

# **SUGAR CREEK GATORS SWIM TEAM OFFICIAL SWIM TEAM BYLAWS**

AUGUST 2015

## **ARTICLE I. NAME**

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This organization shall be known as the Sugar Creek Gators Swim Team, hereinafter referred to as the “Gators”. The Gators is a summer league recreational swim team affiliated with Sugar Creek Country Club (SCCC). The team is a member of the South Houston Recreational Swim League (League).

## **ARTICLE II. OBJECTIVE**

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The purposes of the Gators shall be:

- A. To provide a safe, enjoyable, and well organized recreational swim team program for both members and non-members of SCCC.
- B. To provide children with the opportunity to improve technical swim ability; encourage and develop good sportsmanship and individual integrity; and instill a positive team atmosphere for all members.
- C. To focus equally on our novice swimmers and our experienced swimmers.

The Gators will operate as a not-for-profit organization, investing all money raised from fees and fundraising activities toward coaching, equipment, and supplies necessary to operate the team. No part of the Gators assets shall benefit any members or directors.

## **ARTICLE III. PARENTAL SUPPORT, GOVERNANCE**

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### **SECTION 1. PARENTAL INVOLVEMENT, PARTICIPATION, AND SUPPORT**

As a volunteer organization the Gators depend on parent involvement to achieve its goals on behalf of our children. Parents are required and expected to support the Gators by participating in and supporting various volunteer opportunities. Swim meets are conducted with parents as officials and volunteers in numerous duties ranging from judges, to timers, and to various support requirements. Social events are organized and administered by parents to help our children enjoy fun experiences associated with the hard work of practices and competitive swimming. Coordinating and managing the administrative and financial responsibilities of the Gators requires the talents of volunteers as Directors on our Board of Directors and Chairs and Assistants for various Committees. The Gators need parents to be active, to be involved, to be participants, and to be supportive of those activities that benefit our children. Supporting the volunteer requirements of the Gators is essential to the success and future of the Gators.

### **SECTION 2. GOVERNANCE**

The objectives of this organization are promoted through the parent Board of Directors (hereafter referred to as the Board) to all members. The Board is responsible for governance of the team and establishing team policies, dues and fees, and hiring coaches. These Bylaws provide a summary guidance to the Board and parents regarding

the effective, efficient, and economical governance of the Gators. The swimmers and their families are governed and qualified by the Basic Policies set forth in Article IV.

#### **ARTICLE IV. BASIC POLICIES**

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The Gators will seek diversity for its swimmers by supporting both competitive and developmental swimming programs. All programs and activities will adhere to swim team Objectives set forth in Article II. The following are the basic policies of the Gators:

- A. The swim team requires parent involvement in the organization. No child is permitted to register unless a parent volunteers and meets the team volunteer requirement during swim meets.
- B. To qualify as a participant at swim meets (Meet Team), a swimmer must meet the eligibility requirements as defined in the Team Handbook. If unable to demonstrate this ability, the swimmer will be placed on the Practice Team. Practice Team members will continue to practice with the team and will be allowed to join the Meet Team once they demonstrate the required prerequisites so long as the Meet Team is not at the maximum allowable swimmers established by the League.
- C. All swimmers are required to purchase the necessary equipment required for practices and meets. Required and recommended equipment are listed in the published Team Handbook.
- D. All swimmers, parents and spectators are expected to adhere to all pool, Team, and League rules. Failure to adhere to these guidelines will result in the child not being allowed to participate.
- E. Swimmers and families will conduct themselves at practices and meets so as to exhibit good discipline and sportsmanship toward all swimmers, coaches, and meet officials. Any swimmer not adhering to this guideline, by the discretion of the Head Coaches, meet officials or the Board, may be suspended from practices, meets, social events, or expelled from the team.
- F. Communications between swimmers, coaches, parents and the Board is accomplished via email, website and text messages or any other means communicated to the swimmers by the Board at the pool. Parents and swimmers are responsible for checking their emails on a weekly basis and before league meets.
- G. All swimmers must report meet attendance through the website ([www.scgators.com](http://www.scgators.com)) within the deadline established in the Team Handbook. Reporting attendance is extremely important as Coaches must establish relay teams and heat the meet prior to day of the meet. The Team Handbook provides the guidelines and consequences for swimmers marked as undeclared (attendance not submitted). For unanticipated absences or changes to your child's participation, members must contact the Head Coaches and/or a member of the Board ASAP.
- H. Regardless of weather conditions, swimmers and parents must arrive at Home meets 90 minutes prior, Away meets 60 minutes prior, to the start of the meet. Swimmers must arrange their own transportation.
- I. Parents should contact the Volunteer Committee member if they are unable to keep their volunteer commitment with the name and contact information of their replacement for that volunteer obligation.

