

BY-LAWS OF THE SEALS SWIM CLUB (SSC)

ARTICLE I: PURPOSE

The purpose of the Seals Swim Club (SSC) is to encourage good physical and mental ability, sportsmanship, individual integrity, team play, patriotism and training for competition among girls and boys residing within a responsible distance of the club.

Membership shall be open to any girl or boy of good moral character interested in amateur sports. Members shall be open to adults of good moral character who are willing to devote time or financial assistance to help the program of the swim club and its athletic members.

Membership shall not be restricted because of race, creed or religion.

The membership of any member of the Seals Swim Club shall be terminated if they fail to abide by the by-laws and principles of amateur sports and defined herein.

The Seals Swim Club reserves the right to remove individuals from team activities in order to maintain a safe environment for team members.

ARTICLE II: Structure

1. Officers of the Seals Swim Club
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Directors
 - i. Meet Management/Computer Director
 - ii. Activities Director
 - iii. Committee Director
 - iv. Team Director
2. Qualifications, Elections, Terms and Termination of Officers
 - a. All candidates for office shall be active members in good standing.
 - b. All officers shall be elected to office by the club membership or appointed by the board each July.
 - c. Each officer shall serve an one year term, ending one year from the date he/she took office.
 - d. Officers can be terminated from office at any time by a simple majority vote of the club membership at any scheduled business meeting.
3. Functions and Responsibilities of Officers

- a. President
 - i. The office of president shall be responsible for communicating and guiding the SSC vision, goals, and mission. The president is responsible to comply with SSC and East Bay Swim League (EBSL) rules and by-laws. He/She is responsible for calling and coordinating all meetings, including establishing meeting agendas, reviewing financial reports and monitoring all club fundraisers and sponsored activities. He/She will represent the SSC at EBSL meetings. The president is responsible for communication between parents, swimmers, League teams and the school district. This position of president shall have authorization to sign checks.
- b. Vice President
 - i. The office of vice president shall be responsible for carrying out the duties of president during his/her absence. The vice president is responsible to comply with SSC and EBSL rules and by-laws. The vice president shall oversee or monitor any activity deemed necessary by the Board of Directors. The vice president represents the SSC at EBSL meetings. He/She is responsible to assure permits and insurance forms and to process the necessary paperwork with the school district to insure the availability of the pool. The vice president is responsible for the Seals Store and team swim suits. This position of vice president shall have authorization to sign checks.
- c. Treasurer
 - i. The office of treasurer shall be responsible for depositing, withdrawing, and dispensing all club funds. The treasurer is responsible to comply with SSC and EBSL rules and by-laws. The treasurer will prepare and present financial reports, which show and explain all deposits and withdrawals to the Board on a monthly basis. The fiscal year for the SSC will be a standard calendar year, January 1st – December 31st and he/she will file any necessary tax forms. The treasurer will present to the SSC board an annual operating budget and financial report. This office of treasurer shall have authorization to sign checks.
- d. Secretary
 - i. The office of secretary shall be responsible to comply with SSC and EBSL rules and by-laws for all official documents. The secretary is responsible for all official club documents. This includes records for all proceedings and acts, contracts and agreements, approved financial reports, fundraiser records, official by-laws, rules and regulations, and names

and addresses of all current members. The secretary is responsible to document and distribute the monthly minutes to all board members. He/She is responsible to create and distribute the newsletter to all members in a timely manner and maintain and distribute the SSC handbook. This office of secretary shall have authorization to sign checks.

e. Directors

Various positions as outlined below. Each position is responsible for overseeing or implementing the items listed.

i. Meet Management/Computer Director

1. Swim Meet Attendance Committee (SMAC)
2. "Team Manager" Computer software
3. Scorekeepers Desk
4. Personal Bests
5. Applications and Emergency Health Forms
6. Championships Awards/Trophies
7. Team Records
8. Meet cards and ribbons

ii. Activities Director

1. Themes for home events
2. Pizza Sign-up night
3. Family Fun Day
4. Swim-A-Thon and Raffle
5. Team Pictures
6. Championship Banquet
7. Pasta-Poster Night Dinner
8. Other Fundraising Events/Activities

iii. Committee Director

1. Family Committee Sign-ups
2. Weekly Meet Assignments
3. Checking in Swimmers and Volunteers at meets
4. Championship Job Sign-ups

iv. Team Director

1. Liaison between coaches, SSC Board and parents
2. Conflict resolution
3. Improve the family atmosphere and unity of the team

4. The following list of Seals Swim Club officers will make up the Seals Swim Club Board of Directors
 - a. President
 - b. Vice President
 - c. Treasurer

- d. Secretary
 - e. Directors
5. The Board of Directors shall be responsible for the following activities
- a. Establish the official team roster
 - b. Determine the team's start date
 - c. Establish, evaluate, and/or removal of coaching staff
 - d. Evaluate all activities and events
6. Directors
- a. The Board of Directors shall define each specific directorship's functions and responsibilities at time of appointment.
7. Board of Director Meetings
- a. The Board shall meet regularly at such time and place of their choosing to transact club business.
 - b. Eleven scheduled meetings shall be governed by the rules and precepts of Robert's Rules of Order.
 - c. Two-thirds of the Board must be present to constitute a quorum in order to conduct business.
8. Board Member Benefit
- a. Each Board of Director position will receive one (1) free swimmer unless otherwise determined by the SSC Board by vote.

ARTICLE III: MEMBERSHIP

1. Membership Policy
- a. The club follows a closed roster policy. This means that a predetermined number of swimmers will be on the team each year.
 - b. Candidates who apply for membership before a specified cut off date will be placed on the team roster based upon the following priority:
 - i. Swimmers from last season.
 - ii. Intra-league transfer swimmers
 - iii. New member candidates
 - c. Each family is required to sign up for one committee job and at least four meet jobs during the season. A timing shift can only count as one job.
 - d. Every swimmer must have a completed and signed vacation form. The club policy states that if your child cannot swim at a specific meet, you need to call SMAC to inform them of the absence at least one week (seven days) prior to the meet. If you miss a meet and fail to notify SMAC, you may be fined

\$25.00 (twenty-five dollars) and your child cannot swim until the fine is paid.

- e. Championships roster is limited to 100 swimmers, based on the following criteria:
 - i. Meet attendance
 - ii. Need within age and sex brackets
 - iii. Practice attendance
 - iv. Coaches discretion

2. New Member requirements

- a. Must have completed a Seal Swim Club team application and emergency form.
- b. Must have completed an EBSL application along with a photocopy of birth certificate
- c. Must have completed all insurance and medical forms
- d. Must have completed a signed vacation form
- e. Must already be a swimmer capable of swimming one length of the pool. (Verified at evaluations)
- f. Must be accepted by the coach.
- g. The team must have a need within the candidate's age and sex bracket.

3. Termination of Membership

- a. Any member can terminate membership by notifying the coach or any other member of the Board of Directors.
- b. Membership can also be terminated by the Board of Directors for any member not complying with the by-laws, club rules and regulations, and failure to help raise money to support the club expenses.
- c. Membership dues are non-refundable after the preliminary roster is submitted to EBSL (mid-May)
- d. Member cancelling prior to submission of preliminary roster will receive a prorated refund.

4. Membership Voting Policy

- a. Only parents may vote
- b. A simple majority vote is required to carry a motion at a general meeting.
- c. Changes in the Seal Swim Club by-laws must be initiated by the Board of Directors.

5. Membership Funding Obligation

- a. All Seal Swim Club financial needs will be supplied by membership fees and fund-raising activities.
- b. Membership families are obligated to meet club expenses.