

**BY LAWS OF**  
**HOOSIER HILLS SWIM CLUB, INC.**

**ARTICLE 1**  
**NAME, OBJECTIVES, AND JURISDICTIONS**

- 1.1 **NAME** - The name of the corporation shall be Hoosier Hills Swim Club, Inc., an Indiana not-for-profit corporation, hereafter known as H<sub>2</sub>O.
- 1.2 **OBJECTIVES** - H<sub>2</sub>O is a group member of Indiana (ISS) and United States Swimming (USS) dedicated to promoting swimming as a lifelong sport and whose primary objective shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming.
- 1.3 **JURISDICTION** – H<sub>2</sub>O shall have jurisdiction over the sport of swimming and club activities as delegated to it as a group member of ISS in accordance with these Bylaws, the ISS and USS code, and all applicable policies and procedures.

**ARTICLE 2**  
**MEMBERSHIP**

- 2.1 **MEMBERS** – The membership of H<sub>2</sub>O shall consist of the following:
1. Athlete Members – An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as a paid member of H<sub>2</sub>O.
  2. Coach Members – A Coach Member is an individual who is affiliated with H<sub>2</sub>O and who has satisfactorily completed all safety and other training required by H<sub>2</sub>O and USS. This individual must be in good standing with H<sub>2</sub>O and approved by the H<sub>2</sub>O Board of Directors.
  3. Parent Booster Club Members - A Parent Booster Member is an individual who is responsible for an Athlete member and is good standing as a paid member of H<sub>2</sub>O.
  4. Affiliated Members – Affiliated member is an individual who participates as a member of the Parent Booster Club, who supports the H<sub>2</sub>O swimming program, but who does not have an Athlete member or serve as a Coach member. This individual must be approved by the H<sub>2</sub>O Board of Directors and abide by the rules and regulations of H<sub>2</sub>O.
- 2.2 **MEMBER'S RESPONSIBILITIES** – Each member shall abide by the Constitution of Bylaws of H<sub>2</sub>O, as well as the rules and regulations set forth by ISS and USS. Each Member shall not take or allow to be taken, any action, or conspire with or instigate any other person to take or allow to be taken, any action which could bring the sport of swimming, H<sub>2</sub>O, ISS or USS into disrepute. By accepting membership each member agrees to abide by the rules and regulations established by the H<sub>2</sub>O Board of Directors.

**ARTICLE 3**  
**ORGANIZATIONAL STRUCTURE**

- 3.1 **ORGANIZATION** – The Parent Booster Club Members shall serve as the governing body of H<sub>2</sub>O and will be responsible for providing leadership to the corporation. Leadership will consist of elected Officers and Board of Directors. Other members may attend and participate in all aspects of the organization, but have no vote in the selection of leadership.
- 3.2 **OFFICERS** – The Parent Booster Club Members shall elect on a biyearly basis a President, Vice President, Meet Director, Secretary and Treasurer.
- 3.3 **BOARD OF DIRECTORS** – The Board of Directors (BOD) shall consist of the Officers elected in article 3.2.
- 3.4 **EXECUTIVE COMMITTEE** – The Executive Committee shall be comprised of the elected President, Vice President, Meet Director, Secretary, and Treasurer.

3.5 **CONFLICT OF INTEREST** – To avoid conflict of interest, the following shall apply:

1. Only one parent per family may serve on the BOD.
2. Family members of any BOD member may not serve as a paid coach.

**ARTICLE 4  
BOARD OF DIRECTORS**

4.1 **MEMBERS** – The Board of Directors (BOD) shall consist of the individuals stated in Article 3.3 and shall be established by the President to meet monthly beginning the first month following the conclusion of the winter swim season.

4.2 **VOICE AND VOTING RIGHTS** – The voice and voting rights of BOD members shall be as follows:

1. Board Members – Each Board Member shall have both voice and vote.
2. Coach Member – Coach Members may attend open meetings of the BOD and be heard at the discretion of the presiding officer. The BOD may vote to allow the coach member(s) to be a temporary voting member(s) of the BOD for a specific issue(s). For that issue the coach member has all the rights and responsibilities of a BOD officer and shall adhere by all the guidelines as such. Temporary voting privileges for the Coach Member(s) are immediately revoked upon the casting of the vote for the specified issue(s).
3. Appointed Chairperson(s) – Appointed Chairpersons may attend open meetings of the BOD and be heard at the discretion of the presiding officer. The BOD may vote to allow the Appointed Chairperson(s) to be a temporary voting member(s) of the BOD for a specific issue(s). For that issue the Appointed Chairperson(s) has all the rights and responsibilities of a BOD officer and shall adhere by all the guidelines as such. Temporary voting privileges for the Appointed Chairperson(s) are immediately revoked upon the casting of the vote for the specified issue(s).
4. Individual Members – Individual Members of the Parent Booster Club who are not BOD members may attend open meetings and be heard in the discretion of the presiding officer. These individual members shall have no vote in BOD meetings.

