

**BYLAWS
OF THE
ACCOKEEK STROKE AND TECHNIQUE SWIM TEAM**

ARTICLE I

NAME

The name of this organization shall be the ACCOKEEK STROKE AND TECHNIQUE SWIM TEAM
(ASTS)

ARTICLE II

GEOGRAPHICAL LOCATION

The principal place of business is 9154 Maytide Street, Waldorf, Maryland 20603.

ARTICLE III

PRIMARY PURPOSE

“The Accokeek Stroke and Technique Swim Team (ASTS) mission is to provide a competitive swim program that supports and fosters athletic and personal development. Our goal is to develop children into better swimmers and above all, instill important life skills, sportsmanship, self-discipline, character, technique, and time management. Our team provides an enriching environment to build friendships, good health and develop mentally strong and confident kids who can carry the tools of the sport into all aspects of their lives.”

The properties and assets of this organization are irrevocably dedicated to its tax-exempt purposes. No part of the net earnings, properties, or assets of the ASTS on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member, officer, or director of the ASTS. In the event of liquidation and dissolution, all properties and assets and obligations shall be distributed and paid as described in Article XIII, provided that the recipient organization is dedicated to the exempt purpose as specified in Internal Revenue Code, Section 501 (c) (3). Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code.

ARTICLE IV

MEMBERSHIP

SECTION 1. The members of Accokeek Stroke and Technique Swim Team shall be families of the swimmers and self-sponsored swimmers who are seeking to participate in organized or competitive swimming on the Accokeek Stroke and Technique Swim Team. Each family or self-sponsored swimmer shall constitute a single Accokeek Stroke and Technique Swim Team member, and shall be represented in Accokeek Stroke and Technique Swim Team matters by one parent, legal guardian, or the swimmer.

SECTION 2. Definitions of terms used in this article and elsewhere in these bylaws are as follows:

- A. Families – a group of individuals consisting of one or more swimmers and the swimmer’s parent(s) or guardians(s).
- B. Swimmer – a swimming member who is an athlete, registered with USA Swimming, and engaged in competitive swimming or in the act of learning competitive swimming skills, participating attached to the Accokeek Stroke and Technique Swim Team.
- C. Self-supporting swimmer – a member meeting the definition of “B” above, plus is 18 years or older, and registered with USA Swimming.

SECTION 3. Classes of membership

- A. Voting members – voting members are those parents or guardians of a swimming member, or those eligible as self-supporting swimmers, who are in good standing as defined in Article 4, Section 5B. Each member, family or self-supporting swimmer, is authorized one (1) vote at ASTS general meetings.
- B. Honorary member – a person or entity who is granted honorary membership by the Board can be any individual or group who, in the opinion of the Board, had rendered distinguished service to the ASTS. Honorary members do not vote.

SECTION 4. Membership in ASTS may be gained by complying with all of the following:

Completion of membership application forms:

- A. Signed Agreement by parents, guardians or self-supporting swimmers that are aware of all obligations and responsibilities relative to fees and participation requirements. Fees shall consist of registration fees, training fees per swimmer, plus active participation in fundraising activities. Failure to contribute to these activities shall result in an added assessment to the member as determined by the Board.

- B. A part-time or non-member who is registered with USA Swimming may work out with ASTS for a fee determined by the Board. Any additional rules regarding part-time or non-member-swimmers shall be determined by the Board, as long as they are in compliance with USA Swimming rules and regulations. If you are interested in becoming a member, you may work out / practice with the team for a trial period only if your intent is to join within 30 calendar days. If the Board does not receive Potomac Valley Swimming (PVS) /USA Swimming transfer information within 30 calendar days, you will be dismissed until your transfer paperwork is received. Any fees paid as a result of a trial period will be forfeited.
- C. All swimming participants must be registered with a local swimming committee of USA Swimming. A card is issued annually and the price is set by USA Swimming.
- D. All memberships must renew annually, consistent with ASTS scheduling, typically September 1st. Fall registration opens annually in August. Summer registration opens annually in April. All applicable fees and requirements will be renewed on an annual basis unless the Board and/or Head Coach is notified of termination. Sibling discounts are available.
- E. Membership is maintained only as long as all fees and participation requirements are current, and members abide by the Bylaws and such rules, regulations, and policies as may be established by the Board and/or the Head Coach.

