

LAKE PARK SWIM TEAM BOOSTER CLUB BY-LAWS



ARTICLE 1 – NAME

The name of the organization is the Lake Park Swim Team Booster Club, hereafter referred to as the organization.

ARTICLE 2 – PRINCIPAL OFFICE

The Principal Office of the organization shall be located where the directors of the organization designate and may change at any appropriate time.

ARTICLE 3 – PURPOSE

The purpose of the organization shall be:

1. To support, promote and foster summer competitive swimming.
2. To attract, educate and train parents and swimmers in all features of summer competitive swimming.
3. To hold and participate in competitive swim meets.
4. To promote the public appreciation of and interest in summer competitive swimming.
5. To be exemplary in the development of self-confidence, camaraderie, self-discipline, sportsmanship, and other valuable life skills, through the pursuit of excellence in competitive swimming.
6. All money raised by the organization will be used to run and support the swim team and any funds raised and not used in the current year will be held and managed for subsequent years.
7. Organization is responsible for the scheduling of all swim team events.

ARTICLE 4 – MEMBERSHIP

Section 1 – Eligibility

Membership shall consist of the custodial parent or parents or legal guardian of the swimmer(s) who participates on the competitive swim team which is the beneficiary of the Lark Park Swim Team Booster Club. Application for membership shall be made upon registration forms and payment of all required fees. All applicants shall be deemed accepted for membership unless the Board of Directors decides otherwise within a reasonable time frame. Membership shall bind each applicant to abide by the Bylaws of the Lake Park Swim Team Booster Club. Membership shall be valid for the current calendar swim season.

Section 2 – Voting Rights

Voting rights shall belong to the parents, custodial parent, or legal guardian of the participating swimmer(s). No family shall have more than (1) one vote regardless of the number of children in the family who are participating swimmers.

Section 3 – Conduct

Each member and participating swimmer shall abide by Bylaws and rules established by the directors of the organization. No member or participating swimmer shall use any information provided to or obtained by the member or participating swimmer by or from the officers or directors of the organization, such as email addresses of other members, for personal use.

ARTICLE 5 – BOARD OF DIRECTORS

Section 1 – Initial Board of Directors

The Board of Directors shall consist of 7 (seven) members including the President, Vice President, Secretary, Treasurer and 3 (three) additional Director Positions. There will also be 2 (two) alternates in the event that a board vacancy occurs. These 2 (two) alternates shall be designated 1st Alternate and 2nd Alternate. 1st Alternate shall be the first to serve in the event of a vacancy. 2nd Alternate will be the 2nd to serve in the event of a vacancy. If a number of vacancies occur on the Board of Directors and there are not a sufficient number of alternates to fill the vacancies, then the Board of Directors can name someone to the vacancy. The board of directors shall serve until votes from September annual meetings are counted and new members are announced.

Section 2 – Board of Directors to serve after the Initial Board of Directors

At the end of the term of the Initial Board of Directors there shall be a Board of Directors which shall consist of the same number of Directors and with the same offices and number of alternates as the Initial Board of Directors. This Board of Directors shall be elected at the annual meeting more fully explained below.

Section 3 – 2019 Board of Directors and All Future Board of Directors

Team membership voted to amend By-Laws to have the Board of Directors changed to 5 (five) members including the President, Vice President, Secretary, Treasurer and 1 (one) additional Director Position. There will also be 2 (two) alternates in the event that a board vacancy occurs. These 2 (two) alternates shall be designated 1st Alternate and 2nd Alternate. 1st Alternate shall be the first to serve in the event of a vacancy. 2nd Alternate will be the 2nd to serve in the event of a vacancy. If a number of vacancies occur on the Board of Directors and there are not a sufficient number of alternates to fill the vacancies, then the Board of Directors can name someone to the vacancy. The board of directors shall serve until votes from September annual meetings are counted and new members are announced.

Section 4 – Voting Power

Each member of the Board of Directors will control one vote on any issue brought before the Board of Directors. All matters coming before the Board of Directors shall be decided by majority vote of all of the members of the board present and voting at any such meeting at which a quorum (Article 6-Section 4) is present.

