

ROUND ROCK DOLPHINS SWIM TEAM, INCORPORATED BYLAWS  
(REVISED JULY 15, 2021)

ARTICLE I: NAME

The name of this team shall be the Round Rock Dolphins Swim Team, Inc. and shall herein be referred to as the Swim Team in the bylaws. The Swim Team draws its membership from the City of Round Rock and surrounding areas. The Swim Team is a member of the Northwest Swim Circuit and will follow the circuit bylaws; this swim team is a non-profit organization.

ARTICLE II: OBJECTIVE

The objectives of this swim team shall be to provide recreational, organized swimming to the youth of Round Rock in a family oriented environment by fostering teamwork and team spirit, focusing on the “personal best” improvement, and teaching and developing swimming skills.

ARTICLE III: MEMBERSHIP

Section A: Parents or legal guardians of the team swimmers shall be deemed to hold membership with voting rights. Team swimmers will be non-voting members in the corporation.

Section B: Membership in the Swim Team shall be open to all interested children between the ages of 4 and 17, who meet minimal swimming requirements. The final decision on whether a child can join the Swim Team rests with the Board of Directors. The Board of Directors may set a quota for membership. When the Swim Team has reached its quota, those will fill slots, as they become available on the waiting list. Membership shall be made upon prescribed forms and shall bind each applicant to abide by the Bylaws and Rules of this Swim Team.

ARTICLE IV: TERMINATIONS OR SUSPENSIONS

A membership may be terminated and/or suspended by the Board of Directors for not abiding by the Bylaws and/or rules of the Swim Team.

ARTICLE V: EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS

Section A: All business and Swim Team activities shall be conducted by or under the authority of the Board of Directors.

Section B: Fees shall be established by the Board of Directors to enable the Swim Team to meet its lawful obligations.

Section C: The Board of Directors shall consist of the Executive Committee and Members at Large. None of the members of the Board shall be paid for their services.

Sections D: The Executive Committee will consist of President, Vice-President, Secretary,

Treasurer, and Past President. The responsibilities of the committee shall be as follows:

1. Check Signors for bank account
2. Evaluation of Head Coach, Including mid-season and end of the season review. The results of which would be presented to The Board of Directors.
3. Approve Head Coach List of Seasonal Coaches.
4. The Executive Committee will serve a maximum of two (2) consecutive terms in the same office.

Section E: The Members at Large will consist of the following positions:

Circuit Representative (1)  
Fundraising (1)  
Sponsorships (1)  
Concessions (1)  
Meet Director/Circuit Rep (1)  
Operations (1)  
Information Systems (1)  
Volunteer Coordinator (1)  
Merchandising (1)  
Publications (1)

A quorum is reached when a majority of the Board of Directors is present. (8 of 15 offices represented.)

Section F: The immediate past president shall be a member of the Board. The past President may become the Circuit Rep, but if not, the Circuit Rep is chosen by the Nominating Committee and presented as part of its slate of board members. If the past President does not become the Circuit Rep, then the Board is expanded to 15 positions.

Section G: The president will appoint the committee chairs.

Section H: All members of the Board will have one vote. A simple majority will solve all issues, unless otherwise specified in these bylaws.

## ARTICLE VI: NOMINATING COMMITTEE

Section A: The President with at least one and not more than two current Board members will appoint a Nominating Committee. The President is not a member of this committee. The Nominating Committee is responsible for filling the office of the Executive Board. The Nominating Committee will announce the proposed slate of board members at the Swim Team Annual Meeting. Additional nominations may be made from the floor (with the proposed candidate prior consent). If there are no nominations from the floor, the election may be conducted by upheld hands. If there are additional nominations, a paper ballot must be made.

Section B: New board members shall begin their term on September 1<sup>st</sup>. Directors shall serve for a term of one year or until their successors are elected. Vacancies in office shall be filled

by appointment by the Board of Directors from among its own membership or the general membership until the expiration of the term.

## ARTICLE VII: DUTIES OF OFFICERS

Section A: The President shall preside at all meetings of the Swim Team and of the Board of Directors, and shall be a member ex-officio of all committees, except the nominating committee. The President shall appoint an audit committee consisting of one Board Member and one General Member to audit books no more than every two years or upon change of Treasurer.

Section B: The Vice-President shall act, as assistant to the President and in the absence of the President shall perform the duties of the President. The Vice-President is responsible for Swim Team membership.

Section C: The Secretary shall keep minutes of all Board of Directors Meetings and all general membership meetings; see that all notices are duly given in accordance with the provisions of these bylaws; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section D: The Treasurer shall collect all monies for the Swim Team and shall deposit them in the name of the Swim Team, in a bank approved by the board. The Treasurer shall keep an accurate record of the receipts and disbursements; shall present a current statement of account at every meeting of the Executive Board; and make a full annual report to the Swim Team at the Annual Meeting. The Treasurer will approve and sign all Swim Team disbursements. The Treasurer will provide all necessary information to the audit committee.

Section E: The Circuit Representative shall be responsible for all communications and meetings between the Swim Team and the Swim Circuit. He/she will perform other duties as from time to time may be assigned to him/her by the president or by the Board of Directors.

Section F: Each officer upon the expiration of his/her term of office shall turn over to his/her successor without delay all records and other material pertaining to the office.

## ARTICLE VIII: COACHES

Section A: The Head Coach is a non-voting member of the Board. He/she shall be responsible for hiring and supervising assistant coaches. He coordinates and conducts practice sessions and meets.

Section B: All coaches will be responsible for training and supervising Swim Team members. All coaches shall be responsible for the maintenance of Swim Team equipment.

Section C: To maintain proper conduct and discipline by the swimmers the Head Coach may suspend a swimmer for up to seven days or prohibit or suspend participation in a Swim Team meet. This can be done without prior approval of the Board for persistent and flagrant refusal to

comply with proper and appropriate rules established by the Coach and the Swim Team bylaws. The Coach may also recommend to the Board suspension and / or termination of the swimmer membership on the Swim Team. Disputes between the Coach and swimmers and / or members regarding disciplinary action under this policy may be appealed to and finally decided by the Board of Directors.

#### ARTICLE IX: MEETINGS

Section A: The Board shall meet prior to regularly scheduled meetings of the general membership. Special meetings may be called when required by the President. A simple majority vote will decide most issues. Eight voting members shall constitute a quorum.

Section B: Annual Corporation Meeting: The Board of Directors will hold the Annual Meeting at the close of each season, prior to September 1<sup>st</sup>. The Board of Directors shall call a special general membership meeting at the request of twenty-five per cent (25%) of the members. At all general membership meetings, the member present shall constitute a quorum, each member (or Proxy) shall be entitled to one vote.

#### ARTICLE X: MISCELLANEOUS

Section A: Amendment to the bylaws; Changes to the bylaws may be recommended by the Board of Directors. The membership may petition the Board for changes. Changes in the bylaws shall be presented at a general meeting of the membership, and shall be approved by a two-thirds (2/3) majority vote of the members present. Proposed changes in the bylaws must be provided to the membership at least 10 days prior to any meeting at which the proposals are to be considered for adoption.

Section B: The Swim Team will primarily consider local health guidelines related to swim activities. The board will consider state guidelines in the absence of local.