS OF MEMBERSHIP:** Membership in the Club and the organization shall be open primarily to residents of North Woodland Hills, South Woodland Hills, and residents of any other area eligible under the rules and covenants of the Northwest Aquatic League (NWAL).
- Section 2.** **APPLICATION FOR MEMBERSHIP:** Application for membership shall be accompanied by the required dues and fees as prescribed by the Board of Directors of the Club.
- Section 3.** **APPROVAL OF MEMBERSHIP:** Application for membership shall be accompanied by the required dues. It shall be approved by a vote of a 2/3 majority of the Board of Directors.

Section 4. DUES FOR MEMBERSHIP: Parents of swim team members shall be members upon payment of yearly swimmer membership dues and associated fees. Dues and fees "All monies, including registration fees and volunteer checks" are due annually at registration and payable no later than the Thursday prior to the first official meet (Time Trials). Membership dues not paid by the due date are subject to a late fee set by the Board of Directors. All refunds requested after the Thursday before the first dual meet, are subject to board consideration and approval, minus any fees.

Section 5. FISCAL YEAR: The fiscal year shall run concurrent with the calendar year.

Article III. – BOARD OF DIRECTORS

Section 1. GOVERNMENT: The government of the Club shall be vested in a Board of Directors consisting of thirteen (13) members duly elected from the membership. The Board of Directors shall consist of the following members: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Team Manager, Senior Clerk of Course, Team Representative, Equipment Manager, and four (4) additional members to serve "at large".

The Board of Directors shall have control and management of the property of the Club. Moneys shall be deposited in a bank as specified by the Board of Directors and may be disbursed only at the direction thereof. The Treasurer, President (as long as they are not related) shall have their signatures recorded at said bank and be able to make transactions as directed by the Board of Directors.

Section 2. PRESIDENT: The President shall be the chief executive of the Club and shall preside at all meetings of the Board of Directors or membership. The President shall supervise the affairs and activities of the Club with the advice and consent of the other members of the Board of Directors and shall make an annual report to the members. The President shall, preferably, be an individual who has already served on a swim-team board for at least two years.

The President may vote in the following situations: election of officers, removal or replacement of a Director of the Board or in case of a tie vote. The President shall not propose any legislation.

The President shall be responsible for hiring coaches, with the advice and consent of the Board of Directors and is responsible for coordinating the swim program with the coaches.

The President shall have the power to appoint a Parliamentarian, committees (and chairmen thereof) at his/her discretion, and may delegate club members to represent the Club at various functions. The President shall be ex-officio member of all committees.

The President shall be responsible for forming a Coaching Oversight Committee. The committee shall be made up of three (3) Board Members. The purpose of the committee is to oversee the daily actions and swim program of the coaching team, and to convey any information from the President (or designee) to the coaching team or from the coaching team to the President (or designee). The Coaches shall report to the Coaching Oversight Committee, who shall report to the President (or designee). The committee members and or the designee shall not be related to any employed coach. The term of the Coaching Oversight Committee shall run from January 1 to December 31.

Section 3. FIRST VICE-PRESIDENT: The First Vice-President shall preside at membership and Board of Directors meetings in the absence of the President. The first vice-president shall be the assistant to the President, but may not make Presidential appointments. The first vice-president shall be responsible for the marketing and registration of the team in March/April of each year and for subsequent late registration during the season. The first vice-president shall be in charge of updating and maintaining the team handbook during the season and organize invitacionals.

Section 4. SECOND VICE-PRESIDENT: The Second Vice-President shall be in charge of Data Processing and maintaining a current Wahoos website. The Second Vice-President shall supervise the maintenance of an updated and current Team Roster and make this Roster readily available to the President, Secretary, Clerk of Course, 1st Vice-President and coaches.

The Second Vice-President shall send an accurate Team Roster to NWAL by the first swim meet and shall amend or update the Roster weekly and report those changes to NWAL.

During the swim season, the Second Vice-President shall be responsible for the weekly update of swimmers' times and provide weekly printouts of these times to the coaches, Clerk of Course, and to the Team. The Second Vice-President shall be responsible for processing of swimmer entry cards and the weekly preparation of entries with the assistance of the Clerk of Course.

