



## **STEINER RANCH STARS SWIM TEAM**

### **AMENDED AND REVISED**

### **BY-LAWS**

### **PREAMBLE**

The Steiner Ranch Stars Swim Team(s) shall provide an enjoyable, affordable summer activity for young swimmers in Steiner Ranch and to help them develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming strokes, good sportsmanship, strong teamwork, and determination to do their best.

VERSION DATE: January 21, 2019

## AMENDMENT HISTORY

Amendment Date	Section affected	Changes Made and Reason For Change
<b>2008 July 24:</b>		Last approved version. History of changes not available as prior to the implementation of the amendment history tracking.
<b>2010 August:</b>	Major revisions were made to the By-Laws given the growth of the organization, including the addition of a second competitive team and a developmental team.	
	Cover page	Cover page added to include logo, document title, version date and preamble
	Amendment history page	Amendment history page added so that changes could be tracked and a historical record of the changes maintained
	Table of Contents (TOC)	TOC added to better codify the document and allow readers to get directly to the section of interest
	Footer	Footer amended to include page X of Y and to include the version date on all pages
	All Sections	<ul style="list-style-type: none"> <li>• Reference to the name of the organization from “swim team” to “SWIM TEAM” was made throughout to make it clear this was referring to the Steiner Ranch Stars Swim Teams.</li> <li>• The term Executive Committee was replaced by Executive Board throughout the By-Laws.</li> <li>• Reference to the “Board of Directors” was removed as all the positions identified within the Board of Directors are positions on the Executive Board.</li> <li>• All section headers were provided with a subsection header to highlight the contents of that section</li> <li>• Any reference to “club” was replaced by SWIM TEAM.</li> <li>• Any reference to majority vote representing 55% was changed 51%</li> </ul>
	Article 1: Name	This section was updated to make reference to the addition of a second competitive team (Steiner Stars Blue) and a developmental team (Shooting Stars).

	Article III: Membership	Removed the phrase “or as may be prescribed by the Swim Circuit”. In Section B, membership was changed to include the phrase “open to families who are residents in good standing in Steiner Ranch (as determined by the HOA.” In section D, modified the membership period from “March 16 <sup>th</sup> to March 15 <sup>th</sup> of the following year” to the acceptance of registration to the beginning of the registration period the following year.” The original content of Section E was added to the end of
		section C as it relates to attempting not to increase fees by more than 5% each year, and information related to the registration process was added to Section E.
	Article V: Fiscal Year	Section was updated to include information about how and when the books of the SWIM TEAM would be audited
	Article V: Fiscal Year	Section was updated to include information about how and when the books of the SWIM TEAM would be audited
	Article VI: Executive Board	Title of article was modified to remove reference to Board of Directors. Original Section B was eliminated to again remove reference to the Board of Directors and information about non-payment and good standing was moved to Section A. The position of Past President, Team Coordinator, and Circuit Representative were added as board offices. Section C, D and E were deleted or consolidated from this section. Section F was re-lettered to section C, given the prior sections had been deleted.
	Article VII: Nominating Committee	<ul style="list-style-type: none"> <li>• Section A was changed to avoid the need for a paper ballot during the annual SWIM TEAM meeting. Instead the membership will have a 10 day period prior to the annual meeting to send the chair of the Nominating Committee any write-ins for the Executive Board Offices.</li> <li>• Section C was added to allow the Executive Board a process by which to remove an officer from his/her position in the event of under performance.</li> </ul>
	Article VIII: Duties of Officers	The order of the sections was revised such that all officers were defined in the order in which they are set forth in Article VII. Sections describing responsibilities for new positions were also added as per Article VII.
	Article X: Meetings	The following sentence was removed from this section as there is only an Executive Board “The Executive Board may meet as a separate entity when needed.”
	Article XI: By-Laws	A sentence was added to the end of this section making it clear that appendices are working documents that do not require membership approval, but do require Executive Board approval by majority vote (51%).

	Article XII: Financial Policies	New section added to address the financial policies of the SWIM TEAM. Prior Article XII was renumbered to XIII and all subsequent sections were renumbered as a result of this addition.
	Article XIV: Appendices	4 appendices were added to the By-laws so that critical information for the organization were confided in one document
<b>2018 January:</b>	Minor changes	Grammar, consistency
	Article XII: Financial Polices	Expanded Financial section
	Appendix 5	Record retention policy added
	Shooting Stars references	All references removed throughout document except in Amendment History
	Article VII section B	Added language to the term of all offices as elected in unanimous quorum by the 2017-18 Executive board.
<b>2019 January:</b>	Appendix 6	Streamlined disbursement policy added

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## TERMINOLOGY

The following are definitions of standard terminology used throughout these By-Laws:

Executive Board	The governing body of the Steiner Ranch Stars Swim Teams, elected by the membership during the Steiner Ranch Stars Swim Teams annual meeting.
North West Swim Circuit (NWSC)	The Swim Circuit which the two competitive Steiner Ranch Stars Swim Teams are part of. The By-Laws of the NWSC must be followed by the two Steiner Ranch Stars Competitive Swim Teams. The NWSC By-Laws are available at <a href="http://www.nwsc-swimming.org">www.nwsc-swimming.org</a> .
NWSC Executive Board	The governing body of the NWSC comprised of the elected circuit representatives from each Member Swim Club.
Steiner Ranch Home Owners Association (HOA)	Home Owner's Association. As the Steiner Ranch Stars Swim Teams use the facilities owned and operated by the two HOAs within Steiner Ranch, the teams are obligated to adhere to the HOA rules and regulations as it relates to participating in community events.
Steiner Stars Red (SSR)	A competitive swim team currently a member of the Northwest Swim Circuit (NWSC) and abiding by the NWSC By-Laws.
Steiner Stars Blue (SSB)	A competitive swim team currently a member of the Northwest Swim Circuit (NWSC) and abiding by the NWSC By-Laws.
Swim Season	The period of time for the competitive teams encompassing all competition sanctioned by the NWSC Executive Board. This includes all dual meets, exhibition meets and post seasonal meets.

