

# **Encore Swim Team Bylaws**

## **Article 1 – Membership**

**Section 1** The Encore Swim Team shall consist of two classes of members:

- A. General Members – parents or guardians of swim team children who have swum for the team a minimum of one season.
- B. Board of Directors
  - a. The Swim Team Board must have a minimum of three officers: President or Co-Presidents, Vice-President, Treasurer, Secretary, and Volunteer Coordinator.
  - b. The President shall have general supervision, direction, and control of the affairs of the swim team subject to the approval of the Swim Team Board, and shall sign on behalf of the swim team all papers necessary for operation the swim team or Valley Aquatic meets.
  - c. The Vice-President shall assist the President and shall serve in the President's temporary absence or disability. The Vice President may also serve in the temporary absence or disability of the other officers.
  - d. The Treasurer shall maintain accurate records of the checking account, provide an up-to-date accounting of revenues and expenses at each board meeting during the season, handle all transactions including payroll transactions, and prepare an end-of-year financial statement for the swim team. The Treasurer shall work with the Swim Team Board to prepare an annual budget.
  - e. The Secretary shall take minutes of Board Meetings, send out correspondence to keep the swim team apprised of swim team events, and keep records of Board Meetings.
  - f. The Volunteer Coordinator shall assign volunteer roles to every swim team family, coordinate with Committee Chairs to help staff their committees and help Committee Chairs keep track of volunteer hours.
  - g. Nomination and election to office may be extended to individuals who have been a member since the previous season.
  - h. Election of officers will take place at the July General Meeting.
  - i. Officers shall assume their duties on January 1. Term of office is one year.

## **Section 2. Voting**

- A. Only members of the Swim Team Board shall be entitled to vote on swim team business at Swim Team Board Meetings. Each member of the swim team board shall have one vote.

- B. Only Swim Team Members shall be entitled to vote at a General Meeting. Each family shall have one vote.

**Section 3.** Removal of an Officer: A majority of the Swim Team Board members present at a special meeting duly called and held for that purpose may remove any officer for just cause.

**Section 4.** Vacancies: Replacement for vacancies in officer positions shall be elected by the Swim Team Board.

## **Article 2 Meetings**

**Section 1** Meetings shall consist of two types of meetings.

- A. General Membership meetings: There will be two General Membership meetings *per year*. The first meeting will be in March/April and all swim team families of the previous season will be notified in February of the specific place, date and time of the meeting. The second General Meeting will take place in July and swim team Members will be given notice at least seven days in advance.
- B. Swim Team Board of Director Meetings: Meetings shall be held in the home of any swim team board member. The first Board meeting will be in January/February with monthly meetings during the swim season ending in July. Notice of all meetings will be given at least seven days in advance and will specify the place, date and time of the meeting.

**Section 2** Quorum: The presence of three officers and twelve general members at a General Meeting shall constitute a quorum for the transaction of business. The presence of three or more officers at a Board of Directors meeting shall constitute a quorum for the transaction of business.

## **Article 3 – Fiscal Year**

**Section 1.** The fiscal year for the Encore Swim Team shall begin on January 1 and end December 1.

**Section 2.** The encore Swim Team has an Internal Revenue Service Employers Identification Number (EIN) for checking account purposes.

**Section 3.** The annual budget will be approved at the General Membership meeting in March/April.

## **Article 4 –Miscellaneous Provisions**

**Section 1.** No part of the net earnings, profits, or assets of the Encore Swim Team shall inure to the benefit of any private person or member or officers of the Swim Team Board.

**Section 2.** The Encore Swim Team is a member of the Valley Aquatics League. The teams that make up this league are the Westgate Gators, Los Ranchitos Sharks, Lost Gatos Aquatics, Morgan Hill Aquatics, and Encore Dolphins. Any action to change leagues must be approved by the Swim Team Board.

**Section 3.** Amendments. These by-laws may be altered, repealed, or amended and new or traditional by-laws adopted by the Swim Team Board upon written notice of the change

to be made to members of the Board and a majority vote at a General Membership meeting. These by-laws shall become effective following their adoption by the General Membership.

**Section 4.** The Swim Team Board may adopt rules and regulations for the conduct of their meetings and management of their affairs, as the may deem proper.

**Section 5.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Encore Swim Team and this association in all cases in which they are applicable and in which they are not in conflict with these by-laws.

**Section 6.** New standing rules may be adopted by a majority vote at a General Meeting. Amendments to existing standing rules require a two-thirds vote without previous notice, a majority with such notice. Standing rules should be procedural rather than parliamentary and may not conflict with the by-laws.

### **Standing Rules**

1. The Encore Swim Team Roster is intended for Swim Team use only. The Swim Team roster is not to be used for solicitation purposes or abused in any way.
2. Each family will have a signed Swimmer/Parent contract on file for each swim season before swimmers will be allowed to start practice.
3. The Swim Team Board shall have the authority to refuse membership to any swim team family that does not fulfill their obligation to the team as agreed upon in the Swimmer/Parent Contract.
4. At least one member of the Encore Swim Team Board of Directors from the previous season and the current season shall act a liaison from the Encore Swim Team Board of Directors of the pool facility that the Encore Swim Team utilizes. This liaison is subject to the approval of the Encore Swim Team Board.
5. Two authorized signatures must be on file with the banking establishment that the Encore Swim Team uses for checking account services. NO two members of the same family or household shall be authorized signatures for the Encore Swim Team checking account.
6. No refunds shall be issued after the first week of practice.
7. Families will have the option of a buyout of \$300 at the beginning of the swim season to be relieved of their shift responsibilities at all meets with the exception of the Championship meet. A parent still must be in attendance at all meets in which their child is competing.

Adopted by the Encore Swim Team

---

Encore Swim Team Secretary