Section 5. SECRETARY: The Secretary shall be the custodian of all official records of the Club with the exception of the swimmers' time records (individual, team and pool). The Secretary shall give notice of all regular and special meetings of the membership of the Board of Directors. The Secretary shall keep the minutes of the Board meetings and report to the Board Members the minutes of these meetings. The Secretary shall also keep the minutes of the General Membership Meeting and read these minutes at the next general meeting. The Secretary shall create, distribute, collect, and tabulate the counting of ballots during the annual election. The Secretary will work with other board members to create a season calendar to distribute to members. The Secretary is responsible for maintaining current bylaws (see Article VIII Section 4).

Section 6. TREASURER: The Treasurer shall keep the books of financial standing of the Club, disburse funds at the direction of the Board of Directors, issue notices of dues payable and be responsible for the collection thereof. The Treasurer shall deposit funds of the Club received by him/her in the name of the Club in such depository as authorized by the Board of Directors. The Treasurer shall submit a written report of the financial condition of the Club at the annual meeting, at regular meetings and at other times as directed by the Board of Directors. The Treasurer shall provide the President with a copy of the Club's monthly bank statement within five (5) days of receipt and shall perform such other duties pertaining to his/her office as may be asked by the Board. The Treasurer is responsible for reporting to the IRS, as required by law, maintaining the Clubs 501(c)(3) status. The Treasurer may receive the assistance of a bookkeeper or an accountant who is a member of the Club.

A Financial Oversight Committee shall be formed, with the Board of Directors approval. Disbursements over \$50.00 by the Treasurer must get majority approval from the Financial Oversight Committee. The Committee shall be made up of the Treasurer and at least two (2) other Board Members. The term of the Financial Oversight Committee shall run from January 1 to December 31.

Section 7. TEAM MANAGER: The Team Manager shall, with the concurrence of the President, appoint the following committees and chairpersons thereof: Ribbon Writers, Scribes (Recorders), Score Keepers, Timers, Ready Bench Manager, Team Area Manager, Pep Rallies, and

Announcers. The Team Manager shall also appoint and obtain all other volunteers for conducting the swim meets. The Team Manager shall also be responsible for the purchase of all material relating to the aforementioned committees. (i.e.: Place Ribbons, Heat Ribbons, Wahoo Winner Ribbons, etc.) The Team Manager shall coordinate and purchase items for the end of season volunteer raffle with board approval.

Section 8. EQUIPMENT MANAGER: The Equipment Manager shall be responsible for obtaining and purchasing all swim team equipment. The equipment manager shall also be responsible for equipment set-up and take-down at all swim meets, including parking signs. In addition, the equipment manager shall have the responsibility of directing the Clean-Up Committee in their duties at home and away meets.

Section 9. MEMBERS AT LARGE.

#1 MERCHANDISE: This member shall make arrangements for team swim suits, shirts, swim caps, etc. He/she will coordinate bids on all awards as well (trophies, ribbons, plaques, towels, etc) and order with board approval. He/she shall coordinate an appreciation week / gifts for the coaches, with board approval.

#2 COMMUNICATIONS/EVENT COORINATOR: This member is in charge of communicating with the members of the Club, this will include all Social Media platforms (Facebook, Twitter, etc.), email and website communications. This member will coordinate the End of Season Awards Program, and team party. He/she will also be responsible for making arrangements for the team pictures and Senior appreciation.

#3 CONCESSIONS: This member shall be responsible for coordinating the concession stand including all activities related to procurement, sales and clean up. Some of the responsibilities include: tracking inventory, obtaining health department permits, and assuring all volunteers are following health department guidelines. He/she shall also be responsible, along with the event coordinator, for the team's "end of the year" party.

#4 FUNDRAISING: This member shall coordinate all fund-raising activities for the swim year as decided by the Board of Directors. He/she shall be responsible for obtaining sponsors, coordinating spirit nights and making arrangements for any additional team activities (Lap-A-Thon). This member shall work with Merchandise to obtain any sponsorship logos needed for the team shirts.

Section 10. CLERK OF COURSE: The Senior Clerk of Course shall be a Board Member. In addition to preparing the official team entry list and cards for all swim meets, the Clerk shall prepare and maintain swimmer's time records (individual, team and pool) and preserve said records for posterity.

- a. The Clerk of Course shall be provided with an area where all swimmers shall report as soon as their event is called.
- b. He/she shall be provided with the official entry list as revised at the scratch meeting.
- c. All scratches, which have occurred after the printing of the heat sheet, shall be reported to the Clerk of Course and he/she shall notify the Referee and Scoring desk in writing of the failure of any swimmer to report.
- d. He/she shall be provided with one assistant from each team and shall assign them such duties as will assist in the prompt dispatch of the events.
- e. He/she shall notify each swimmer to wait behind or adjacent to the starting area until the Starter takes over control of the race.