4.3 **DUTIES AND POWERS** – The BOD shall act for H2O during the intervals between the Annual Meeting held each February. In addition to the powers and duties described in the Constitution and Bylaws, the BOD shall have the power and it shall be its duty to:

1. A majority of the BOD member shall be required to be present in order to vote on any rules and regulatory changes.
2. Establish and direct policies, procedures and programs for H2O. These shall include the selection of competition meets in conjunction with the Head H2O Coach.
3. Oversee the conduct of all members and staff of H2O as it relates to the day-to-day management of the affairs of H2O.
4. Cause the preparation and presentation of the annual budget of H2O and make a recommendation of the appropriation of funds for the year.
5. Retain such independent contractors and employ such persons as the BOD shall determine are necessary or appropriate to conduct the affairs of H2O.
6. Establish team fees, coaching fees, and salaries for H2O.
7. Execute all contracts for the use of facilities and purchase of equipment necessary and appropriate to conduct the business of H2O.
8. Appoint all Chairpersons of standing committee's.
9. The BOD shall fill all vacancies created by resignation of officers or BOD members, except for the position of President.

**ARTICLE 5  
OFFICERS**

5.1 **ELECTED OFFICERS** – The officers who shall be elected by the Parent Booster Club Members are:

1. President
2. Vice President
3. Meet Director / Meet Entry
4. Secretary
5. Treasurer

- 5.2 **ELECTIONS** – The Parent Booster Club Members in good standing, at their annual meeting, shall elect the officers listed in Article 5.1 for term of two years. Only Parent Booster Club Members in good standing shall be eligible to hold office and officers must maintain their eligibility throughout their term of office. The President and Secretary shall be elected in odd years and the Vice President, Meet Director, and Treasurer shall be elected in even years.
- 5.3 **TERMS** – The term of office of all elected officers shall be two years and shall commence on the first day of the first month following the end of the winter session. There is a limit of two consecutive terms per office unless the office is unopposed at the time of election.
- 5.4 **DUTIES AND POWERS** – The duties and powers of the officers shall be to attend and participate in all meetings of H2O and as follows:
1. **PRESIDENT:** The President shall oversee and have general charge of the management, business, operations, affairs and property of H2O, and general supervision over its officers, members, and agents, shall call meetings when and where deemed necessary. The President shall preside at all meetings of the BOD, Executive Committee and Parent Booster Club. Said Officer shall appoint committee chairpersons and members for standing and special committees as may be necessary to permit H2O to effectively, efficiently and economically conduct its affairs.
  2. **VICE PRESIDENT:** The Vice President shall conduct meetings in the absence of the President, and at the request of the President or in the event of the disability of the President, shall perform all of the duties of the President, and when so acting shall have all the powers of the President. The Vice President shall also assist the Meet Director in any and all preparations for the H2O team meets.
  3. **MEET DIRECTOR / MEET ENTRY:** The Meet Director shall be responsible for the swimming programs conducted by H2O. They are also responsible for the operational meet rules with particular attention to meet management and evaluation of meets. They shall apply for all dates of H2O meets, all correspondence with USS including sanction numbers and meet final reports. This Officer shall apply for pool and cafeteria usage for all home meets and handle all communications with guest clubs. The Meet Director also performs monthly backups of website documents and all documents on the team computer for storage off site.
  4. **SECRETARY:** The Secretary shall be responsible for keeping a record of all meetings of the BOD, Executive Committee and Parents Booster Club, conducting official correspondence, issuing meeting and other notices. The Secretary shall maintain H2O's PO Box and shall keep all newspaper articles, official documents, club correspondence and any other records (Monthly calendars, USS Registrations, phone tree and verify monthly reports written by Treasurer) of H2O in a safe and orderly manner. The Secretary is responsible for maintaining recognized meeting protocol and shall settle any disputes regarding such protocol by referencing widely recognized and acceptable sources such as Robert's Rules of Orders.
  5. **TREASURER:** The Treasurer is responsible for all financial matters of H2O, including the preparation of an annual budget, control and implementation of financial and accounting controls. The Treasurer shall also collect all dues and other fees payable to H2O, have custody of H2O's checking and savings accounts. The Treasurer shall work with the Secretary on monthly reporting and budget. The Treasurer shall also handle all accounts payable and receivables of H2O, and keep an accounting of all financial transactions involving H2O funds. It is the responsibility of the Treasurer to handle the finances for fundraising. The Treasurer can appoint a Fundraising Chairperson.

