

**By-laws of the Sullivan Blue Dolphin Swim Team**

Parent / Coach Board

(Adopted 08/02/2025)

**Article I: Office**

Sullivan Blue Dolphin Swim Team is a Non-For-Profit Organization. The team shall maintain good standing at all times with USA Swimming and adhere to all USA Swimming Regulations. The team holds practice at the Sullivan Civic Center. All correspondence related to the team is to be mailed to P.O. Box 503, Sullivan, IL 61951.

Sullivan Blue Dolphins is organized exclusively as a charitable organization under section 501(c)(3) of the Internal Revenue Code. Sullivan Blue Dolphins is an Amateur Youth Organization with the educational purpose of teaching swimming to youth, teaching the lifelong benefits of swimming.

Article 2 Upon the dissolution of Sullivan Blue Dolphins, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Article II: Members***Section 1: Membership*

No person shall be denied membership because of his or her race, sex, color, creed or religion. The acceptance of a swimmer on the team shall also constitute the parents or guardians into membership. The designation of such classes and the qualifications of the members of such class shall be as follows:

1. Voting Member - Subject to approval of the Board of Directors, any adult parent or guardian of a swimmer on the Sullivan Blue Dolphin Swim Team, and Head Coach(es). At the Board of Directors discretion, a non-parent Board Member holding Stroke and Turn Certification or higher level in current standing may be seated on the Board. Any Board Member can be removed at any time by a majority vote of the Board of Directors.
2. Non-Voting Members - any adult person or guardian who has a swimmer on the Sullivan Blue Dolphin Swim Team is automatically a non-voting member. Any parent is eligible to hold a position on the Board.

### *Section 2: Election of Members*

Members shall be elected by the Board of Directors. An affirmative vote of the majority Directors shall be required for election. Directors are required to uphold a fair and equal process for membership election. Notice to all non-voting members of elections must be sent prior to elections. All parents and guardians of a swimmer in good standing must be offered any open positions on the voting Board.

The exception to this is the Treasurer position. Due to the requirements and needs of the position the President or Vice President work to fill this position. Five days of open nominations will be held to fill any open Board position. After the five-day waiting period for nominations the sitting Board of Directors at the next Board meeting will vote to position the most qualified member to the Board.

### *Section 3: Voting Rights*

A voting member shall have one vote on each matter submitted to a vote of the members. Cumulative voting shall not be permitted.

### *Section 4: Termination of Membership*

The Board of Directors may suspend or expel a member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership based on attendance or refusal to follow board policies as set in the By-laws and Team Handbook.

### *Section 5: Resignation from Board*

Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges therefore accrued and unpaid.

### *Section 6: Transfer of Membership*

Membership in the Board is not transferable or assignable.

### *Section 7: Attendance*

All Board members are required to attend monthly scheduled meetings. There is no meeting the month of December unless a special meeting is called. If a member of the Board is not able to attend a meeting the Secretary must be notified 24 hours in advance of the scheduled meeting, excluding emergencies. Three missed meetings without approval can result in the Board Member being replaced with a Board vote.

### *Section 8: Board Meetings*

#### **Date and Times**

Board meetings typically are held on the third Tuesday of each month, at 6:30pm. Parents responsibility to check with the Secretary if attending the meeting to confirm the meeting is proceeding and not a closed session.

#### **Re-scheduling.**

Meetings may be rescheduled by the Secretary due to quorum requirements. Parents responsibility to check with the Secretary if attending the meeting for the new date.

#### **Quorum.**

The presence of a majority shall constitute a quorum at such a meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting at any time without further notice. A quorum is required for all matters requiring a vote.

#### **Special Meetings.**

Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. 24 hours notice to all members is required.

#### **Manner of Acting.**

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

#### **Special Needs.**

The President has the option to do a phone/e-mail vote for decisions that need to be made between monthly Board meetings. The Secretary is required at the next monthly meeting to place the vote in the monthly meeting minutes.

*Section 9: Voting Member Term*

All voting members hold consecutive one-year terms, based on the annual budget dates – September 1 through August 31 annually.

*Section 10: Swimmers Confidentiality*

No Board member will at any time discuss a closed-door session in public areas. The Treasurer and President are the only Board members with complete access or authorization to review swimmers accounts. Access to other board members will only be granted based on the particular need at that time upon the approval of the Treasurer or President.

All Board members will adhere to the right of each swimmer's privacy concerning accounts and swimming issues. Any Board member found to abuse knowledge learned in a closed-door session is grounds for immediate termination from the Board with a majority vote.

*Section 11: Team Handbook*

All rules and requirements assigned in the team handbook are approved by the voting Board annually.

*Section 12: Fiscal responsibility*

All Board members will be accountable to the budget. All board members will submit any and all expenses to the Treasurer within 48 hours of receipt.