## **ARTICLE V. MEMBERSHIP AND FEES**

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### **SECTION 1. ELIGIBILITY**

Membership on the Gators shall be allowed without regard to race, color, creed, religion or national origin, under such rules and regulations as may be prescribed in the guidelines of this swim team to any individual who subscribes to the objectives and the basic policies.

The Gators shall register its summer swim team members in the spring, prior to the summer season (May-July). Registration dates will be determined by the Board.

### **SECTION 2. PARENTS RIGHTS AND OBLIGATIONS**

Parents in good standing have the right, subject to the rules and procedures of the Gators, to announce and compete for election to the Board and to the offices and committee chairs of the swim team. They also have the right to serve on the committees and otherwise participate in Gators programs to the extent determined by and under the direction of the Board, officers, and head coach of the Gators. To maintain good standing, parents must:

- A. Be the parent, grandparent, or guardian of swim team member(s) in good standing.
- B. Make timely payments of all dues, fees, and financial obligations for their children.
- C. Fulfill volunteer requirements and support swim meets as volunteers or officials, as required, except as exempted by Board actions and votes.

### **SECTION 3. FEES**

Each summer program participant shall pay a membership/registration fee. Registration fees will be determined by the Board. A \$25 late registration fee will be imposed for registration received after the set due dates. A full refund minus a \$20 administrative fee will be given for the summer program if notice of withdrawal from team is received before the start of the third week of practice.

### **SECTION 4. SUGAR CREEK COUNTRY CLUB MEMBERSHIP**

Membership at SCCC is not a requirement. Swim families that do not belong to SCCC may be required to pay an annual pool usage fee dictated by the SCCC. This fee is paid during registration and allows the use of the pool during swim team activities only.

## **ARTICLE VI. BOARD OF DIRECTORS**

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### **SECTION 1. GENERAL POWERS**

The Gators will establish a functioning Board of Directors ("Board") responsible to the swimmers and parents for the operation of the swim team. All corporate powers and governance responsibilities will be exercised under the authority of the Board, subject to any limitations set forth in these Bylaws, to include managing and conducting the business and financial affairs of the Gators.

## **SECTION 2. BOARD OFFICERS**

The Officers of the Executive Board shall consist of a President, Vice President, Secretary, Treasurer, League Representative, and Club Liaison. The Board of Directors may appoint such other officers as it may deem necessary or desirable and may prescribe the powers and duties of each. In some cases, at the discretion of the Board, Committee Chairs will be asked to join the Board as Members-at-Large in an official voting capacity.

## **SECTION 3. PRESIDENT**

The President will be the Chief Executive Officer of the Gators and the President and the other directors will have such powers and duties as generally pertain to their respective positions as well as such powers and duties as may be assigned or delegated to them from time to time by the Board. The President will preside, if present, at all meetings of the Board. If the President is absent, the Vice-President, Secretary, or Treasurer, in that order, will preside at board meetings. In the event the President, Vice-President, Secretary, and Treasurer are absent the meeting will either be delayed until the arrival of one of these Officers or rescheduled and no official business will be conducted and no votes taken. The President, or acting President, will vote on only those board votes that result in a tie and that require a vote from the President or acting President to establish a majority.