Section 11. PAST PRESIDENT: The Past President shall be an advisor to the Board of Directors and serve in a non-voting capacity.

Section 12. TEAM REPRESENTATIVE: Team Representative to NWAL. The Club shall elect a Team Representative and at least one Assistant Representative to the Northwest Aquatic League. The team reps main responsibility is to serve as a communication link between team and the league, division and other teams. This involves not only passing on information from the league or division to the team but also gathering information from the team and returning it to the league or division. Often a team rep may delegate certain responsibilities to other team board members or committees but the team rep is ultimately responsible for assuring the information is provided correctly and on time. The Team Representative is responsible for all duties outlined in the NWAL Rules and Regulations book, which is updated annually.

SPECIFIC DUTIES:

1. Attend division meetings to represent the team's views on items to be decided by the division and provide input to the division rep on matters concerning the league.
2. Encourage certification and re-certification of officials on your team by forwarding training and testing dates and information to parents.
3. Make sure the team has supplied the necessary forms, data, money, or personnel as required by the league or division.
4. Verify coaches have passed a background check and completed any necessary NWAL certification.
5. Ensure all swimmers are eligible to swim on the team based on the current NWAL Rules and Regulations.
6. Communicate with other Team Representatives about the expectations and needs for the upcoming meet, prior to said meet.
7. Be at all meets, or provide a suitable substitution, to be the point of communication with other Team Reps and Meet Referee.
8. Other duties
 - Payment of NWAL dues.
 - Assure Team Rosters are delivered to NWAL Secretary.
 - Supplying requested meet personnel for dual meets, divisional, and post season invitationals, e.g. Ponderosa, All Star.
 - Preparing and returning year end survey timely.
9. Communicate any issues involving other teams to the division rep.

Section 13. COMMITTEES: All Board Members shall have the power (with the concurrence of the President) to appoint committees, and the chairpersons (head volunteers) thereof, that is reasonable and necessary to perform the functions of their office.

Section 14. TERMS: Members of the Board of directors will be elected for a term of two (2) years with half of the Board to be elected every calendar year. Eligibility to serve on the board is unlimited.

Section 15. ELECTIONS: Schedule for election of Board Members is as follows: In ODD YEARS; President, Secretary, Equipment Manager, Team Representative, At Large Concessions, At Large Merchandise. In EVEN YEARS; 1st Vice-President, 2nd Vice-President, Treasurer, Clerk of Course, Team Manager, At Large Historian, At Large Fundraising.

Article IV. – BUDGET AND FINANCE

Section 1. BUDGET: The budget shall be set before Spring Registration and presented to the Club membership at the Registration meeting. The budget shall be set by the Treasurer and 2 other board approved individuals.

Section 2. FINANCE: The financing program will be the responsibility of the Board of Directors.

- A. Operating funds may be obtained by team sponsorship, donations, swim fees, direct donations, concessions, advertisements or other methods approved by the Board of Directors.
- B. Swim fees shall be set by the Board of Directors to assure sufficient revenue for the successful operation of the Club each year.
- C. All funds shall be maintained in a general operating fund except as otherwise approved by the Board of Directors.

Article V. – ELECTIONS

Section 1. ANNUAL ELECTIONS: There shall be an annual election, the exact date to be determined by the President, and at which time the Board of Directors for the ensuing year shall be elected. The newly elected officers shall be installed at the annual meeting.

Section 2. NOMINATING COMMITTEE: Not less than 30 days prior to the annual election, the President shall appoint, with approval of the Board of Directors, a nominating committee of not less than three members. Said committee shall, not less than ten days prior to the annual election, decide upon and make recommendations to the members the names of candidates for election to the Board of Directors for the ensuing year. There are no limitations to the number of years an individual can serve on the Board of Directors. Each Board position will not have limitations on number of terms; however, each position will have an election at the end of each two year term.

Section 3. REMOVAL OF A MEMBER OF THE BOARD OF DIRECTORS: Any member of The Board of Directors may be removed from office upon: a vote of "no confidence" by 75% of all Board Members. The vote may only be taken at a duly called meeting of the Board of Directors, with an invitation extended to the Board Member (notified by certified mail) being considered for removal.

Section 4. VACANCIES: Any vacancy created in the Board of Directors shall be filled by Presidential appointment with approval of 2/3 of the Board of Directors present at a duly constituted meeting.

