

BY-LAWS OF THE WOODLAND SWIM TEAM

Amended Effective April 26, 2005

ARTICLE I - NAME

The name of this organization shall be known as the Woodland Wahoos, hereinafter referred to as the Team.

ARTICLE II - AFFILIATION

The Team maintains membership in the Rappahannock Swim League and abides by their By-laws and regulations. The Rappahannock Swim League is a summer swim league which sponsors meets, and at the close of the season, a major finals event(s).

ARTICLE III - PURPOSE

The purpose of the swim team is to provide an organized, competitive swimming program that will encourage and emphasize good sportsmanship, individual responsibility, and achievement of goals through Team participation and support. The Team will endeavor to improve the physical fitness of our youth, provide a positive program for the children participating on the Team, participate in all Rappahannock Swim League meets and events, and most of all, to have fun. It will be the policy of the Team to be as fair as possible and to provide all swimmers the opportunity to participate in all meets (providing all eligibility requirements are met and the swimmer has not violated the Team rules contained herein.)

ARTICLE IV - MEMBERSHIP

The membership of the Team shall:

- a) be limited to no more than 176 swimmers per season.
- b) be comprised of persons 18 years of age or less as of June 1st, who are able to swim one length of the pool (25 yards or meters) without touching the bottom of the pool, using the sides of the pool, or lane ropes for assistance.
- c) Membership on the team is for one year, and runs from May 1 to May 1. Members who join after the normally scheduled registration dates are considered members of the team from May 1 of that year for determination of eligibility to hold executive office. The treasurer will maintain the dates of registration.

The Team will consist of the following number of swimmers per age group, split evenly between boys and girls:

- 16 – 6 & Under
- 32 – 7/8 year olds
- 32 – 9/10 year olds
- 32 – 11/12 year olds
- 32 – 13/14 year olds
- 32 – 15/18 year olds

All Team members are required to pay their Team registration fees prior to June 1st of that year or will be dropped from the Team's roster, and will not be eligible for any Team activity. The vacated position may be filled by an individual who was denied membership due to the limited Team size.

Each family or household constitutes one membership and for the purpose of voting, has one vote. To be valid, an adult or guardian must cast such vote.

Membership of an individual or family may be suspended or terminated by the Executive Board. Such determination shall be based on un-sportsman-like conduct exhibited at practices or meets towards Coaches, Officials, spectators, or other swimmers. Any such report shall be referred to the Executive Board who, with the advice of the Head Coach, vote on suspension or termination. Prior to such vote, the individual swimmer or family representative shall have the opportunity to appear before the Executive Board to discuss the matter.

The Team will endeavor to hold membership meetings on a monthly basis when applicable.

ARTICLE V - FINANCES

Membership dues, and other fundraising income, pay for the following:

- 1) RSL dues
- 2) RSL insurance
- 3) RSL Finals fees
- 4) County Fees for Pool Use
- 5) End of year picnic
- 6) Coach's fees
- 7) Assistant Coach's fees
- 8) Equipment specific to the Team
- 9) Other misc. expenses such as office supplies, raffle permits, trophies, computer equipment, printer, printing supplies, etc.

There shall be registration fees per swimmer, the amount of said dues to be determined annually by the Executive Board and announced at the first membership meeting of the year.

The Team will also conduct fundraisers to supplement the Team's income. Each family will participate in at least one fundraising event (not inclusive of operating the concession stand). All families will participate in the concession stand activities on an equal basis as required by the Executive Board.

The Treasurer will be responsible for the depositing, disbursement, and recording of all finances outlined in these by-laws.

ARTICLE VI - TEAM RULES

Team rules are attached as an addendum at the end of the by-laws. Each swimmer must sign a copy of the rules prior to June 1st of the swim season and co-signed by their parent or guardian. Their signing shall acknowledge their knowledge of and acceptance of the Team rules. These signed copies will be retained and maintained by the Executive Board. The Executive Board will review the Team rules annually. Failure to comply with these rules as outlined could result in disciplinary action up to and including removal from the Team as outlined in Article IV.

ARTICLE VII - RSL RULES

The Rappahannock Swim League rules are available for review upon request to the Executive Board and at the RSL Website at www.rslswim.org.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (current edition) shall govern the Team in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE IX - AMENDMENTS

Amendments may be made to these by-laws at a regular meeting of the swim Team, and by two-thirds vote of the swim Team's parents present and voting.

