

BYLAWS OF THE WILDCAT SWIM CLUB, INC.

Written July 2004

ARTICLE ONE – ASSOCIATION NAME AND PURPOSE

1.1 NAME

The name of this association shall be the Wildcat Swim Club, Inc. hereinafter referred to as “WSC.”

1.2 PURPOSE

The purpose of WSC is to provide young swimmers with the proper training and experience to improve their swimming abilities and participate in competitive swim meets. WSC shall be open to all girls and boys who are physically capable of participating in the program. Good sportsmanship, team spirit and physical fitness shall be emphasized as the major objectives of WSC.

1.3 PRINCIPAL OFFICE

The principal office of WSC shall be the address of the then presiding President.

1.4 TRANSACTION OF BUSINESS (LOCATION)

The transaction of WSC business may be held at such location as the President of the Board may give reasonable and timely notice.

ARTICLE TWO – GENERAL MEMBERSHIP

2.1 DESCRIPTION

Each family of actively enrolled swimmers, defined as those families who have paid their seasonal club membership fee, shall be recognized as constituting general membership. An active membership entitles each parent to attend all general meetings as voting members with one vote per swimmer and it entitles their child(ren) to participate in the swimming program. Active participation by all members in the operation of the club is essential to providing a high quality competitive swim program and achieving the overall purposes of the club. Members shall be required to provide assistance with the activities required to maintain the WSC program, which may include participation on a committee as designated by the Board of Officers.

General membership shall vote on the following matters: election of Board officers, removal of Board officers, and those issues that the Board deems necessary to put forth to the general membership.

ARTICLE THREE – BOARD OFFICERS

3.1 BOARD OFFICERS – COMPOSITION AND TERMS

The administrative functions of WSC shall be overseen by the Board of Officers. The Board shall consist of five (5) officers who are elected by the general membership of WSC. The term of each Board officer shall be for one (1) year. The Board of Officers shall consist of the following: President, Vice-President, Treasurer, Secretary and Director of Meet Activities. The Board shall also consist of non-voting, appointed committee chairpersons as needed to conduct WSC business, such as concessions, WSC merchandise, end-of-season banquet, etc.

3.2 ELECTION OF OFFICERS

Nomination of Board officers shall be conducted during a designated monthly club meeting during the Fall/Winter season, after soliciting requests for nominations from the general membership. Balloting shall be conducted during the first month of the Fall/Winter season, and new Board officers will assume their duties immediately following the election. One vote per swimming member will be allowed. All Board positions are voluntary and non-paid positions.

3.3 VACANCIES

In the event that an officer other than the President resigns or is removed during his/her term, then a replacement shall be appointed by the President with the approval and consent of a majority of the remaining Board officers. In the event that the President resigns or is removed during his/her term, the Vice President shall assume the position of President and shall appoint a replacement with the approval and consent of a majority of the remaining Board of officers.

3.4 REMOVAL

The Board may remove any Board officer whenever, in its judgment, the best interests of the Board and WSC will be served thereby. The general membership may, with a two-thirds majority of all mail returned ballots, remove a Board officer whenever, in its judgment, the best interests of WSC will be served thereby.

3.5 DESCRIPTION OF OFFICERS

(A) PRESIDENT – The President shall:

Provide overall direction to each Board officer and committee to insure implementation of the objectives of the club.

Preside at all meetings of the Board and general membership and set the agenda for each meeting.

Be familiar with the articles of association/bylaws, rules and procedures of WSC.

Execute contracts and other legal documents on behalf of WSC, after receiving approval/direction from the Board. These may include, but not be limited to, employee contracts, pool rental contracts, and insurance contracts.

Establish committees and appoint chairpersons in order to administer and manage the programs of WSC.

Make decisions for WSC which must be made prior to Board meetings and mediate problems as they arise.

Coordinate and schedule pool times after receiving approval/direction from the Board and consultation with the coaching staff.

Lead the Board in the interviewing and hiring of all paid WSC positions, as well as coordinate employee evaluations and review/revise compensation for employees with the Board.

Be authorized to sign checks from the WSC checking account.

Along with the Treasurer, file all required tax returns and be responsible for Maintaining the tax exempt status of WSC.

Coordinate the Board in taking all necessary steps to set membership dues and register swimmers at the beginning of each swim season.

Perform such duties as the bylaws or the Board may prescribe.

(B) VICE PRESIDENT – The Vice President shall:

In the absence or disability of the President, the Vice President shall perform all duties of the President, and when so acting, shall have all the power of, and be subject to, all the restrictions on the President.

Have other powers and perform other duties as may from time to time be assigned to him/her by the President or Board officers.

(C) SECRETARY – The Secretary shall:

Keep a record of attendance and minutes of all regular and special meetings as directed by the Board.

Coordinate with the Board and coaching staff, the revising, assembling, printing and distribution of the WSC Handbook to all new members.

Keep a record of the names and address of all members.

Compile the necessary information and produces the monthly WSC calendar and insures that it is distributed to each member via their mailbox folders.

Maintain the Bylaws and historical records of WSC.

Compile and maintain a policy manual of all policies approved by the Board.

Perform such other duties as may from time to time be assigned by the President or as the bylaws or the Board may prescribe.

(D) TREASURER – The Treasurer shall:

Collect and deposit all income of the WSC, and keep an accurate account thereof.

Arrange and supervise the checking account for WSC funds.

Be authorized to sign checks from the WSC checking account.