## **ARTICLE 6 PARENT BOOSTER CLUB**

- 6.1 **MEMBERSHIP** – Membership in the Parent Booster Club is mandatory for all parents, guardians or other family members of H2O athletes as long as they are in good standing and they abide by the rules and regulations established by the BOD.
- 6.2 **PURPOSE** – The purpose of the Parent Booster Club is to aid the progress of the competitive swimming program, to work at all team meets, serve on committees as needed, and to raise funds in support of H2O programs. If an individual is unable to work or support a H2O meet and fulfill their obligation to the purpose of the organization, a donation of \$20.00 will be accepted on behalf of the organization.
- 6.3 **MEETINGS** – The Parent Booster Club will meet on a monthly basis as directed by the President and will hold an annual meeting at the end of the winter season. The purpose of the annual meeting will be to review past year activities, plan for the up coming year, and elect officers to direct these activities on behalf of H2O.

**ARTICLE 7  
COACHES**

7.1 **POSITIONS** – The following coaching positions will be recognized by the H<sub>2</sub>O Swim Club:

1. Head Coach
2. Coach
3. Assistant Coach

**ARTICLE 8  
SWIM SEASON**

8.1 Summer session runs from April – August.  
Winter Session runs from September – March.

**ARTICLE 9  
SWIM PRACTICE**

9.1 Swim Practice will be held at the area High School pools.  
Practice times and locations will be determined by pool and coach availability.

**ARTICLE 10  
SWIM MEETS**

10.1 Swim Meets will be scheduled by the BOD and Head Coach.

**ARTICLE 11  
CODE OF CONDUCT**

11.1 Athletes are responsible for any damage they cause to the facilities and or property. They should expect to be disciplined and will be required to pay for damages. Both athletes and parent booster club members are expected to adhere to behavioral policies, parent/athlete agreements and all other policies set forth by the BOD.

11.2 Misconduct includes; but is not necessarily limited to:

1. Violation of the safety guidelines.
2. Disrespect to meet management personnel, officials, coaches or fellow athletes.
3. Stealing, destroying, vandalizing, or possessing the property of others.
4. Possession or use of alcoholic beverages, tobacco products, or illegal drugs.

11.3 Athletes are also responsible for knowing and complying with H<sub>2</sub>O and the facility's safety rules. These rules are for your protection and athletes should not disregard them or act in any way that is injurious to themselves or others.

11.4 Respect yourself, respect others and respect others property.

**ARTICLE 12  
DISCIPLINARY ACTION**

12.1 Any H<sub>2</sub>O club member (athlete, coach, parent booster club, affiliate, BOD) that violates the H<sub>2</sub>O By-Laws, pool safety rules and guidelines or code of conduct shall be subjected to disciplinary action up to and including termination from the H<sub>2</sub>O Swim Club.

**ARTICLE 13  
FEES AND SCHOLARSHIPS**

- 13.1 **FEES:** Fees associated with participation in H<sub>2</sub>O shall be determined by the BOD during organization and budget preparation of each swimming session. Fees are typically required for membership, practice, practice equipment, swim clinics and attending swim meets. Fees will be published in advance. Members who are negligent or delinquent in paying required fees shall not be allowed to enter the pool until fees are paid in full, and may be subjected to disciplinary action.
- 13.2 **SCHOLARSHIPS:** The BOD will determine prior to each swimming season, the number of scholarships and the amount of scholarship award to be made available to H<sub>2</sub>O member scholarship applicants. Scholarships include:
1. Scholar-Athlete Award for senior high school student athlete members. See attachment for rules, eligibility and application.
  2. Athlete Scholarship for families in need of financial support. See attachment for rules, eligibility and application.