SECTION 5. Fees

A. Registration Fees

1. An annual non-refundable registration fee as determined by the Board shall be paid each year at the start of the Fall swimming season (September 1st) or at the start of the summer swimming season (May 1st) by members as defined in Article IV, Section 2.
2. Additional fees may be incurred (not to exceed \$150 fine) for failure to notify the Head Coach or Board of swim meet absences after you have confirmed your attendance. Each swim meet has specified deadlines based on the meet director's schedule. Therefore, it is imperative that you adhere to timelines.

Unexpected emergency situations must be communicated to the Head Coach or Board member via text, email or phone as soon as possible to avoid fines.

B. Training/Monthly Fees

1. Fees as approved by the Board will be paid before the swimmer enters the water, unless otherwise authorized by a vote of the Board. All members pay dues to remain in good standing, even though the swimmer may have to miss several days of

practice. The Board will establish a schedule of dues and/or fees to include all classes of membership and consistent with operating requirements, will make appropriate changes.

2. Fees can be paid through the ASTS website at [Accokeek Stroke Technique Swim Team](#). Alternatively, fees can be paid to the Accokeek Stroke and Technique Swim Team via the Treasurer by cash, check or money order. Training fees are due as established by the Board.
3. Any member failing to pay dues within ten (10) days after the due date shall be notified by the Treasurer and given fifteen (15) days to respond prior to submitting their names to the Board for action. The member will not be considered inactive until action taken by the Board. All membership benefits will be reinstated when all fees are paid. Members must remain in good standing to be eligible to swim or vote.
4. Membership shall be terminated if fees are not paid for a period of two months. Reinstatement will not be allowed until all back fees are paid in full. All requirements for new members must be met.
5. No refunds will be given or partial payments accepted.
6. In the event of family financial hardships, arrangements may be made with the Board to waive, defer or make alternative arrangements for payment of fees. Board members must receive your request in writing and will respond in kind.

SECTION 6. Successful operation of the ASTS is dependent on the participation of each and every swimmer and parent or guardian. The Board will establish minimum levels of participation annually.

1. Probation and/or termination may result if swimmers do not show up for (3) consecutive practices and/or swim meets without notifying coaching staff or Board. This behavior ultimately affects the progress of the team as a whole.
2. It is recommended that swimmers attend at least (3) practices per week to maximize your swimmer's success.
3. Excessive or extended absences must be previously discussed with coaching staff or Board to avoid team infraction.

ARTICLE V

ASTS BOARD

SECTION 1. The officers of this club shall be President, Vice-President, Secretary and Treasurer. The immediate Past President shall act as an advisor to the Board of Directors.

Duties of the Officers are as follows:

President – The President shall preside at all membership meetings and meetings of the Board. He or she shall appoint all standing and special committees with the right to vote. The President will approve all official documents, call special meetings when necessary and certify all acts of the Board in conjunction with the Secretary.

Vice-President – The Vice-President shall act as aide to the President and in, the absence of the President, shall perform the duties of the President. He or she shall perform other duties as may be assigned by the President or the Board.

Secretary – The Secretary shall record minutes of all membership meetings and meetings of the Board. He or she shall conduct team correspondence, except when assigned to another Board member, and maintain records of all correspondence. He or she shall also issue notice of meetings, certify all acts of the Board in conjunction with the President, and conduct other duties as may be assigned by the President or Board.