Arrange, verify and supervise the payment of all WSC expenses (including employee payroll and expense reimbursement requests) and collection of all receivables owed to WSC.

Record and track billings of all member dues and other WSC fees.

Maintain the financial records of WSC, including payroll, USA Swimming and dual meet obligations.

Files all required tax returns on behalf of WSC.

Submit monthly and annual reports to the Board on fiscal status of WSC, including income and expenses.

Be responsible for maintaining the tax exempt status of WSC.

Perform such other duties as may from time to time be assigned by the President or as the bylaws or the Board may prescribe.

As needed, employ outside professional personnel to assist with and to maintain financial and tax records.

(E) DIRECTOR OF MEET ACTIVITIES – The Director of Meet Activities shall:

Collect all USA Swimming membership forms and other necessary documentation and submits the same to the Connecticut chapter of USA governing body.

Maintain a current list of all USA Swimming card holders.

Coordinate the collection of all meet entries and transmit the same to the Head Coach.

Coordinate the activities necessary to plan and host dual meets, including but not limited to, event cards, scoring, announcing, timers, computer data entry, awards and clean-up of meet-related equipment.

Obtain sanctions for all meets sponsored by WSC.

Encourage and assist individuals to become certified officials and to maintain and improve their skill levels.

Perform such other duties as may from time to time be assigned by the President or as the bylaws or the Board may prescribe.

ARTICLE FOUR - BOARD OF DIRECTORS

4.1 DESCRIPTION

The Board of Directors shall consist of five members appointed by the Board of Officers. The purpose of the Board of Directors shall be to assure that a slate of candidates for the Board of Officers is presented to the general membership of the WSC. It shall be noted that it is not necessary to be an active member of the WSC to serve as a member of the Board of Directors.

ARTICLE FIVE – MEETINGS AND QUORUM

5.1 CONDUCTING

All meetings of WSC shall be conducted in accordance with Robert's Rules of Order, latest edition and in accordance with these bylaws.

5.2 NOTIFICATION

The Board shall determine all matters of meeting notification, location, and order of business.

5.3 BUSINESS MEETINGS

Regular business meetings shall be held monthly at a time and location to be determined by the Board. The President or the Board officers may change the time and location of the meeting with reasonable notice given to each Board member. The general membership is encouraged to attend the business meetings and participate in the discussions.

5.4 SPECIAL MEETINGS

The President or the officer in charge as prescribed by the President may call special meetings of the Board at any time. Reasonable notification of such special meetings must be made to all Board officers. There must be at least three (3) officers present to hold a special meeting. The business to be transacted at a special meeting of the Board must be specified in the notice and only that business shall be transacted. Complete minutes will be kept and any decisions made must be fully reported at the next regular scheduled business meeting so they become part of the permanent minutes.

5.5 QUORUM

Notwithstanding other provisions of these bylaws, at a regular scheduled business meeting, a majority of the Board officers shall constitute a quorum for the transaction of business. If less than a majority of officers are present at any regular business meeting, those members present may discuss but may not act upon business.

5.6 ABSENCE OF OFFICERS

In case of the absence of any officer at a Board meeting, or for any other reason that the Board may deem sufficient, the Board may transfer the power of duties of that officer to any other officer.

ARTICLE SIX – COMMITTEES

6.1 APPOINTMENT

The President may appoint one or more members of the general membership to a committee for the purpose of carrying out specific responsibilities as set forth by the Board. The formation of Standing Committees (long-term) will be at the discretion of the Board.

6.2 DURATION

The committee(s) shall be in existence for the time necessary to carry out the responsibilities assigned it or until terminated by the President. The duration of Standing Committees (long-term) will be at the discretion of the Board.

ARTICLE SEVEN – CONTRACTS, FUNDS, PROPERTY AND ACCOUNTING PROCEDURES

7.1 FISCAL RESPONSIBILITIES

The fiscal year of WSC shall be from April 1 to March 31.

The Board shall determine all fees, and dues, subject to the approval of the membership by a simple majority of members present at a general meeting, and shall be responsible for the proper disbursement of all WSC funds. It shall also be responsible for all fundraising activities.

7.2 COACHING STAFF CONTRACTS

The Board may authorize the President to enter into any contract with paid employees of WSC or execute and deliver any instrument in the name of the Board, and such authority may be general or confined to specific instances. All coaches shall be appointed by the Board officers and shall serve at their discretion. No consecutive term limitations will be placed on the coaching staff.

7.3 PROFESSIONAL SERVICES

The Board may retain the services of a professional to assist and advise the Board in those matters that the Board deem necessary and appropriate. Should professional services be retained, compensation shall be as agreed upon by the Board and the professional.

7.4 FUNDS

The moneys of WSC shall be deposited in the name of _____ in such accounts approved and established by the Board of officers. The moneys may be drawn out only by checks signed by such individual(s) as the Board may designate.

7.5 PROPERTY

Responsibility for the management and care of all WSC equipment shall be vested in the coaching staff under the direction and supervision of the Head Coach and the Board of officers.

Any and all property acquired or donated and maintained by WSC is the property of WSC.

ARTICLE EIGHT – NONPROFIT ORGANIZATION

8.1 NONPROFIT STATUS

The Wildcat Swim Club shall be a nonprofit organization.

ARTICLE NINE – AMENDMENT OF BYLAWS

9.1 AMENDMENT

The herein stated bylaws of WSC may be amended, repealed or replaced with new bylaws by a majority vote of the WSC membership. These bylaws may contain provisions for the regulation and management of the affairs of the WSC consistent with the law.