## **ARTICLE I: NAME**

The name of the corporation shall be the Steiner Ranch Stars Swim Team and shall herein be referred to as the "SWIM TEAM". The SWIM TEAM draws its membership from the Steiner Ranch Community. If space is available on the teams, and with approval from the Steiner Ranch Home Owners Association (HOA), residents from the surrounding area may be able to participate on the SWIM TEAM. The SWIM TEAM is a Texas non-profit corporation and is exempt from taxes under Internal Revenue Code (IRC) Section 501(c)(3).

The SWIM TEAM consists of 2 separate and distinct teams as follows:

- Steiner Stars Red (SSR): A competitive swim team currently a member of the Northwest Swim Circuit (NWSC) and abiding by the NWSC By-Laws.
- Steiner Stars Blue (SSB): A competitive swim team currently a member of the Northwest Swim Circuit (NWSC) and abiding by the NWSC By-Laws.

SSR and SSB are distinct and separate competitive swim teams with different practice times and different coaching staff. Rules related to registering for each competitive team can be found in Article III Section E.

Any of the individual swim teams that are part of SWIM TEAM may join a Swim Circuit or Circuits, adhering to its by-laws. Swim Circuit by-laws may preclude a swim team from participating with more than one circuit during a given swim season.

## **ARTICLE II: OBJECTIVE**

The objective of the SWIM TEAM shall be to provide an enjoyable, affordable summer activity for young swimmers in Steiner Ranch and surrounding areas (per approval from the Steiner Ranch HOA and assuming available space) to help them develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming strokes, good sportsmanship, strong teamwork, and determination to do their best. The competitive swim teams (SSR and SSB) will be involved in the conduct of sanctioned swim meets.

## **ARTICLE III: MEMBERSHIP**

### SECTION A: Membership Status

Parents/guardians of competitive swim team swimmers (SSR and SSB) shall be deemed to hold membership with voting rights. Team swimmers will be non-voting members in the organization.

### SECTION B: Membership Availability

SWIM TEAM membership shall be open to all interested children whose families are residents in good standing in Steiner Ranch (as determined by Steiner Ranch HOA) at the time of registration between the ages of five (5) and seventeen (17), on May 1 of that season, and who meet minimal swimming requirements. Minimal swimming requirements will be reviewed by the Executive Board and Coach(es) annually. The final decision on whether a child can join the SWIM TEAM rests with the Executive Board. The Executive Board may set a membership cap on

each age group, slots will be filled as they become available by those on the waiting list. Membership shall bind each member to the by-laws of this SWIM TEAM and the by-laws of the participating circuit, as applicable. In the event of conflict, the by-laws of the SWIM TEAM supersede the by-laws of the applicable circuit.

#### SECTION C: Registration Process

On an annual basis, the Executive Board will determine the registration procedures which will be posted on the Steiner Ranch website and distributed via email to the SWIM TEAM distribution groups based on membership from the prior season. General information contained in the registration procedures will include at a minimum the following information: returning family status (based on having met the applicable volunteer requirements as set forth the prior season), returning family registration period; number of open spots available by gender and age group; period for new family registration; process for transferring swimmers from one competitive team to another; swimmer registration fees; tentative practice and meet schedule; coaching staff (if available); code of conduct; medical release forms; and any other pertinent information applicable to that swim season.

#### SECTION D: Registration Fees

An annual registration fee will be assessed and used for normal operating expenses which are incurred, associated with regular season activities. In addition, participation in Fund Raisers may be required as assessed annually by the Executive Board. A portion of the registration fee pays for the Swim Circuit membership, as applicable. Fees shall be established by the Executive Board. The Executive Board shall attempt to limit fee increases to 5% each year.

If non-residents are included on the SWIM TEAM, they will be charged an additional fee as determined by the Steiner Ranch HOA.

#### SECTION E: Membership Term

Team membership will begin on the date of notification of accepted registration from the Registration Chairperson to the start of the registration period for the following year. During this period all registered members will maintain all rights granted under these by-laws.

### **ARTICLE IV: TERMINATIONS OR SUSPENSIONS**

A membership may be terminated or suspended by the Executive Board for not abiding by the SWIM TEAM by-laws, rules of the SWIM TEAM, and/or the Code of Conduct (see Appendix 1) and any Code of Conduct as may be prescribed by the applicable Swim Circuit. In addition, any violation of civil or criminal laws can result in immediate termination.



## **ARTICLE V: FISCAL YEAR**

The fiscal and budget year of the SWIM TEAM shall begin September 1st and end on the following August 31st.

An audit committee consisting of not less than three (3) members, [1] who are not authorized signers, shall be appointed by the president subject to the approval of the Executive Board at least thirty (30) days before the last meeting of the year. [2]

The audit committee report shall be adopted by the Executive Board. [3]

[1] Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers.

