



Bylaws For the Kaiserslautern Kingfish Swim Team

ARTICLE I - GENERAL PROVISIONS AND RESPONSIBILITIES

Section 1. Authority - The Kaiserslautern Kingfish Swim Team (KKST), hereafter referred to as the “Team,” is a nonprofit youth sports activity governed by its Parents' Association. The Parents' Association consists of all parents of swimmers on the Team. The Board will refer to the parents elected to manage the Team and its activities. The Team operates out of the Kaiserslautern Military Community (KMC), to include the Ramstein Air Base (RAB) with the consent of the Commander and the communities within the United States Army Garrison (USAG) Rheinland- Pfalz, Germany. The Team operates only with the permission and consent of the Base Commander, and he/she may revoke permission to operate at any time. Operation is contingent upon compliance with the requirements and conditions of all applicable United States Air Force (USAF) and United States Army Garrison (USAG) regulations. The Articles of these Bylaws establish the guidelines by which the Board shall manage the Team and its activities. Team activities will be held on Ramstein AB to include monthly Board Meetings, Parents' Association Meetings, practices, and most swim meets. The Ramstein Aquatic Center at Ramstein Air Base will be used for weekly practice sessions and home meets depending on availability and need. USAG Rheinland-Pfalz indoor swimming pool at Baumholder or any additional German Aquatic facility can be used as an alternative practice location if the Ramstein Aquatic Center is not available.

Section 2. Responsibilities - In order to promote competitive swimming activities for eligible members of the KMC, the Board shall be responsible for the following:

- A. Generating and maintaining the necessary funds for the operation of the team.
- B. Overseeing the expenditure of those funds to provide pool time, coaching, equipment, supplies, and other items incidental to the operation of the team.
- C. Providing adult leadership and guidance to members of the team.
- D. Ensuring team activities comply with the regulations of the European Forces Swim League (EFSL) of which the team is a member.
- E. The Kaiserslautern Kingfish Swim Team will never take any action intended to deprive individuals of their civil rights.

Section 3. Limitations - The Team is a self-sustaining special interest group; acting outside the scope of any official position its members may have with the U.S. Government. The actions of the KKST Parents' Association or its members will not discredit or prejudice the Department of Defense (DOD). The Team will never propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. The Team will not conduct business on behalf of the DOD or any other United States Government agency. The Team will not accept commercial sponsorship or advertise for a commercial enterprise on an installation.

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Section 4. Debt Liability - The membership is liable for organizational debts under the laws of the United States of America and the Federal Republic of Germany in the event the team's assets are insufficient to discharge liabilities. Each member shall be advised of his/her role in the financial responsibilities of the team. Any and all financial liabilities shall be equally shared by the membership. The Board is liable for all of the organization's actions or debts. The 86th AW, or the US Government will have no liability for the Team actions or debts.

Section 5. Membership and Patronage - Specific qualifications for team membership eligibility are:

- A. Attend a Department of Defense Dependents School (DoDDS) or equivalent school and be a dependent youth of a KMC or USAG Rheinland-Pfalz military member or be a dependent youth of a civilian associated with the DOD or with the Allied Armed Forces. Citizens of the host nation, unless the parent is assigned to a NATO position in the KMC, are precluded from membership. Exceptions to accommodate a host nation swimmer can be made, on a case-by-case basis, if approved by the EFSL. Individual membership exceptions will be reviewed according to the following procedures:
 1. Submission in writing to the Board covering the circumstances and basis for petitioning for membership.
 2. If approved by the Board, the President of the Board will forward the application to the EFSL for their approval.
 3. If approved by the EFSL, the action will be recorded in the minutes of the next Board meeting. Subsequent approvals will not be required for that member as long as the member's eligibility status does not change.
- B. Meet age eligibility requirements, as specified by the EFSL. Currently, the age criterion is age 6 up to and including age 19.
- C. Comply with and meet all standards of personal conduct and financial obligations associated with membership.
- D. Compete in no less than 4 scheduled meets during the swim season. The competitive season begins with the first official day of practice and ends at the conclusion of the EFSL Championship Meet in February/March.
 1. Swimmers must participate in a minimum of four meets to be eligible to compete in Individual Championships.
 2. Divisional Championships can count as one of the four required meets to be eligible.