The following procedure will be followed to introduce and vote on proposed amendments:

- 1) The proposed amendment, signed by at least five members, will be presented to any member of the Board. The Board member will provide a physical receipt noting the date.
- 2) The Board will notify Team members by email, mail, telephone and/or through postings at the pool, of the proposed amendment at least ten days prior to any vote on the amendment.
- 3) The proposed amendment will be introduced as new business at the next Team meeting.
- 4) A vote must be conducted within 45 days of receipt of the proposed amendment.

If the proposed amendment is accepted/ratified by two-thirds vote, the Secretary will amend the by-laws, and the new by-laws will be made available for disbursement at the next membership meeting.

ARTICLE X - EXECUTIVE BOARD

The general management of the Team shall be the responsibility of the Executive Board, consisting of the President, Vice President, Secretary, Treasurer, RSL Representative, and two other Board Members, all of whom shall be elected by the Team (consisting of parent's of Team members) at the end of the season picnic. Other offices and positions can be appointed by the Executive Board as deemed necessary to support Article III. The Executive Board shall be elected by a majority vote of the member's parents. Notice of this election shall be conducted via telephone or email with a record of all parents reached (noting time and date) and maintained by the Team.

Eligibility for Executive office must meet the following criteria:

- a) Must be a parent, guardian, or relative of a swimmer on the Team.
- b) Must be a member in good standing of the Team for twelve months prior to the election.

The member shall serve a minimum of twelve months with the term commencing on January 1 of the following year. A member can only be elected to one Executive office at a time. The duties of the Officers of the Executive Board will be to transact the business affairs of the Team, including selection of the Team Coach(es) and Assistant Coach(es).

The duties of the Executive Officers are, but not limited to the following:

PRESIDENT:

- 1) Preside over all meetings of the members and at all meetings of the Executive Board.
- 2) Act as the principal Executive Officer for the Team. As such, perform all duties assigned in these By-laws, but not to exceed any limitations set forth in the By-laws.

VICE PRESIDENT:

- 1) In the absence of the President, assume the responsibility and duties of that office as set forth in this Article.
- 2) Have such powers and perform such duties as may be delegated by the President.
- 3) Appoint an Assistant Vice President who will act as meet director for all home meets.

SECRETARY:

- 1) Prepare and sign the minutes of all meetings and records, such as resolutions, rules, and procedures as may be adopted at the meetings.

- 2) Incorporate the reports of the Treasurer and Committee chairpersons into the minutes of the meetings.
- 3) Prepare Team reports of the Treasurer and Committee chairpersons into the minutes of the meetings.
- 4) Maintain a Team correspondence file.
- 5) Accomplish all required mailings.
- 6) Assist in preparation of newsletter/Team correspondence.
- 7) Maintain the team website unless this duty is given to another team member.

TREASURER:

- 1) Maintain the Team bank account, depositing all funds received and making authorized disbursements.
- 2) Report the financial status of the Team to the Board on a regular basis and to the Team at all membership meetings.
- 3) Maintain liaison with the Secretary and Team Coach to ensure that an up-to-date roster of swimmers is maintained.
- 4) At the end of the swim season, shall prepare a financial statement of the condition of the Team.
- 5) Shall administer petty cash as authorized by the Board.
- 6) Collect all assessed dues and fees.

RSL REPRESENTATIVE:

- 1) Attend all RSL meetings on behalf of the Team. The League Representative shall have the authority to vote on behalf of the Team at all RSL meetings and will always act in the best interest of the Team and its members.
- 2) Report back to the Executive Board on all RSL activities, rule changes, and decisions of the RSL that impact the Team and its members.
- 3) Maintain a liaison with the Team Coach to ensure that the Coach is aware of current RSL practices and requirements.

Vacancies occurring during the term of an Officer of this Team other than the President shall be filled by nomination by the President, and majority vote of the Executive Board. The Vice President shall automatically fill a vacancy of the office of President. Robert's Rules will govern nominations and elections.

ARTICLE XI - DISSOLUTION

The Team may be dissolved by vote of the membership if conducted in accordance with the other provisions of this Article.

Dissolution may only be voted on at a special meeting of members called specifically for the purpose of dissolution. For a general membership meeting to vote on dissolution written notice of such meeting must be mailed to all current active members and postmarked not less than fifteen days prior to the date of said meeting.

The Team may be dissolved by two-thirds vote of the current active members present and voting.

On dissolution, the Team shall use its remaining funds in keeping with the objectives and purposes specified in these by-laws. No part of said funds shall issue to the benefit of any member. Should any funds be remaining after satisfaction of all debts and obligations, such residue shall be transferred to the organization designated by majority vote of the current active membership.