[2] An audit of the Treasurer's accounts is for the protection of Stars Organization and is the only means of assuring all interested parties that the accounts are accurate.

[3] The audit report is adopted by a majority vote of the Executive Board sixty (60) days following the close of the fiscal year. This report will include the identification of audit committee members and will become of official records of the organization.

## **ARTICLE VI: EXECUTIVE BOARD**

### SECTION A: Executive Board Role

Swim Team activities shall be conducted by or under the authority of the Executive Board. None of the members of the Executive Board shall be paid for their services. All members of the Executive Board must be in good standing with the Steiner Ranch HOA.

### SECTION B: Executive Board Offices

The Executive Board will consist of the following offices and are described in detail in Article VII:

- President,
- Vice President,
- Immediate Past President,
- Secretary,
- Treasurer,
- Circuit Representative(s) (if the competitive teams of the SWIM TEAM belong to different circuits, there will be one circuit representative for each circuit to which the SWIM TEAM belongs),
- Fundraising Manager,
- Team Coordinator(s) (one for each competitive team on the SWIM TEAM),
- Team Building Manager; and
- Equipment Manager.

These representatives shall be appointed by the nominating committee (see Article VII).

### SECTION C: Voting Rights

A quorum is reached when a 51% of the Executive Board is present, where presence can be physical or virtual. Each member of the Executive Board will have one vote, except in the situation where two (2) people share one (1) position. Together, they have one (1) vote. A simple majority of an established quorum of the Executive Board will solve all issues, unless otherwise specified in these by-laws. Note that should a board member be unable to be present for board meeting, they can identify a proxy board member to vote on their behalf. In this case, the proxy must be identified and communicated in writing to the board.

## **ARTICLE VII: NOMINATING COMMITTEE**

### SECTION A: Nomination Committee Process and Election of Executive Board Offices

A Nominating Committee will be appointed by the President with at least one (1) and not more than two (2) current Board Members and must include a representative that is not already a member of the Executive Board from each competitive team. The President is not a member of this committee. The Past-President is the Chair of the Nominating Committee. The Nominating Committee is responsible for filling all offices of the Executive Board. The Nominating Committee will announce the proposed slate of officers 10 days prior to the SWIM TEAM's annual meeting, via the SWIM TEAM website and via the SWIM TEAM email distribution list of the membership. Additional nominations may be made from the membership during the 10 days preceding the annual meeting. These additional nominations must be made in writing to the Chair of the Nominating Committee (with the proposed candidate's prior consent). Any additional nominations to the slate of officers will be added to the list that will be reviewed at the annual SWIM TEAM meeting. No nominations from the floor will be allowed during the annual SWIM TEAM meeting. The election for the offices of the Executive Board will be conducted by upheld hands based on a simple majority of members present at the annual SWIM TEAM meeting.

See Appendix 2 for the Organizational Chart of the Executive Board and associated subcommittees.

### SECTION B: Terms of the Offices of the Executive Board

New officers will begin their terms September 1st. An officer shall serve for the length of the term of the office or until his/her successor is elected. The lengths of terms are 2 years for off all offices with the exception of President, Vice-President, and Past President. VP, President, and Past President have a term of 1 year for that specific office. The President and Immediate Past President shall not be elected. The President shall be the preceding years Vice President, and the Immediate Past President shall be the preceding years President. A Vice-President elect will serve a totally of a total of three years on the Executive Board that includes the Vice-President, President, and Past President offices.

A person can hold the same office for the terms as spelled out above. In the event that a qualified replacement can not be identified by the nominating committee and the existing Executive Board Officer is willing to hold a position for another term, the Executive Board

may take a vote, to extend the term of a given position. This information would be put forth on the slate of officers as set-forth in Section A above and the standard process for election of the Executive Board would be followed as in section A.

#### SECTION C: Rotation of Executive Board Positions between the Competitive Teams (SSR and SSB)

Certain key positions of the Executive Board will rotate between the two competitive teams (SSR and SSB) in order that each team has equal say in how the SWIM TEAM conducts its business. Every effort will be made to have the office of the President, Vice President, and Circuit Representative (assuming both competitive teams belong to the same circuit) rotate. To ensure this happens, the elected Vice-President shall be selected from the team from which the incoming president is not affiliated (e.g. if the incoming President is with SSR, then the elected Vice-President will be from SSB).

Likewise, the replacement for the outgoing circuit representative will come from the competitive team from which the incumbent is not affiliated.

In the event that the Nominating Committee is unable to identify a qualified representative to take on the role of Vice-President or Circuit Representative from the team opposite from the incumbent, the Nominating Committee will broaden the search to the incumbent team and if necessary the Executive Board can vote, by simple majority of an assembled quorum (51%) to accept a candidate from the same team as the incumbent to serve on the Executive Board the following season.

#### SECTION D: Termination and/or Vacancy of Executive Board Member Office

In the event that an Executive Board Member is unable to fulfill his/her responsibilities as set forth by these by-laws, the other members of the Executive Board may hold a vote to terminate the involvement of that individual and appoint a replacement by a simple majority vote of an established quorum of the Executive Board.

## **ARTICLE VIII: DUTIES OF OFFICERS**

The President shall preside at all meetings of the general membership and of the Executive Board and shall be an ex-officio member of all committees, except the Nominating Committee. The President shall be responsible to the general membership to ensure fiscal management of SWIM TEAM funds; shall act for the SWIM TEAM as liaison to the Steiner Ranch community; shall address member complaints for general and dual-meet problems; and provide leadership and guidance for all swim team activities.