## **SECTION 4. VICE-PRESIDENT**

The Vice-President will assume the duties of the President in the President's absence and perform such duties as directed by the President and the Board. The Vice-President will oversee the committees to support the team operations (including but not limited to the fulfillment of meet volunteers). The Vice-President will ensure families abide by the Basic Policies set forth in Article IV.

## **SECTION 5. SECRETARY**

The Secretary will prepare and maintain custody of the official minutes of board meetings and other meetings and discussions as deemed appropriate and authenticate the records of the Gators. The Secretary will maintain and records of the members, directors and committee members and give notice of all meetings of the Gators and the Board.

## **SECTION 6. TREASURER**

It is preferred that the Treasurer shall be a person with a professional financial background. The Treasurer receives and disburses the organization's funds as directed by the Board, remits such funds for deposit in the regular accounts maintained in the name of the organization, and keeps records of such transactions. The Treasurer will prepare a copy of the annual budget for approval by the Board.

## **SECTION 7. LEAGUE REPRESENTATIVE**

The League Representative represents the Gators interests at League meetings and serves as liaison between the team and the League. The Representative shall be responsible for attending all League meetings and informing the Board as to the agenda items discussed, any votes taken, and the position he/she took on said items. The League Representative shall bear in mind that certain issues should be determined by the Board and seek tabling our vote to the League when it appears that circumstances warrant.

## **SECTION 8. CLUB LIAISON**

The Club Liaison must be a member of SCCC. The Club Liaison represents the Gators interests at SCCC meetings and serves as the primary contact between the team and the club. The Club Liaison shall be responsible for attending all SCCC meetings in which the Gators will be discussed and informing the Board as to the agenda items discussed, any votes taken, and the position he/she took on said items. The Club Liaison shall bear in mind that certain issues should be determined by the Board and seek tabling our vote to SCCC when it appears that circumstances warrant.

## **SECTION 9. MEMBERS-AT-LARGE**

Members-at-Large are voted on and approved by majority vote of the Board. The Members-at-Large must hold a position as a committee chair. Should a committee have co-chairs, only one chair per committee can be voted to the Board. In addition to the committee duties, the Members-at-Large will assist other board members with their duties on an ad hoc basis.

## **SECTION 10. HEAD COACH**

The Head Coach will be asked to participate in Board discussions, however, the Head Coach will not hold a Board position, thus not having any voting rights. The Head Coach will be excused from those proceedings on issues that involve compensation for coaches. The Head Coach will coordinate swim practices, the swim season program, and the hiring of Assistants and Volunteer Coaches with the Board. Head Coaches must be high school graduates, non-team swim members, and have appropriate certifications and credentials as approved by the Board.

## **SECTION 11. QUALIFICATIONS AND LIMITATIONS**

- A. To be eligible to apply and/or be nominated for the position of President a member must have served as a Director in another position for at least one term and be a parent in good standing.
- B. Only one parent per family may serve on the Board at the same time.
- C. Any qualifications or limitations in these Bylaws may be waived or modified for any election and Director position by a majority affirmative vote of currently serving directors.

## **SECTION 12. ELECTIONS AND TERMS OF OFFICE**

- A. The term of office for an officer on the Board shall be from September 1 through August 31 of each year. All board members may hold their offices for any number of consecutive years, provided they are nominated and elected by a majority of the members.
- B. Elections occur at the conclusion of the swim season and prior to the end of officer and director terms. Officers and directors are elected by a majority of votes cast by parents eligible and entitled to vote in the election. Elections can be held either during a scheduled Parents' Meeting at which a quorum is present or using an online voting system. To be elected or appointed as an officer or director the member must consent to the election or appointment process and be willing to serve. Nominations for officer and director positions will be open throughout the swim season and finalized a week prior to the election.