*Section 13: Ethics*

All Board of Directors are expected to maintain a high standard for representation of the team. Derogatory, negative, harmful discussions regarding the team are grounds for dismissal from the Board. All matters are to be addressed and discussed in a professional manner during Board meetings, swim meets, team functions or social events.

## Article III: Officers

### *Section 1: Officers*

The Sullivan Blue Dolphin Swim Team Board of Directors shall be composed of the following Officers:

- President
- Vice President
- Treasurer
- Secretary
- Safety
- Public Relations
- Fund-Raising
- Charting/Historian
- Membership
- Social Director
- Head Coach

Each Board Member can only hold one office/position on the Board per term. Officers are required to be registered with USA Swimming, per USA Swimming Rules and Regulations and will have this expense covered by the team.

### *Section 2: Responsibilities of Officers*

President:

- Communicates directly with the Civic Center, Directors, coaches and parents.
- Keeps all calendar events scheduled
- Handles complaints of coaches and parents strictly based on the rules set in the team handbook
- Coordinates and helps other office holders
- Collects all required paperwork of new and returning members
- Enrolls the team annually with Illinois Swimming and oversees swimmer, coaches and officials registration with USA Swimming
- Signatory for contracts and agreements

Vice President:

- Acts as President in the event of the absence of the current President
- Helps appoint special committees and follows up on progress
- Leads or assists in contract and agreements negotiations
- Acts as alternate signatory for contracts and agreements

Treasurer:

- Presents yearly budget to the Board
- Pays all team bills
- Submits money for all swim meet entries
- Pays all coaching expenses
- Maintains each individual account for swimmers in Team Unify
- Utilizes Intuit software to manage and maintain GL accounts
- Provides a list of accounts 25 days or more past due to the Board. This will include accounts for which the Treasurer and President have made agreements with.
- Balances all accounts
- Prepares Treasurer report for Board approval. Treasurer report will include the following
  - Summary of monthly revenue and expenses by GL account
  - Summary of YTD revenue and expenses by GL account
  - Monthly bank account transactions and balance
- Collects dues, membership, meet fees and miscellaneous account charges
- Checks mailbox weekly for SBD payments
- Deposits all funds within 48 hours of receipt
- Collects expenses reimbursements from members and processes them within one week of receipt. This includes but is not limited to meet reimbursements, activity expenses, fundraiser expenses, membership drive expenses, etc..
- Due to the priority of the Treasurer position this member is asked to hold this position for a term of two years. Upon leaving office, the Treasurer is to give reasonable notice for the incoming Treasurer to be adequately prepared. Due to the burden of responsibility of this office, the Treasurer will receive reimbursement in the form of a 50% reduction of dues for one swimmer.

**Secretary:**

- Calls Board Meetings
- Records minutes of each meeting. Minutes need to include:
  - Attendance
  - Review of old business topics
  - New business topics
  - General description of discussion topics including summary individual's input
  - Summary of motions, amendments, discussion and vote records
  - Summary of each Director's reports
- Submits minutes at each meeting for approval
- Maintains a permanent record of meetings
- Maintains document retention and safe storage – electronically preferred, paper if needed
- Maintains list of accounts, credentials, databases and backups
- Does not sign contracts or agreements on behalf of SBD

**Safety:**

- Oversees all equipment maintenance or repairs as notified by the Head Coach(es)
- Keeps current on guidelines set forth by USA Swimming for all safety standards for the team
- Reviews any safety issues at the Civic Center, meets any other swim event where members are present
- Files proper accident reports with USA Swimming and the Civic Center
- Reports all accidents to the Board, as brought to the Safety Officer's attention
- Reviews all insurance requirements for the team and Board

**Fund-Raiser:**

- Oversees all fundraising set on the calendar by the Board
- Coordinates committees for each fund-raiser to engage and encourage parent participation and involvement from a variety of parents in each age group
- Communicates with committees in charge of an event
- Communicates with President and Coach on a regular basis with updates such as communication plan, donor feedback, donor issues, financial details
- Communicates weekly in the month leading up to event via TeamUnify to promote events and motivate swimmers and parents
- Provides revenue and expense detail per Team budget guidelines to President and Treasurer on a regular basis
- Works with President and Publicity Director to promote fundraising events and activities
- Ensures fundraiser supporters – sponsors, supporters and parents – are sent Thank You cards within 2 weeks of fundraiser or donation
- Serves as point of contact for all community and member fundraiser questions and provides prompt response within 48 hours
- Reports to the Board monthly regarding event activity, financials, and committee input
- Does not sign contracts or agreements on behalf of SBD
- Turns in all monetary donations collected to the Treasurer within 48 hours for deposit to the bank
- Communicates needs to the Treasurer for monetary items with a minimum weeks notice