The Vice President shall be considered President elect and shall assume the presidency after the President's term. Should the Vice President resign after 1 year, the nomination for the presidency will be limited to a member or members in good standing, preferably with prior experience on the Executive Board. This position is elected by a vote of the general membership.

### SECTION A: President

### SECTION B: Vice President

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 shall also be responsible for execution of yearly single occurrence events and such other duties as from time to time may be assigned to him/her by the president.

### SECTION C: Immediate Past President

The Immediate Past President shall: act as an advisor to the Executive Board; chair the Nominating Committee (see Article VII); help at practice with the first week of each competitive teams practice; and assist the President and Vice President with any activities when asked.

### SECTION D: Secretary

The Secretary shall keep the minutes of all Executive Board meetings and all General Membership meetings; see that all notices are duly given in accordance with the provisions of the by-laws; and in general, perform all duties incident to the office of secretary and assigned to him/her by the President.

### SECTION E: Treasurer

The Treasurer will be a registered agent of the SWIM TEAM. 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 Executive 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 take care of all SWIM TEAM insurance requirements, in conjunction with the President and Vice President, prepare coaches contracts prior to the start of the season, and file all necessary payroll and tax documentation. The SWIM TEAM'S books shall be audited as defined in Article XIII. The Treasurer shall serve as

the board's liaison as it relates to payroll, taxes, and contract issues with the coaching staff. The Treasurer shall be the registered agent of the corporation. See Article XII for the Financial Policies of the SWIM TEAM.

#### SECTION F: Circuit Representative

The Circuit Representative(s) shall be responsible for all communications and meeting between the SWIM TEAM and Swim Circuit(s) and for ensuring that all official training is done with regards to the requirements of the circuit. He/She will perform other duties assigned to him/her by the President.

#### SECTION G: Team Coordinators

The Team Coordinators shall be responsible for: coordinating all activities that pertain to the specific functioning of the competitive teams with special regard to swim meets including the Volunteer Coordinator, Computer Rep and Meet Officials; and appointing of all committee chairpersons. He/She shall provide leadership and guidance during all swim meets and replace or assist in providing replacement of meet officials as required.

#### SECTION H: Fundraising Manager

The Fundraising Manager shall be responsible for coordinating a plan to achieve the teams' fundraising goals for the year. They will oversee the activities of all groups involved with fundraising efforts including, but not limited to, apparel, concessions and sponsorships. He/She will perform other duties assigned to him/her by the President.

#### SECTION I: Team Building Manager

The Team Building Manager shall work with a committee to plan and execute social functions that provide team building opportunities for all competitive teams within the SWIM TEAM.

#### SECTION J: Equipment Manager

The Equipment Manager shall be responsible for researching, purchasing and implementing all equipment related acquisitions as voted upon by the Executive Board for the SWIM TEAM. They will also keep an inventory and monitor the status of all equipment owned by the organization, coordinating any necessary repairs when needed. They will also perform other duties assigned to him/her by the President.

#### SECTION K: Transition of Responsibilities to incoming Executive Board Members

Each member of the board, upon the expiration of his/her term of office, shall turn over to the successor all records, learnings and other material pertaining to the office in a timely manner. They should also make an effort to meet with the incoming officer to do a face-to-face knowledge transfer to ensure a seamless transition.

#### SECTION L: Assigned Duties

Specific duties will be assigned to the Executive Board at the beginning of September each year. Appendix 2, Responsibilities of Each Executive Board Office, includes a more detailed list of responsibilities which will be reviewed and updated as needed by the Executive Board.

### Section M: Insurance Requirements

All voting members of the Executive Board must be registered under SWIM TEAM insurance.

## **ARTICLE IX: COACHES**

### SECTION A: Role on the Executive Board

Head Coach(es) are non-voting members of the Executive Board. They shall be responsible for hiring and supervising assistant coaches with the approval of the Executive Board. They shall coordinate and conduct practice sessions and meets, as stipulated in the written job description.

### SECTION B: Expectations

All coaches will be responsible for training and supervising the Swim Team members that are on their respective team. All coaches shall be responsible for the proper care and maintenance of SWIM TEAM equipment.

### SECTION C: Code of Conduct

To maintain proper conduct and discipline of the swimmers, the coach may suspend a swimmer for up to seven days or prohibit or suspend participation in a Swim Meet. This can be done without prior approval of the Executive Board for persistent and flagrant refusal to comply with proper and appropriate rules established by the Coach and the SWIM TEAM by-laws. The Coach may also recommend to the Executive Board suspension or termination of the swimmer's membership on the SWIM TEAM. Unresolved disputes between the Coach and swimmers and/or members regarding disciplinary action under this policy must be appealed to and finally decided by the Executive Board. Notification of an appeal must be made to the President within seven (7) days following the incident.

All SWIM TEAM swimmers and parents/guardians will be required to sign the SWIM TEAM Code of Conduct (Appendix 1) at the start of each swim season. Swimmers, parents, guardians, officials, and coaches may also be required to sign the Code of Conduct for the circuit in which the swim team (SSR or SSB) participates.

### SECTION D: Hiring of Coaches

The Executive Board will have the responsibility for hiring the head coach(es) and assistant coaches as identified by the head coach(es). The Executive Board may meet with the head coach(es) as needed during the swim season to provide an evaluation of the head coach and staff. The head coach(es) may request an evaluation from the Executive Board at any time during the season and within one month following the official end of a given swim season.