Section 5 – Terms of Service

Elected Board members' terms of service shall consist of the following terms:

President:	3 consecutive years
Vice President:	3 consecutive years
Treasurer:	3 consecutive years
Non-Officers:	2 consecutive years
Alternates:	2 Consecutive years

- Terms to begin immediately following their election at the annual meeting. Only one parent member or legal guardian member per family may serve on the board at a given time. Board member positions are volunteer and unpaid.

- Terms can be extended by vote of the board or if there is insufficient volunteers to fill existing openings - *Art.7, Sec 2 Elections*
- Terms begin in September and end in September unless otherwise voted upon by the board.

ARTICLE 6 – MEETINGS

Section 1 – Annual Meeting

An annual meeting of the members shall be held each September at a time and place determined by the Board of Directors. The purpose will be to elect board members and alternates to the Board of Directors, to make appropriate announcements of goals for the upcoming year, and to present a review of the previous year. Members in good standing and physically present at the Annual Meeting will be permitted to vote. A member not in good standing shall be a member who has been notified by the Board of Directors of a rule violation which has not been corrected.

Section 2 – Special Meeting of the Membership

Special meetings of the members may be called at any time by the Board of Directors upon reasonable notice to the members.

Sections 3 – Special Meeting of the Board of Directors

A special meeting of the Board of Directors may be called at any time by the President.

Section 4 – Quorum

A quorum of the Board of Directors shall consist of a 5/7 majority of the representatives of the board. A quorum at any meeting of the membership shall consist of 25% of the membership and majority vote of the quorum will be required for any action to be taken.

Section 5 – Meeting Notices

Notice of all meetings of the membership will be sent by electronic mail or regular US mail to each voting member at the last electronic mail or regular US mail address provided by the member to the Board of Directors at least ten (10) days prior to the meetings.

Section 6 – Voting

Each voting membership shall be entitled to one vote on each matter. The right to vote shall be limited to persons 18 years of age and older

and must be a parent or legal guardian of a swim team member. Voting on all matters shall be by ballot vote at that meeting. Proxy vote by hard mail is permitted but must be postmarked on or by election date and mailed to standing President's address. President to present to board in unsealed, original envelope to be opened at official vote count.

Section 7 – Open & Closed Meetings

All meetings shall be “open” to the membership and employees of the organization. Meetings may be termed “closed” to members other than the Board of Directors primarily for the discussion of matters relating to employee performance or private monetary matters of members' families.

Section 8 – Meeting Conduct

The rules as to how any meeting is conducted shall be at the discretion of the presiding officer.

- Presiding officer to provide advance Agenda for review by board. Each board member to be given an opportunity to provide feedback of agenda items.

Section 9 – Regular Meeting of the Board

Regular meetings of the Board of Directors shall be held as deemed necessary at such a time and place as may be agreed upon by the board. Any regular meeting may be canceled by the President of the organization after consultation with the Board of Directors. A meeting of the Board of Directors shall be held immediately after and at the same place as the annual meeting of members. An officer of the board will open and close all member and board meetings.

Section 10 – Board Member Notification

All board members will be given seven (7) days prior notice by electronic mail or US mail of time and location of all board meetings except for special meetings.

ARTICLE 7 - OFFICERS

Section 1 – Definition

Officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2 – Election

Except for the Initial Board of Directors, the officers shall be elected from and by the Board of Directors during the first board meeting following the annual meeting.

In the event that no new nominees are available for election, current officers/members can choose to remain on the board in their current role, as agreed upon by majority vote by the current board.