Publicity:

- Submits meet results to area newspapers within 7 days of meet results being posted
- Submits all advertising to newspapers for team try-outs, meets, swimmer/team recognition etc
- Provides publicity support to any committee organizing an event
- Posts to social media accounts to keep members and community current and promote the team to the community with the expectation the following posts/communications:
  - Swimmer accomplishments within 7 days of meet with pictures and details
  - Community support events weekly leading up to event and again within 7 days of event
  - Team tryouts – weekly posts and communication 2 months in advance, more frequent in the 2 weeks leading up to tryout
  - Civic Center promotions as required
  - Awards banquet details, award recipients, achievements with pictures within 7 days of banquet
  - High School swimming accomplishments and details

Membership:

- Works with the President/publicity/coach on membership drives
- Tryouts Responsibilities
  - Works with the President to organize, coordinate, and facilitate team tryouts in Spring and Fall.
  - Distributes fliers to select locations 2-4 weeks in advance of team tryouts.
  - Ensures that hard copy fliers are distributed to all area schools at team expense, for those schools willing to send home fliers with students.
- Coordinates new membership information with the Publicity Officer
- Bulletin Board Responsibilities
  - Maintains the team bulletin board located in the lobby of the Civic Center
  - Ensures all content aligns with Safe Sport guidelines and is appropriate for all swimmers
  - Maintains the integrity of the team logo and uses official team colors and branding in all updates
  - Updates the bulletin board on a quarterly basis
  - Must check with the President and Head Coach before making updates or adding new materials
  - Ensures that current time standards and Head Coach contact information are displayed at all times
- Apparel Responsibilities - The Membership Board Member shall oversee all team apparel responsibilities, which include but are not limited to:

- Annual Team Shirt
  - i. Selects and designs the annual team shirt, maintaining logo integrity and incorporating primary team colors.
  - ii. Submits final design, shirt color, and mock-ups to the Board for approval.
  - iii. Distributes team shirts to all swimmers during the first week of October each year.
  - iv. Engages and seeks parent involvement to assist in shirt distribution.
- Championship Team Shirts
  - i. Consults with the Head Coach prior to the design process to ensure the coach's vision is incorporated.
  - ii. Obtains final design approval from the Head Coach.
  - iii. Coordinates orders for families with the President.
  - iv. For Winter Championship shirts, maintains the tradition of a black long sleeve T-shirt with the American flag on the right shoulder.
  - v. May engage championship team swimmers in the design process as appropriate to promote team spirit and involvement.
- Additional Apparel Items
  - i. Manages any other apparel needs as designated by the President or Board.
  - ii. When designing themed meet shirts, team activity shirts, or other apparel not listed above, incorporate team colors and/or logo when feasible.
  - iii. If an event is tied to a specific holiday or theme, alteration of the logo or colors is permitted, provided the Board has an opportunity to review and provide input prior to design finalization.
  - iv. Presents no more than two (2) final design options to the Board for vote.
- Design Integrity & Compliance
  - i. Maintains logo integrity and ensures appropriate use of team branding across all apparel items.
  - ii. Designs shall remain appropriate for all swimmers and comply with Safe Sport policies to avoid any violations or concerns.
  - iii. Clearly communicates to any external designer or vendor that all designs created for Sullivan Blue Dolphins are for exclusive team use only and may not be reused, sold, or repurposed for personal or commercial purposes outside of SBD.

**Charting/Historian:**

- Keeps the record board in the Civic Center lobby current and involves the individual record holder in the placing of his/her name on the record board
- Responsible to request reports on team and individual records
- Works with Publicity Director to promote the success of record breakers throughout the season with pictures and details
- Coordinates with the coach
- Keeps board informed of new records

**Social Director:**

- Organizes all team functions including:
  - Team banquet
  - Christmas Party
  - Summer Picnic
  - Team pictures
  - Community parades
  - Other events as assigned by President or Board
- Serves as point of contact for all community and member social activity questions and provides prompt response within 48 hours
- Seeks parent involvement in helping with events
- Coordinates with Publicity officer to promote team functions in advance and to post events with details and pictures
- Official Recruitment & Support (*May be reassigned to another Board position as appropriate, at any time, with board vote*)
  - The role of Official Recruitment & Support must be filled by a long-standing, experienced official who is thoroughly familiar with the Illinois Swimming certification process and capable of providing informed, meaningful guidance to others.
  - Because not all Board members may meet this qualification, the responsibility may be reassigned to another appropriate Board position at the discretion of the President and the Board.
  - Advocates for parent and guardian involvement in becoming Illinois Swimming Certified Officials by promoting the value of certified officials to the success and sustainability of the team.
  - Actively encourages and supports adults through the certification process, serving as a mentor and liaison.