## SECTION A: Timing of Meetings

### ARTICLE X: MEETINGS

The Executive Board shall meet as deemed necessary. Special meetings may be called when required by the President. A simple majority vote will decide issues when a quorum assembles, where 51% of the Executive Board shall constitute a quorum. Note that assembly can be achieved in person or virtually.

## SECTION B: Annual Competitive Swim Team Meeting

The Annual Competitive Swim Team Meeting will be held at the close of each season, as set by the Executive Board. At all general membership meetings, the members present shall constitute a quorum, each member shall be entitled to one vote.

## SECTION C: Special General Membership Meeting

The Executive Board shall call a special general membership meeting at the request of twenty-five percent (25%) of the members. At all general membership meetings, the members present shall constitute a quorum, each member shall be entitled to one vote.

## SECTION D: Agenda and meeting notes

Agenda and meeting notes for all board meetings will be made available when requested by any active member of the SWIM TEAM.

## **ARTICLE XI: BY-LAWS**

Changes to the by-laws may be recommended by the Executive Board. The membership may petition the Executive Board for changes. Changes in the by-laws shall be approved by a two-thirds (2/3) majority vote of the members present. Proposed changes in the by-laws must be provided to the membership at least ten (10) days prior to any meeting at which the proposals are to be considered for adoption. Appendices to the by-laws are considered working documents and do NOT require membership approval prior to modifications being made (see Article XIV).

## ARTICLE XII: FINANCIAL POLICIES

As a not-for-profit entity the SWIM TEAM will adhere to the following policies as it relates to managing its revenues and expenses:

### SECTION A: Approval Process

1. The team bank account is subject to the approval of the Executive Board. All SWIM TEAM funds must be deposited into the approved bank account.
2. All Payment/reimbursement request are to be emailed to a designated alias (currently [payments@steinerstars.org](mailto:payments@steinerstars.org)). This alias contains the President, Vice President and Treasurer (co-signers of the Stars account) to ensure visibility and a "check and balance" in processing payments. Requesters will now have the option to be reimbursed electronically or physical check. Our commitment is to process all electronic payment requests within 72 business hours of receipt (as long as the payment request form and corresponding receipts are provided). For regular paper checks the process time will be 14 business days from receipt to allow time for review, signatures and delivery. The Treasurer has the final authority to reject any payment request. The Treasurer will continue to capture all payment requests in Quickbooks and keep a copy of all requests, receipts and a copy of approvals for all expenses.
3. Two approvals will be required on all disbursements, where an approval can be given via electronic confirmation sent directly to the Treasurer or via physical signature. The team will have three approvers at any given time. These individuals must be on the Executive Board, must not related by either blood or marriage, must not reside in the same household and must not belong to the same board position. The approvers must be identified and verified by the Executive Board and be reflected in the minutes of the meeting during which verification was granted. Note that an approver cannot be the same person or board position to initiate disbursement requests.
4. Disbursements can be made electronically, via check or via use of a debit card associated with the approved bank account. Cash withdrawals are not allowed, unless witnessed and approved by another individual that is an approved cash signer.
5. All disbursement requests must have proper documentation including approvals and original receipts, unless unusual circumstances arise. Such unusual circumstances must be clearly documented and included with the request for reimbursement (e.g. receipt was in pocket of assistant coach during a swim meet and at the conclusion of the meets was pushed in by swimmers and receipt became unreadable as it dissolved in the water.)
6. The Treasurer will maintain and publish expense reimbursement request forms, along with guidelines on submitting requests.



7. Sales tax on purchases will not be reimbursed. Sales tax exemption forms are available from the team's website as well as from the Treasurer. The exception to this rule is that sales tax for concessions purchases will be reimbursed.
8. Concession funds must be turned over to the Treasurer after the completion of each event, for deposit into the SWIM TEAM bank account.
9. If a check made payable to the SWIM TEAM is returned as NSF, any charges incurred by the SWIM TEAM because of insufficient funds will be charged to the check writer.
10. Any credit card fees incurred by the SWIM TEAM for a dispute will be paid by the credit card holder.
11. Requests for the team's financial information (e.g. account balance) are limited to information in 990EZ tax filings and information will be provided in concordance with the state of Texas' 501c3 organizational policies and requirements. All requests must be made in writing to the Treasurer. The Treasurer will review these requests with the President for approval before information is released. Detailed information about the team's bank account (e.g. salaries, account activity, etc...) will be disbursed per discretion of the Executive Board.
12. Financial records will be retained in concordance with the state of Texas' 501c3 organizational policies and requirements.

### **ARTICLE XIII: DISSOLUTION**

If dissolution, disbandment, inactivation, or other termination of the SWIM TEAM is deemed necessary, it must be approved by two-thirds (2/3) vote of the members present at a duly called general membership meeting.

#### **SECTION B: Distribution of Assets**

Upon the dissolution of the SWIM TEAM, assets shall be distributed for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed by a court of competent jurisdiction in Travis County, Texas exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

**STEINER RANCH STARS SWIM TEAM**  
**Adopted by the membership,**

**DATE**

## **ARTICLE XIV: APPENDICES**

In an effort to codify the working procedures of the SWIM TEAM, applicable working documents have been added to the by-laws as appendices. The appendices may require updating from one season to the next or even during a given swim season. The appendices will be reviewed on a regular basis by the Executive Board and will be modified as needed by the Executive Board. Modifications to any of the Appendices require a majority vote by the Executive Board (51%) and will NOT require approval by the membership. Changes made to the Appendices will be documented in the Amendment History tracker at the beginning of the by- Laws.