- If re-elected, see Art. 4, Sec. 5 for Term Limits

Section 3 – Duties

Duties of the Officers shall be as follows:

A. President

The President shall lead the Board of Directors and assist the Head Coach with the running of the team. The President shall preside over all meetings of the members and Board of Directors. The President of the organization shall establish committees, appoint committee chairmen, subject to Board approval, serve as an ex officio member of all committees, sign officially binding documents, sign or endorse checks in the absence of the Treasurer, and perform any duty necessary to maintain an efficient and effective organization. The President shall examine the books of the organization annually, at the end of each Treasurer's term of office, and at any time as deemed desirable by the majority of the Board of Directors. The President may, with the approval of the Board of Directors, authorize officers or agents of the organization to enter into contracts, negotiations or purchase agreements on behalf of the organization at any time that may be deemed appropriate. President must also agree to serve as the Registered Agent for the organization. Other responsibilities will be working directly with the Town of Lake Park annually for approval for use of the pool facilities for practices and home meets, work with current pool management group to assign sufficient lifeguard staffing for practices and home meets, attend current league meetings and to work directly with the team coordinator and coaching

staff to ensure all practices and meets are run accordingly. The president should hold responsibility for locating and hiring of coaching staff unless otherwise voted upon by the board.

B. Vice President

The Vice President of the organization shall be empowered with all of the responsibilities of the President of the organization should the President be absent, resign, or become unable to complete the remainder of the term of office. The Vice President shall perform duties requested by the President and the Board of Directors. The Vice President will assist the President with the running of the organization. The Vice President shall sign checks in accordance with corporate policy.

C. Secretary

The Secretary of the organization shall be responsible for recording and maintaining the minutes of all official meetings and records of the club (Including but not limited to club meeting notes and board schedule of tenure). The secretary is responsible for maintaining both electronic and hard copy versions of all notes.

D. Treasurer

The Treasurer of the organization shall be empowered to sign and endorse checks, maintain all bank accounts, to bill and collect all fees which may be owed to the organization, to pay all club obligations approved by the Board of Directors, such as (Insurance, league fees, lifeguard fees, etc.), to keep and maintain up-to-date accurate membership accounts and records of receipts and disbursements of the organization, manage and account for all monies raised by membership, fundraisers, concessions, team store and sponsorship fees, to report on the financial condition of the organization at each regular board meeting, and to make available to the membership at each annual meeting a complete record of the financial condition of the organization which shall include all income and expenditures for that current fiscal year. The treasurer will be the main point of contact with the team accountant to ensure all rules are adhered to with accounting, taxes (including coaches 1099 forms) and 501c3 status. He/she will also work with current insurance company to ensure we have up to date status

on concussion awareness requirements based on current state law.

*** All officers shall be responsible for filing all forms necessary or appropriate with all government agencies including the Internal Revenue Service and the Office of the Secretary of State of North Carolina.

*** Checks must be signed by two of the following three board members: President, Vice President, Treasurer

OTHER NON-OFFICER POSITIONS

AA. Registration Chair

Must be an active member of the board

Manage all preparations for annual team registration – Update registration dates, announcements, website documents, communications, and hard copy documents. Also responsible for tracking membership payments for both team and pool memberships. This person will also be responsible for coordinating team suits and caps. Final decision on color and styles to be agreed upon by the board.

BB. Fundraising Chair

Must be an active member of the board

Responsible for coordinating all team fundraising events – (organizing, announcements, collection of monies, and soliciting parent volunteers)

CC. Sponsorship Chair

Must be an active member of the board

Primary responsibility is to coordinate all sponsorship activities for the team – this includes maintaining sponsorship documentation/letter, communication to prospective and returning sponsors, obtaining logos for website and banner use and ensuring all thank you awards are distributed in a timely manner. Will also review, annually, sponsorship levels and make recommendations to the officers on any changes to levels/awards.

DD. Team Coordinator

Non-Board, Active Member, unpaid position (based on GCSL By-Laws)

Any change to this paid status must be approved by the board by means of majority vote as well as in agreement with GCSL Bylaws or the bylaws of the league at that time. Team coordinator will be held to the same standards and requirements of the coaching staff (*see Article 9 – Coaching Staff*)

Responsibilities include but are not limited to – coordinating all practice and home meet schedules with the board, lifeguards and members, attend all current league meetings, update membership handbook, coordinate schedule changes with coaches, lifeguard staff, Village of Lake Park and visiting team.