- C. Director positions that become vacant during a term may be filled by an eligible member at a Special Board meeting providing the position vacancy and election to the position are announced in advance and included on the official agenda for that meeting.
- D. Director positions eliminated during a term may result in either an immediate elimination of the position and the director's excusal from the Board or the director may continue to serve the remaining time in the term based upon a board vote on the issue.

### **SECTION 13. TERMINATIONS, VACANCIES AND RESIGNATIONS**

- A. The Board may terminate any officer or director, with or without cause, but only at a meeting called for that purpose. The advance notice of the meeting must state that one purpose of the meeting is to discuss and vote on the possible termination of the officer or director. Any such terminations will be effective by a majority vote of currently serving directors in a meeting with a quorum present.
- B. A vacancy on the Board resulting from either a termination, resignation, or increase in the number of director positions may be filled by the currently serving directors until the next annual elections or may be filled by a discussion and vote at either a Regular or Special meeting providing the position and vote are announced in advance and the issue is on the meeting agenda. The new incoming director will commence serving on the Board on a date determined by the Board. Although directors may normally serve in only one position at a time, under these circumstances a director may temporarily hold more than one position.
- C. Directors may resign their position at any time with a written notice to the Board. The resignation will be effective when the written notice is received by the Board or on a date discussed and voted upon by the Board.

### **SECTION 14. COMPENSATION**

No salary or other compensation shall be paid to any officer of the organization other than the Head Coach. The salary of the Head Coach will be negotiated annually.

## **ARTICLE VII. MEETINGS**

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### **SECTION 1. REGULAR BOARD OF DIRECTORS MEETINGS**

The Board will meet at a regularly scheduled date and time, which may be modified by appropriate advance notice, as discussed and approved by the Board. The regularly scheduled meetings will be known as Regular Meetings.

### **SECTION 2. ANNUAL PARENTS' MEETING**

The parents will meet annually at a date and time discussed and approved by the Board and the meeting will normally be held at the beginning of the summer season to review policies, schedules, and expectations.

### **SECTION 3. SPECIAL MEETINGS**

A Special Meeting of the Board may be called by the President, or a majority of the directors, to discuss issues and concerns of the Board or the parents. Meetings so called will adhere to the advance notification requirements and to a specific agenda and no other issues or business may be discussed at the meeting.

### **SECTION 4. NOTICE OF MEETINGS**

Regular Board and Annual Parent Meetings will be announced in advance on the Gators website and by email. The notice will include the date, time, and location of the meeting and a summary of the agenda or issues to be discussed. The notice should be published at least 10 days before the meetings and no more than 60 days. Members are responsible for monitoring the Gators team website and ensuring their email listing is correct and up to date.

## **ARTICLE VIII. VOTING**

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### **SECTION 1. BOARD VOTES**

The presence of a majority of the current directors is required for a quorum and for the transaction of business and the casting of votes at a meeting of the Board. Any business decisions or proposed changes that would impact the team must be brought to the attention of the Board (including but not limited to suit selection, management of coaching staff, rule changes, schedule, budget and expenditures). An affirmative vote of a majority of the directors present is an act of the Board provided the affirmative votes represent a majority of the total number of directors. Each board member shall have only one vote, regardless of the number of positions occupied.

### **SECTION 2. PARENT VOTES**

- A. Each Family is entitled to one vote for each officer and director position and one vote for each business agenda item regardless of how many of their children are swimmers on the team.
- B. Swim team members under the 18 (children enrolled on the team) have no voting rights or responsibilities.

## **ARTICLE IX. BOARD COMMITTEES**

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### **SECTION 1. STANDING COMMITTEES**

The Board will establish various committees to assist in the support the Gators swim team. The type and number of committees may vary depending upon requirements. The committees will have a Committee Chair and Assistant Chairs as required. The Committee Chairs and assistants are solicited from parent volunteers and may serve by a nomination from the parents or by appointment by the Board, both of which require a vote by the Board. The procedures for nomination, appointment, election, extension, and replacement of those serving on committees will be determined by the Board.