## **APPENDIX 1: SWIM TEAM CODE OF CONDUCT**

### **Northwest Swim Circuit Swimmer and Parent Code of Conduct**

The Northwest Swim Circuit (NWSC) was formed with the objective of helping young swimmers to develop: physical fitness, self discipline, self confidence, proficiency in competitive swimming strokes, a determination to do one's best and good sportsmanship. The expectation of the Executive Board is that both swimmers and parents will exhibit the highest standards of sportsmanship at all times while participating in all NWSC and member club affiliated events.

Every participant, including swimmers, coaches, officials, board members, parents and spectators, has a responsibility to behave in a respectable manner and to comply with and support the Code of Conduct.

While attending and/or participating in any NWSC or member club affiliated practice or event, no individual shall:

- At any time strike, shove, threaten to strike or lay a hand upon an official, swimmer, coach or spectator.
- Engage in an abusive, verbal attack upon any official, swimmer, coach or spectator on or off the pool area.
- Use trash talk, profane, obscene or vulgar language under any circumstances, on or off the pool area.
- Engage in an objectionable demonstration of dissent or unsportsmanlike conduct such as throwing equipment or any other forceful action.
- Refuse to abide by an official's decision.

Any violation of the above policy will result in the following action at the discretion of the Home Meet Director:

- First Offense – Ejection of the person(s) from the meet/event by the Meet Director
- Second Offense – Suspension of the person(s) from any and all meets or events for the remainder of the current swim season

By signing below, I do hereby certify that I have read and agree to abide by the Northwest Swim Circuit Swimmer and Parent Code of Conduct.

Swimmer Signature

Date

Parent/Guardian Signature

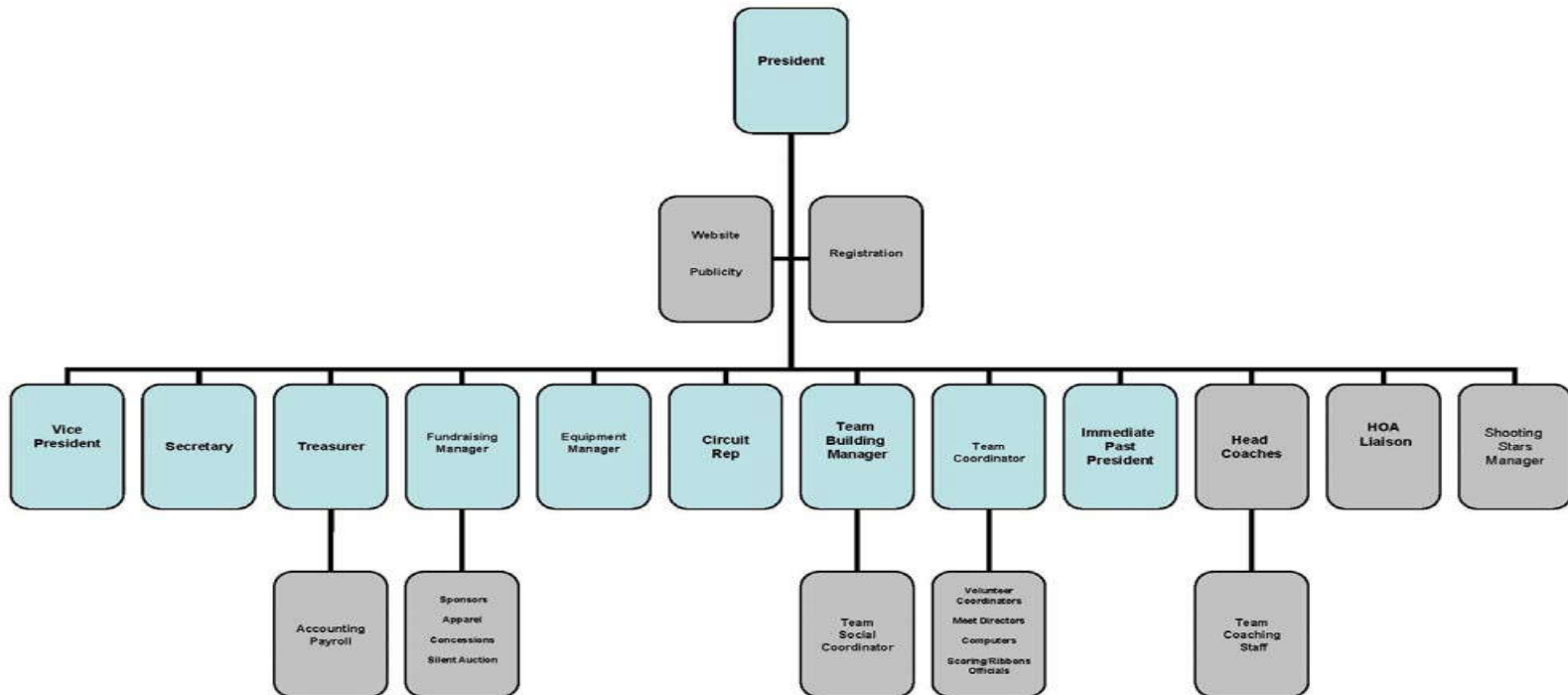
Date

Parent/Guardian Signature

Date

## APPENDIX 2: ORGANIZATIONAL CHART OF EXECUTIVE BOARD AND ASSOCIATED SUBCOMMITTEES

Steiner Stars SWIM TEAM Executive Board and Committee Organization Chart



Blue boxes = Voting Board members

Grey boxes = Non-Voting members

## APPENDIX 3: ROLES AND RESPONSIBILITIES OF THE EXECUTIVE BOARD

### 1. President

Responsibilities of The President will include:

### 2. Vice President

Responsibilities of the Vice President will include:

- Attending circuit meetings with circuit rep when needed;
  - Attending monthly HOA meetings;
  - Helping the President with any coach contract revisions;
  - Participation in any coach interviews that are necessary;
  - Participation in any salary discussions with coaches that are necessary;
  - Being in charge of any by-law amendments that are needed and discuss with the Executive Board;
- Working with President on any new communication procedures needed, e.g.social networks, weather hotline, constant contact, etc.
- Helping at first week of practice.

### 3. Immediate Past President

Responsibilities of the Immediate Past President will include:

- Chairing the Nominating Committee including getting a complete slate of Executive Board Officers for the next Swim Season;
- Keeping the FAQ page on the website current;
- Scheduling and being the contact person for team pictures;Ensuring nametags get done and family folders are updated before the start of the swim season;
- Helping at practice the first week;
- Helping the President and Vice President when asked;
- Attending facilities meetings when possible; and
- Home meet set-up.

### 4. Secretary

Responsibilities of the Secretary will include:

- Working with the Registration Chairperson to maintain Google groups/communication forums, set up new ones, enroll all parents in groups. for group communication for both competitive teams;
- Sending out social email reminders, sponsorship email, practice schedule updates and any other general information that the teams require;
- Taking minutes at Executive Board meetings and publishing them within a timely manner10 calendar days of the meeting;
- Helping the President with monthly publicity articles for Ranch Record and Four Point News; andFunction as central point of contact for information

communication for the team to the swim parents and to others needing information ; and

- Field all questions as submitted.

#### 5. Treasurer

Responsibilities of the Treasurer will include:

- Having custody of all funds for the SWIM TEAM;
- Keeping the books of accounts and records including bank statements, receipts, invoices, paid receipts, and cancelled checks in accordance with the records retention policy (see Appendix 5);
- Making disbursements in accordance with the budget adopted by the Executive Board;
- Signing on Bank Accounts;
- Presenting a financial report at every Executive Board Meeting;
- Presenting a full financial report at the annual SWIM TEAM meeting to the membership;
- Completing and filing all necessary payroll and tax documentation;
- Presenting books to the audit committee as requested;
- In the event of an IRS audit, functioning as the liaison between the IRS auditor and the Executive Board; In conjunction with President and Vice President, help prepare coaching contracts prior to the start of the season and acting as the liaison with the coaching staff during the season, including prompt payment to staff as per the negotiated contracts; and
- Functioning as the registered agent for the SWIM TEAM.

#### 6. Circuit Representative(s)

Responsibilities of the Circuit Representative will include:

- Participation and representation of the SWIM TEAM to the circuit
- Performing the assigned role on the Circuit Executive Board as defined in the Circuit by-laws
- Updating the SWIM TEAM on any circuit decisions and forwarding meeting minutes to the SWIM TEAM Executive Board as soon as the circuit board meetings become available
- Communicating the need for applicable quantities of ribbons (e.g. Participation and Time Improvement) from the SWIM TEAM Ribbon Coordinator to the circuit
- Ensuring appropriate ribbons, medals and trophies are available for any home meets, and divisionals (if SWIM TEAM is hosting). Provide ribbons, medals and trophies to Ribbon Coordinator once received from the circuit.
- Taking information and any materials back and forth between the circuit and the SWIM TEAM

#### 7. Fundraising Manager

Responsibilities of the Fundraising Manager will include: ???

8. Team Coordinator(s) (one for each competitive team on the SWIM TEAM)

Responsibilities of the Team Coordinator will include:

- Filling open committee positions and maintain contact list of these people;
- Deciding after school practice times and morning practice times with head coach and ensure they are posted in registration forms and on the website correctly;
- Working with the Circuit representative to get all officials and computer people to training; Maintain a list of the trained officials and provide information to volunteer coordinator;
- Double checking website weekly to make sure it is current and up to date;
- Working with Volunteer Coordinator about volunteer shift credits and addressing any issues that arise with accruing and counting these hours that arise during the season;
- Working with Volunteer Coordinators and meet directors at all meets;
- Be at home meet set-ups at 5am;
- Attending meet director, head timer, starter, and stroke judge training if not previously trained by the applicable circuit;
- Ensuring that tent parents are set at meets with clipboards and allergy information;
- Set-up first home meet organizational meeting with all head committee positions;
- Sending out reminders to tent parents about their duties at meets, including reminders to all parents regarding food allergies and other pertinent information;
- Ensuring team pictures get done by Immediate Past President;
- Ensuring that family folders are taken care of at end of season by Post Meet Awards person;
- Ensuring that Volunteer Coordinator has taken care of national anthem singers for home meets; and
- Helping at first week of practices, which includes managing entrance and exit of swimmers from the pool deck, answering questions, helping with the collection of last minute insurance paperwork, medical waivers and any other needs that may arise during this busy time.