Article VI. – MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS: The membership of the Club shall meet a minimum of twice annually. The Board of Directors shall select the time and place, usually before the season begins and after the season ends.

Section 2. NOTICE: Notice of meetings shall be received by the membership in good standing at least 24 hours prior to said meeting.

Section 3. QUORUM: Those present at all meetings of the General Membership shall constitute a quorum.

Section 4. RULES: Roberts Rules of Order shall govern the order of business at all meetings of the Club and its Board of Directors, except as may be otherwise provided in these By-Laws.

Section 5. VOTING: Voting at membership meetings shall be by members of good standing. No proxy voting or absentee ballots shall be allowed.

Article VIII. – ACCEPTANCE AND AMENDMENTS TO BY-LAWS

Section 1. APPROVAL: Acceptance of these by laws by 2/3 of membership present at a duly called meeting (having voting rights) shall make them effective.

Section 2. INTERPRETING: All interpretation of these by-laws shall be determined by the Board of Directors.

Section 3. ACCEPTANCE: Acceptance of these by laws by prospective members will be assumed when the payment is made for membership.

Section 4. AMENDMENTS: These by-laws may be amended from time to time by deletions, additions, or changes, by a majority vote of the membership present at a regular meeting. Any such proposed amendments to these by-laws may be submitted in writing to the Secretary of the Board of Directors, this then being subject to approval of the Board of Directors. In addition, any proposal to amend these by-laws may be made from the floor at any regularly scheduled meeting and be voted on by those present.

Section 5. GOOD STANDING: Members must pay dues and fees in full in order to be in good standing.

Article VIII – BOOSTER CLUB GUIDELINES

Section 1. BEHAVIOR: It shall be considered improper and inconsistent with honorable and dignified behavior for any member or coach of the Club:

- A. To conduct himself in an unsportsmanlike manner in or near the pool area, during practice or at a regular meet.
- B. To enter the pool complex used by the team while intoxicated or to indulge in the use of intoxicating beverages or drugs while assisting in any way with an official meet.
- C. To use abusive language at practice or during meets.
- D. To allow any swimmer to act in any manner described above.
- E. To conduct himself in any other manner that could be considered detrimental to the best interest of the Club.

- F. To willingly violate any rule or regulation of the sanctioning organization or any rule or regulation of any sports organization governing the eligibility of high school swimmers.

ANY VIOLATION OF THE ABOVE STATED RULES IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE CLUB OR FROM THE EMPLOYMENT OF THE CLUB

Section 2. GRIEVANCES: Any grievances against the Coach(s) or any member shall be presented to ANY member of the Board of Directors. The Board of Directors shall hear such grievances and determine if expulsion or other disciplinary action is warranted.

Section 3. VIOLATIONS: Anyone violating any of the above rules of ethics or intentionally violating or disregarding any of these by-laws shall be subject to immediate expulsion from the Club.

Article IX. – SWIM TEAM ELIGIBILITY

Section 1. SWIM TEAM ELIGIBILITY

- A. Open to all children ages 4 through 18, who can swim and who meet all the requirements as defined in these by-laws, and any other requirements established by the Board of Directors.
- B. Applicants will be eligible by written consent of parents or guardians and upon approval of the Board of Directors.
- C. Coaches and Assistant Coaches will be eligible provided they are not paid a salary and meet all other eligibility requirements

Section 2. ACTIVATION OF MEMBERSHIP: Swim fees must be paid and signed waivers submitted by the first practice session attended or the swimmer may be considered ineligible to compete for the swim team until said fees are paid and a late fee may be assessed.

501(c)(3)

Woodland Hills Wahoos Swim Team organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purpose or the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Under penalties of perjury, I declare that I have examined this request, or this modification to the request, including accompanying documents, and to the best of my knowledge and belief, the request or modification contains all the relevant facts relating to the request, and such facts are true, correct, and complete.

Woodland Hills Wahoos Board Members

President: April Cavallo _____

1st Vice President: Codie Ragsdale _____

2nd Vice President: Jae Theobald

Secretary: Aurelia Frank

Treasurer: Adriana Maxwell

Team Manager: Katie Jones

Equip. Manager: Paul Burkhardt

Merchandise: Davina Carrillo

Comm./Events: Kari Kane

Concessions: Jenn Rivet

Fundraising: Terra Peyton

Clerk Of Course: Jamie Dailey

Team Rep: Marie Redding