Treasurer - The Treasurer shall have custody of and be responsible for all funds in whatever place of deposit as designated by the Board. The Treasurer and one other officer will sign all disbursements. He or she shall be responsible for the submission of financial statements and budget to the members and the Board when requested by the President, and for filing tax reports, as required. The team records shall be subject to an annual audit. He or she shall be responsible for issuing timely billings to the membership and for collecting and depositing all fees and monies due the team.

SECTION 2. The Board will consist of elected officers of the club and, in addition, will include the two (2) board members at large, who will be elected at the fall general meeting. These board positions will consist of:

- Fundraising / Concessions
- Communication / Publicity
- Merchandise / Apparel

The individual job descriptions are as follows:

FUNDRAISING – The person or person(s) who hold this Board position shall be responsible for the following duties:

1. Attend all Board meetings to function as a Board member in coordinating and assisting with the further advancement of ASTS
2. Manage and organize fundraising activities.
3. Collaborate with Communications Chair on events as necessary.
4. Manage and ensure each family completes the 5 (five) mandatory volunteer / fundraising hours each season. Failure to complete required mandatory hours will result in a fee of \$50 per family. Hours can include but are not limited to recruiting, concessions, fundraising and timer responsibilities at swim meets. Fall hours are due no later than April 15 and Summer hours are due no later than the 2nd Saturday in July of each calendar year.
5. Appointment of committees to assist.
6. Chairing the fundraising committee.
7. Chairing the awards banquet.
8. Coordination of all of the team's fundraising events with Communications Chair, which shall include solicited advertising and sponsorship.
9. Initiate "Thank You" correspondence to all paid advertisers and sponsors.

COMMUNICATION/PUBLICITY - The person who holds this Board position shall be responsible for the following duties:

1. Attend all Board meetings to function as a Board member in coordinating and assisting with the further advancement of ASTS.
2. Manage and organize communication/publicity activities
3. Collaborate with any board chairs as necessary to disseminate information.
4. Appointment of a committee to assist as necessary.
5. Coordination of all of the team's fundraising events with Fundraising Chair, which shall include solicited advertising and sponsorship.
6. Create, update and manage current team website as necessary.
7. Organize meetings, as necessary, for all new members to explain and/or direct through their first competitive swim meet.
8. Ensure that all team meet results, and any other pertinent team information is promptly distributed to all proper media sources.

9. The organizing of a yearly team photograph, which shall include individual pictures and be made available to general membership for purchasing.

MERCHANDISE / APPAREL - The person who holds this Board position shall be responsible for the following duties:

1. Attend all Board meetings to function as a Board member in coordinating and assisting with the further advancement of ASTS.
2. Select team swim suit style and coordinate manufacturing and sale to swimmers.
3. Coordinate the design and style of annual swimmer registration t-shirts.
4. Coordinate the design and style of any apparel or merchandise to be sold to swimmers, swim families and the general public and coordinate the sale of such items.
5. Be available and responsive to any questions regarding apparel or merchandise from swim members and/or their families.

CONCESSIONS – The person who holds this Board Position shall be responsible for the following duties:

1. Attend all Board meetings to function as a Board member in coordinating and assisting with the further advancement of ASTS.
2. Organize and run concessions at all ASTS hosted meets.
3. Appointment of any committees as needed to assist.
4. Create menu and ensure menu items are secured.
5. Train and manage volunteers.

SECTION 3. Term of Office. Officers of the Board of the team shall hold office for a term of two years, commencing September 1st, and ending August 31st, at the end of the second year, with the President and Secretary being elected in even numbered years; and the Vice President and Treasurer being elected in odd numbered years.

SECTION 4. Qualifications

- A. Officers – must have served at least one term as a member of the Board of Directors, unless special approval is granted by the Board, allowing waiver of such qualification.
- B. Board of Directors – must have been a member of the team in good standing for a period of not less than six months unless special approval is granted by the Board, allowing waiver of such qualification.