## **SECTION 2. TYPES OF COMMITTEES AND DUTIES**

- A. Social Committee: The Social Committee plans and coordinates various social events for the team, e.g., Pasta Night, Breakfast at the Swamp, etc. The Social Committee is also responsible for end of season awards banquet.
- B. Membership Committee. The Membership Committee maintains and monitors records of the membership, provides information about the Gators to prospective members, and registers new members into the Gators swim team.
- C. Merchandise Committee (aka Gator Gear): The Merchandise Committee coordinates the team apparel and merchandise for the swimmers and team and provides such information to the Board and parents and swimmers for their purchase, as required.
- D. Volunteer Committee: The Volunteer Committee plans, organizes, prepares, and assigns volunteers to their respective duties. Volunteers are essential to the Gators swim team. It is important that every family and parent support the volunteer requirements of our team, our swimmers, and our children.
- E. Equipment Committee: The Equipment Committee ensures all meet equipment is available and in good operating condition. Responsibilities also include managing the inventory and assisting with budgeting for new or replacement equipment. Assist the coaches with the set up and clean-up of equipment at the pool before and after swim meet fall within their duties.
- F. Technology Committee. The Technology Committee is responsible for website management and support for the team. The Technology Committee will assist in all team operations utilizing the website and or other web or software technologies, including, but not limited to: online team registration, dissemination of communications, etc.)
- G. Sponsorship Committee. The Sponsorship Committee is responsible for renewing current team sponsors as well as soliciting new sponsors for the team. The Sponsorship Committee will keep records of sponsors, including but not limited to contact information, and provide the sponsor details for use on banners, the website, meet announcements, etc.

## **SECTION 3. COMMITTEE MEETINGS AND INFORMATION**

- A. The provisions of these Bylaws, which govern meetings and quorum and voting requirements of the directors and parents, will apply to committees as well.
- B. Committees may be requested and required to provide status updates to the Board at designated meetings.
- C. Committee Chairs will prepare a file outlining their duties and responsibilities as a summary of the contacts and actions helpful in fulfilling the duties of the committee. This instruction and turnover file will assist in providing committee knowledge and continuity for committee actions and duties from year to year

## **ARTICLE X. ADMINSTRATIVE PROVISIONS**

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### **SECTION 1. PARLIAMENTARY PROCEDURES**

“Robert’s Rules of Order, Revised” will govern board meetings.

### **SECTION 2. BYLAW CONFLICTS**

In the event of conflicts between these Bylaws and the League regulations, or bylaws, the League shall prevail.

### **SECTION 3. ISSUES, CONCERNS, AND GREVIENCES**

Swimmers or parents desiring to express an issue, concern, or grievance should do so professionally and personally. The initial action may be, for example, to talk politely and privately with the person you believe best able to resolve the situation. In matters pertaining to coaches or coaching, for example, the Head Coach may be the initial contact. In matters pertaining to governance, for example, one of the officers or directors may be the initial contact. In matters pertaining to a particular committee, for example, the Committee Chair may be the initial contact. If the situation is neither resolved nor corrected, a written letter to the Board with all relevant facts may be submitted so that it may be placed on the agenda for a discussion and a vote, as required. It is rarely, if ever, appropriate for a mass or broadcast email to be forwarded to all members without first attempting to resolve the situation in an informal personal forum or venue prior to initiating a formal or official letter or discussions with the Board.

## **ARTICLE XI. AMENDMENTS TO OR REPEAL OF THE BYLAWS**

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These Bylaws may be amended or repealed and new Bylaws may be written and approved at any Regular or Special meeting of the Board of Directors. Bylaws approved by the Board may be amended or repealed and new Bylaws written and approved by the parents and the parents may prescribe that any such Bylaws approved by them may be neither amended nor repealed by the Board without the approval of the parents.

**This document, the By-Laws of the Gators Swim Team, was voted on and adopted August 21, 2015.**