**** By current League Rules** - The coordinator holds the responsibility of coordinating the cancellation, postponement, or forfeit of meets due to rain delays (agreement must be made between coaches and team coordinators of both teams). The coordinator will clearly communicate the final decision with members and coaching staff.

Team coordinator will be the main point of contact for all practice and meet related communications.

Section 4 – Concurrent Duties

No officer may hold more than one (1) office at any time. No director, officer or member may serve on more than three (3) committees simultaneously. Team Coordinator is a position elected by the board and can serve as many terms as the board desires.

Section 5 – Indemnification

Each person who is or was a director, officer, or employee of the corporation (including the heirs, executors, administrators, or estate of such person) shall be indemnified by the corporation to the full extent permitted by the Non-Profit Corporation Law of the State of North Carolina against any liability, cost or expense incurred in the capacity of director, officer or employee, arising out of the status as a director, officer, or employee (including serving at the request of the corporation as a director, officer, employee, or agent of another corporation). The corporation will maintain insurance, at its expense, to protect itself and any such person against liability, cost, or expense.

ARTICLE 8 – VACANCIES

Section 1 – Board Member Vacancy

Whenever a vacancy occurs in the elected Board of Directors, written resignation, disqualification, or otherwise, alternate directors, previously approved by the membership, shall be appointed to fill the vacancy and will serve the remainder of the vacated term. Alternate directors will be appointed to the board based on the number of votes received when elected, with the alternate who received the greatest number of votes being appointed to the board first. The alternate who received the second greatest number of votes will be appointed to the board second if necessary. In the event of two (2) or more alternates receiving an equal number of votes, and this number of votes being the greatest number received by an alternate, the President of the Board of Directors will decide which alternate is appointed to the Board of Directors. If there are no alternates to fill a vacant position, a special meeting shall be called within fifteen (15) days for the purpose of filling a vacancy.

Sections 2 – Board Member Removal

A vacancy in any board position may be declared by a two thirds (2/3) majority vote of the Board of Directors for the failure to perform the duties of the position or office or for an absence of three (3) consecutive board meetings.

Section 3 – Officer Vacancy

Whenever an officer vacancy occurs, the office shall be filled by election from and by the Board of Directors at a special meeting called for that purpose or at the next regularly scheduled board meeting.

ARTICLE 9 – COACHING STAFF

Section 1 – Contracts

The coaching staff will be hired as independent contractors subject to Board approval each season.

Section 2 – Termination

A unanimous vote by the Board of Directors will be necessary for the suspension or expulsion of any member of the coaching staff.

ARTICLE 10 – SUSPENSION AND EXPLUSION

A unanimous vote by the members of the Board of Directors present at a meeting at which a quorum is present will be necessary for the suspension or expulsion of ***any*** member from the organization. If suspension or expulsion involves a board member, that board member shall not vote on that matter.

ARTICLE 11 – AMENDMENTS

These Bylaws and any portion hereof may be amended, repealed, altered, clarified, or changed by the majority vote of those present at the annual membership meeting or special meeting called for the purpose of amending the Bylaws provided that the proper notice (Article 6-Section 5) has been given and that a quorum exists (Article 6-Section 4).

ARTICLE 12 – DISSOLUTION

Upon dissolution of the organization, all assets shall be distributed as follows:

- A. Residual assets shall be used to honor all liabilities.
- B. 100% of any remaining residual assets shall be donated to the municipality known as The Village of Lake Park in Lake Park, North Carolina for the purpose of promoting recreational activities.

By-Laws Amendments:

- As voted by the membership via email vote in October 2018
11/19/2018 –
Article 5 – Section 3 – Board of Directors
By-Laws were amended to revise the Board of Directors from a 7 (seven) member to a 5 (five) member Board of Directors for year 2019 and all future board years. Alternate member count remains the same as 2 (two) alternates.

- As discussed in May and April 2015 Board Meetings
6/30/2015 –
Article 7 – Officers, Section 3 – Added OTHER NON-OFFICER POSITIONS - AA-DD

Article 7 – Officers, Section 3 – Added more thorough job function/descriptions for officers

Article 5, section 4 – Board of Directors- Updated description/length of terms