**Head Coach(es):**

- Administers an overall coaching plan
- Oversees the development of the Assistant Coaches/Swim Helpers development
- Sets the swimmers practice group
- Sets Team practice calendar
- Selects Meets
- Directs a program for individual and team goal setting and rewards
- Attends all scheduled practices, meets and other team functions
- Notifies the President when he/she will not be able to attend a scheduled practice or meet
- Handles disciplinary matters involving swimmers based on the guidelines set by the Team Handbook
- Serves as a voting member on the Board
- Reports monthly to the Board on the team status/achievements
- Represents the team in the highest moral and ethical manner
- Performs duties as deemed necessary and agreed upon between the coach and the Board

## Article IV: Contracts, Checks, Deposit and Funds

### *Section 1: Contracts*

The Board of Directors may authorize any Officer or Officers under Board approval to negotiate contracts as needed for team needs. In the case of material purchases/repairs two estimates are required to be submitted to the Board for review. Any contract signed shall be submitted to the President or Vice President for signature and filed with the Secretary.

### *Section 2: Checks*

All checks shall be signed by the Treasurer, President or Vice President. Only one signature is required. All bank accounts are to be set up with the authorized signers.

### *Section 3: Deposits*

All funds for payments to the Sullivan Blue Dolphins Swim Team shall be deposited within 48 hours of receipt. Special bank accounts or funds must be approved by the board before setting up. All funds must be submitted to the Treasurer for deposit.

### *Section 4: Gifts*

The Board of Directors may accept on behalf of the team any contribution, gift, bequest for the general purpose of the team.

### *Section 5: Books and Records*

The team shall keep current, correct and complete books of all monetary transactions. TeamUnify and Intuit are currently utilized for accounting purposes.

### *Section 6: ACH/EFT Transactions*

All account transactions shall be governed by the Electronic Fund Transfer Rules and Procedures and the Automated Clearing House (ACH) rules.

### *Section 7: Swimmer Registration*

Registration will be performed using SBD's on-line program. The Board of Directors has the option to use paper registration as needed for the team.

## Article V: Coach Policy

### *Section 1: Meets*

Per Head Coach discretion, the following protocol will be the framework for staffing coaches at meets and managing expenses. The purpose is to provide a level of consistency for staffing and budgeting. Head Coach will schedule and notify coaches at least 2 weeks in advance of meet.

- Number of swimmers:
  - 10 or less swimmers per session 1 coach. Hotel, mileage and session fee paid.
  - 11 – 25 swimmers per session 2 coaches. Hotel, mileage and session fee paid.
  - 26 – 50 swimmers per session 3 or 4 coaches per Head Coach discretion.
    - Head Coach hotel, mileage and session fee paid
    - 2nd Coach hotel, mileage and session fee paid
    - 3rd or 4th Coach hotel, mileage and session fee paid coaches all sessions of meet (excluding Friday).
    - If 3rd or 4th Coach coaches only 1 session per day of meet reimbursed mileage and session fee.
- Hotels selected and booked by Head Coach.
- Meet pictures sent to Publicity Director for social media posting.
- Meal Per Diem - \$20.00 meal per diem will be paid for coach asked to work for the Saturday evening meal. Host Teams provide breakfast and lunch meals.
- Championship meal per diem, coach will receive \$20.00 per diem as deemed necessary based on needs of coverage for swimmers and sessions.

### *Section 2: Practices*

The following protocol will serve as the framework for coach communication expectations.

- Request 24 hour or more notice if you cannot coach.
- Head Coach and Team President to be notified of all schedule changes, preference via text.
- All swimmer issues directed to Head Coach.
- Discussion with parents to be directed to the Head Coach. Coaches only under direction of the Head Coach address parent questions or needs.

*Section 3: Coach Training*

The following protocol will serve as the framework for coach training expectations and managing expenses.

- Mileage will be reimbursed at IRS published rate.
- Time spent if traveling paid at per session rate per half day or whole day.
- Hotel will be booked by Head Coach and expenses will be reimbursed.
- Online training paid at hourly rate. Email hours to Team President/Treasurer for reimbursement.
- Be aware of all Safe Sport rules and SBD Handbook rules.
- Must maintain in good standing all USA Swimming coaching requirements before they expire.

Article VI: Amendments

The power to alter, amend or repeal the by-laws or adopt new by-laws shall be vested in the voting Board. Such action may be taken at a regular meeting or special meeting for which written notice of the purpose shall be given. The by-laws may contain any provisions for the regulation and management of the affairs of the Sullivan Blue Dolphin Swim Team.

**These by-laws were approved and updated this 2nd day of August 2025 by the  
Sullivan Blue Dolphin Swim Team Parent/Coach Board of Directors.**