**ARTICLE 14  
ORGANIZATION, AMMENDMENT OF BYLAWS AND DISSOLUTION**

- 14.1 Non-Profit and Charitable purposes – As stated in Article 1.2, H<sub>2</sub>O is organized exclusively for charitable and educational purposes of fostering amateur sports competition in swimming within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provisions of these bylaws, H<sub>2</sub>O shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purpose and objectives of H<sub>2</sub>O or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequest are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.g crs.
- 14.2 The BOD shall adhere to Robert’s Rules of Order and/or other widely recognized and accepted standards of meeting conduct, procedure and protocol.
- 14.3 Amendments to the H<sub>2</sub>O Bylaws shall only be made after receiving a majority vote of the Parent Booster Club Members.
- 14.4 Dissolution of H<sub>2</sub>O can be made only upon notifying Parent Booster Club Members of the intent of Dissolution 30 days in advance and receiving a 2/3 majority vote of the Parent Booster Club members. Such proceedings must adhere strictly to Robert’s Rules of Order and votes must be cast on paper ballots. Dissolution should occur, if possible, at the end of a season, but may occur at another time if voted upon by the Membership; however, it must occur at the end of a month. Any remaining funds will be dispersed according to all applicable laws and, when possible after complying with all applicable laws, in the following order:
1. Any and all unpaid debts including, but not limited to coaches salaries, IS or USS fines, facility fees, equipment bills.
  2. Meet Fees – Meet fees paid to H<sub>2</sub>O not yet dispersed to the host club will be reimbursed if the meet is to occur after the dissolution of the H<sub>2</sub>O.
  3. Membership Fees – If the dissolution should occur during a swimming season prorated fees to those members who paid for the season in full. Monthly payors will not be eligible for reimbursement.
  4. Trust – A trust can be established upon receiving a majority vote of the parent Booster Club Membership for a future swim club. A Special Trust Committee comprised of the BOD and appointed Parent Booster Club Members shall be convened to establish the fund with the assistance of legal and financial advisors.
  5. Charitable donations to area high school pools, public or private pools, park district or other swim clubs. The donations must be presented to the parent Booster Club Membership and receive a majority vote.

## Scholarship Application

Name: \_\_\_\_\_ Age \_\_\_\_\_

Address: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please attach a copy of your free School lunch application or acceptance letter. You may submit your application to an H<sub>2</sub>O Board member or coach or you can mail it to the address below. Your application will be reviewed by the Board at the next board meeting.

Completed applications may be sent through your coach or given to a board member.

*(Below to be completed by Board)*

\_\_\_\_\_

Board Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**SCHOLAR-ATHLETE AWARD**  
**Application Form**

The purpose of this award is to emphasize the importance of scholastic achievement through a program that recognizes the scholastic excellence of H2O swimmers.

**ELIGIBILITY:** Open to all H2O-USA Swimming athletes who: has completed grade 12 during the current school year, has attained a 3.0 or higher grade point average (GPA) for the ENTIRE school year, is a current H2O athlete in good standing, has been an H2O athlete for two years excluding the high school swim season, and has participated in four USS sanctioned club meets in the last two years.

**APPLICATION:** A student must submit an application. A copy of the student's final report card must be included with the application. YEAR END REPORT CARD IS REQUIRED FOR VERIFICATION OF CUMULATIVE GPA. Signature of guidance counselor is required only if your School does not issue report cards with a calculated cumulative GPA. You must write a short paragraph explaining how swimming has affected or changed you.

**DEADLINE:** All applications with (1.) report cards, AND (2.) Counselor's signature (if school does not issue report cards with a calculated cumulative GPA), MUST BE POSTMARKED AND/OR RECEIVED NO LATER THAN JUNE 30<sup>th</sup>.

**POINTS:** Conversion of letter grade standards to point values are as follows:

| SCHOLASTIC | VALUE | EVENT STANDARD   |
|------------|-------|------------------|
| A          | 4     | A, AA, AAA, AAAA |
| B          | 3     | B, BB            |
| C          | 2     | C                |
| D          | 1     | --               |
| --         | 0     | NT               |

**APPLICATION:** Application for this award must be made on the form provided. Completed applications may be sent through your coach (signature required), or given to a board member. Direct submission is highly recommended.

Name \_\_\_\_\_ Age \_\_\_\_\_ USS Card Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

High School \_\_\_\_\_

College planning to attend \_\_\_\_\_

Cumulative grade Point Average \_\_\_\_\_

Guidance Counselor's Signature \_\_\_\_\_

How has swimming affected you? *(use additional paper if needed)*

---

---

---

---

---

Swimmer Signature: \_\_\_\_\_