SECTION 5. Election. The Slates for Board members will be presented every year, as determined by Section 3. The annual election, will take place at the annual awards banquet by secret ballot. The results will be available within 7 days. Results will be tallied by at least three (3) Officers of the Board.

SECTION 6. Authority. The Board shall manage the affairs of this non-profit corporation within the limits of these Bylaws. No other person may collect funds, make contracts, incur expenses, or initiate any actions in the name of this organization without prior approval of the Board.

- A. The Board may authorize any officer or agent to enter into any contract in the name of and on behalf of ASTS.
- B. The Board shall authorize payment of expenditures, create standing committees as are deemed necessary to carry on the work of ASTS and administer all matters pertaining to the employment of the head coach.
- C. The Board is responsible for preparing the annual budget.
- D. The Board shall determine the fees and obligations necessary to the maintenance of a swimming program that meets the vision statement with a balanced financial plan.
- E. The Board may not incur indebtedness for any purpose in the name of the ASTS without prior approval of the general membership, at a general membership meeting.
- F. The Board may authorize each year an audit of the financial records.

SECTION 7. Vacancies. When any officer or director fails to adequately perform the duties of his or her office or fails to attend three (3) consecutive meetings of the Board, the Board may declare his or her office vacant. In the event the office of President becomes vacant; the Vice-President shall assume that office. Other office vacancies and vacancies on the Board shall be filled by appointment by the President with the approval of the remaining directors, and the officer or director shall serve until the next election for that position.

SECTION 8. Successor. Each officer and director, upon expiration of his or her term of office, or in the case of resignation or termination, shall turn over to his or her successor, all reports, books, funds and any other material pertaining to his or her office.

ARTICLE VI
DUTIES OF THE HEAD COACH

SECTION 1. The Head Coach shall be responsible to the Board for providing a competitive aquatic program in line with the objectives and purpose of the organization. He or she will participate with the Board in the selection of assistant coaches. He or she will supervise the assistant coaches activities as related to the team. He or she is responsible for adhering to the “Head Coach” duties as follows:

- A. Certifications – The Head Coach shall keep current all certifications as required by USA Swimming and provide a copy of al certifications to the Secretary.
- B. Assistant Coaches
 - 1. Recommend hiring, firing, and compensation for assistant coaches to the Board.
 - 2. Assign assistant coaches their duties, which groups they will coach, and which meets they are responsible to attend.
 - 3. Supervise assistant coaches in the performance of their duties.
 - 4. Handling problems, including complaints, concerning assistant coaches.
 - 5. Report assistant coaches working hours to treasurer.
 - 6. Require all assistant coaches to be currently certified, and maintain certifications, as mentioned in Article VI Section 1A above.
- C. Swim Meets
 - 1. Submit a definite meet schedule as meet dates are available.
 - 2. Provide meet sheets for all meets.
 - 3. Oversee the preparations of team entries for all meets.
 - 4. See that coach or coaches will attend all team-scheduled meets.
- D. Swimmers Conduct
 - 1. Development of rules concerning athlete code of conduct.
- E. Workouts
 - 1. Prepare time schedule of workouts and see that all swimmers are notified.
 - 2. Prepare appropriate workout in the event that the pool is unavailable.

3. Oversee the coaching of all groups.
4. Provide replacement coverage should he or she or any assistant coach be unable to coach a group due to an illness or vacation, safety permitting.
5. Supervise the behavior of swimmers while at practice.
6. Report to the President of Board, any case of serious misconduct; especially those cases of misconduct that the coach feels should result in the suspension of a swimmer from the team.
7. The Head Coach, or his or her duly appointed representatives, shall make all reasonable efforts to remain at the pool complex after scheduled practices until all swimmers, especially those less than 13 years of age, have left the pool complex or are under supervision of an adult known to the Head Coach.