9. Team Building Manager

Responsibilities of the Team Building Manager will include:

10. Equipment Manager

Responsibilities of the Equipment Manager will include:

## **APPENDIX 4: ROLES AND RESPONSIBILITIES OF SWIM TEAM COMMITTEES**

The following describe the roles and responsibilities for the various committee chairpersons. See Appendix 2 for the full Executive Board and committee organizational chart.

### **1. Registration Chairperson**

The responsibilities of the Registration Chairperson will include:

- Updating all registration forms with current information as decided by the Executive Board;
- Attending Executive Board meetings from December through February or as determined by President to discuss registration plans;
- Helping to write Ranch Record articles during the months preceding registration to assure all printed information is correct and consistent with the updated forms;
- Drafting all registration related emails to returning families and forwarding them to the President for circulation;
- Maintaining all age group caps as decided by the Executive Board;
- Maintaining and publishing all waitlists throughout the registration process;
- Once returning family registration is complete, sending the team roster to the Steiner Ranch HOA events coordinator for approval. The HOA will handle notifying families if their HOA status is not current and will let the SWIM TEAM know when families are cleared to swim;
- Running registration day as decided by the Executive Board;
- Notifying the Treasurer of needed refunds for any families who drop or are ineligible to swim;
- Working with the Secretary to assure proper list of parent emails is being used for group communication;
- Maintain the master roster with current swimmers per team to include tracking of drops, waitlist pulls and refund completion; and
- Notify coaches and Computers staff of changes to the roster as they occur.

### **2. Ribbons Chairperson**

The responsibilities of the Ribbons Chairperson will include:

- Helping the Circuit Representative obtain a proper ribbon count of existing inventory and help with the ordering of additional ribbons before the season starts;
- Sorting ribbons into meet packs if needed when received from the circuit;
- Verifying the quantity of Time Improvement and Participation ribbons ordered and give to the Post Meet Awards person;
- Taking family folder boxes to away meets (get boxes at the end of Friday's practice before an away meet), stay until the end of the meet once all awards are done, and get boxes to Post Meet Award person;
- Working away meets and sharing responsibilities with other assigned ribbons volunteers.



- Setting up ribbons table at home meets and work the meet sharing responsibilities with other assigned ribbons volunteers.
- Returning any ribbons to Circuit Representative that they need at the end of the season.

### 3. Post Meet Awards Chairperson

The responsibilities of the Post Meet Awards Chairperson includes:

- Getting time improvement and participation ribbon labels from computer reps after the meet;
- Sticking labels on post meet ribbons and filing them in family folder boxes;
- Returning family folder boxes by the first practice after the meet;
- Printing certificates for broken records throughout the season;
- Updating record board at the end of the season. Fastsigns (183&Anderson Mill) prints the record plates. Take sample of each size plate, along with a highlighted printout from website of any broken records. File any removed record plates into family folders; and
- Holding family folder boxes a few weeks after the season for people to pick up awards.

## **APPENDIX 5: RECORDS RETENTION POLICY**

Note that there were no previous policies documented and as such, the organization will do its best to follow the guidelines outlined below starting in November 2017. The guidelines were obtained from <https://www.missionbox.com/article/351/document-retention-for-us-nonprofits-a-simple-guide>

### **Corporate Records**

Timeframe: Permanent - Includes articles of incorporation, board meeting and committee notes, bylaws, tax exemption documents.

### **Account and tax records and Corporate Records - Permanently**

Timeframe: Permanent – Includes audits, year end financial statements, depreciation schedules and IRS Form 990 tax returns.

Timeframe: 7 years – Business expense records, IRS Form 1099

Timeframe: 5 years – Sales records

Timeframe: 3 years – Petty cash vouchers, cash receipts and credit card receipts

### **Bank Records**

Timeframe: 7 years – Check registers, bank deposit slips, bank statements and electronic fund transfer documents

### **Payroll Records**

Timeframe: Permanent – [un]employment tax records, payroll, W-2 statements

### **Legal, insurance and safety records**

Timeframe: Permanent – Insurance policies and trademark registrations

Timeframe: 3 years – General contracts

### **Document authority and access**

The Past-President, President, and Vice-President will always have administrative access to all platforms, websites, and portals that are for the Steiner Stars organization.

The President shall deem what level of access board members should have to all platforms, websites, and portals that are for the Steiner Stars organization, in order to ensure that they are able to be effective in their role and contribute to relevant initiatives

Other members of the executive board will have access as needed to perform respective duties, as outlined by the by-laws or as advised by the President. (e.g. meeting agendas, meeting notes, general discussions, etc.)

In the event there is a disagreement of what content should be posted, archived or modified, The Past-President will have the final authority to provide a resolution

In the event the board votes to change/amend or migrate to a new a website, portal, or platform change, the Vice-President will chair a committee of 3 (including him/herself) to govern the transformation to ensure that all relevant content is archived accurately, and all board members have been trained proficiently to do their respective roles.

The committee will include 2 other board members that are not affiliated with any related transformation work and can provide assistance in an unbiased manner.

The Committee will be responsible for submitting the “go live” date of any new website, portal, or platform change to the Executive board.

## **APPENDIX 6: Streamlined disbursement policy**

Two approvals will only be required on disbursements greater than \$500, where an approval can be given via electronic confirmation sent directly to the Treasurer or via physical signature. All other requests can be approved directly by the Treasurer, so long as the request and response communications are made available to the other authorized approvers.