F. Fundraising Responsibilities

1. Work with appropriate committees on a Corporate and/or Service Club Out Reach Program.
2. Work with the Fundraising Committee to provide input and assistance in fundraising endeavors.
3. Be available to participate within the community, in activities that would benefit the advancement of ASTS.

G. Communication with Parents

1. Keep parents informed of meets, workout schedules and general information.
2. Be available, on an appointment basis, to talk to parents before or after workouts.
3. Notify parents of new swimmers when they are qualified to compete in meets.

H. Miscellaneous

1. Recommend awards program to the Board.
2. Assist with all registration drives and/or recruitment programs.
3. Coaches will not perform any service or be involved in any activity, which would be in conflict with their duties for ASTS; excepting when such activity is in the course of their normal job or their primary employment, without prior approval of the Board.

ARTICLE VII

SECTION 1. The Board meetings shall be held monthly with the time and place to be set by the Board. A monthly meeting may be cancelled, if not required; and special meetings may be called, when necessary, by the President, or in his or her absence, the Vice-President or by a majority of the Board. Members wishing to appear before the Board must call or write the President in order to be placed on the agenda. Some Board meetings and committee meetings will be open to attendance by the General Membership. General members are only eligible to vote at General Membership meetings. Special General Membership meetings may be called at the request of ten (10) members of the team provided they are in good standing.

SECTION 2. Regular meetings of the General Membership shall be held no less than one in April and one in July, unless otherwise designated by the Board or General Membership.

SECTION 3. Notice of General Membership meetings, whether annual or special, will be mailed or delivered to the membership indicating purpose, time and place prior to the meeting.

SECTION 4. Voting. Adult members in good standing as listed on the Treasurer's current membership roster will be eligible to vote. A majority of the votes cast will decide the issue.

SECTION 5. Conduct of meetings will be under the direction of the President, or in his or her absence, the Vice-President. All committee meetings will be under the direction of the Board. The Secretary or someone to act as a recorder will keep complete minutes, all meetings of this organization will be under the general guidelines of Board.

ARTICLE VIII
MEMBERS BILL OF RIGHTS, PRIVILEGES,
CONDUCT

SECTION 1. No one shall be denied membership, or benefits of membership based on sex, race creed, religion or sexual orientation.

SECTION 2. The intent of the ASTS is to encourage participation and the pursuit of excellence in the sport of swimming. ASTS grants the privilege of membership to individuals and groups respectful of that intention. The privilege of membership may therefore, be withdrawn or denied by ASTS at any time where ASTS determines that a member's or prospective member's conduct is in violation of the code of conduct as adopted in Section 304 of the rules and regulations of USA Swimming.

SECTION 3. The Board will hear complaints, protests, and appeals regarding the administration and conduct of the sport of swimming, conduct that may violate the USA Swimming Code of Ethics or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or ASTS, or conduct that may bring USA Swimming or ASTS or the sport of swimming into disrepute. The decision of the Board regarding ASTS rules and regulations will be final.

SECTION 4. Appeals or decisions by the ASTS Board regarding rules and regulations of USA Swimming shall be filed with ASTS in accordance to their procedure.

ARTICLE IX
AMENDMENT TO THE BYLAWS

SECTION 1. The Board or the General Membership may propose amendments to the Bylaws. A request for amendments to the bylaws by the membership must be submitted to the Board in writing, accompanied by a petition signed by a minimum of ten (10) active members in good standing as determined by the bylaws.

SECTION 2. Voting on Amendments. Amendments to the bylaws shall be made by a majority vote of those adult members in good standing who are eligible to vote and who are present casting an affirmative vote at a General Membership meeting. A written notice containing a copy of any proposed amendments must be given to the members seven (7) days prior to such meeting. Amendments, if adopted, become effective immediately.

ARTICLE X

In the event of dissolution, disbandment, inactivation, or other termination of the team, the funds and properties of the team, in excess of its liabilities, shall be donated to a non-profit youth sports organization. The organization will be selected by the vote of the Board.