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- E. Participate with no other EFSL Team while a member of the Team, when the Team is scheduled in an EFSL sanctioned competition. Swimmers may swim in other EFSL sanctioned meets that the Team is not scheduled to attend barring approval from both swim Teams' Presidents and Statisticians.
- F. Swimmers may not be able participate competitively and earn letter points if they are participating in another DoDDS competitive sport. Dual-sport athletes are welcome to attend practice and swim at meets but may be required to swim exhibition status. This policy is dependent on the DoDDs High School that your swimmer attends.
- G. Swimmers that wish to swim competitively for a Host Nation Team, or in non-EFSL events during the competitive season, must notify the Team's President in writing. The swimmers times will not reflect in the overall statistics compiled by the Team when competing in Non- EFSL competition. Both the EFSL and the Team are not liable for accidents or injuries that are incurred during participation in non-EFSL or Host Nation competition.
- H. Qualified individuals residing in the KMC or USAG Rheinland-Pfalz military community or a dependent of a civilian associated with the DOD or with the Allied Armed Forces can be eligible to serve as a Non-Parent member of the Board.

Section 6. Minimum Qualifications for Team Membership and Reasons for Termination of Membership:

- A. The ability of the swimmer to meet minimum qualification standards will determine team membership. The Team's coaching staff shall evaluate each swimmer's ability to swim 50 meters each stroke selected from freestyle, backstroke, butterfly, and breaststroke. The Head Coach may balance out a particular age group by extending membership to a lesser-qualified swimmer. Initial membership selection shall be made as soon as possible after the first team assessment session and notification of the team registrar. No new assessments will be made after 1 December. The Team will accept active transfers at any point in the season barring an assessment by the Team's coaching staff. Membership begins when the registration fee is paid and the first month's dues are paid before the 15th of that month. The following documents must be signed and on record with the Kingfish:

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1. Financial Agreement
2. Hold Harmless (2 copies)
3. Emergency Medical Treatment Authorization
4. Swim Code of Conduct
5. Parent Code of Conduct
6. Team Disciplinary Procedures
7. Sports Physical
8. Awards Questionnaire

Waitlisted or new swimmers may join at such time when there is available space in a given age or swim group on the roster. If a candidate is found not yet qualified for membership, he/she may be reassessed at any point up until 1 December. Team membership may be restricted due to limitations on pool time, limited coaching staff or other restrictive circumstances.

B. Specific reasons for termination of membership are:

1. Upon request of the member
2. Permanent change of station (PCS) or transfer
3. Nonpayment of agreed upon dues or other agreed upon financial obligations
4. Unexcused absences to include competing in less than 4 scheduled Kingfish meets.
5. Misconduct from either the parents or the swimmer
6. Standards and obligations of the swimmer are not fulfilled as agreed upon and the Board deems membership revocation justifiable.

C. The Team reserves the right to limit the number of swimmers on the Team.

D. The Team will never discriminate against anyone on the basis of race, color, religion, age, ethnic origin, gender, creed, or national origin. Additionally, team eligibility is specifically defined in KKST Bylaws Article I, Section 5, and European Forces Swim League (EFSL) Bylaws. Finally, membership is further limited to individuals with requisite swimming skills as determined by the coaching staff at preseason try-outs and cuts.

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- E. Swimmers are expected to comply with the KKST Code of Conduct at all swim practices and meets. The expectations outlined in the KKST Code of Conduct are to be adhered to and enforced during swim practices and meets, including time on team-sponsored transportation.
- F. High school swimmers are also required to have on file with the team, a copy of a current sports physical and a signed copy of DoDDS drug and alcohol policy.
- G. Parents are expected to comply with the team handbook and pool rules. All parents must sign the Parents Code of Conduct.
- H. Swimmers must participate in at least 50% of scheduled team practices to retain their spot on the team roster. If at the end of the season a swimmer's attendance is less than 50%, they will require a reassessment (re-tryout) if they wish to swim with the Team in the following season.

ARTICLE II - DUTIES OF OFFICERS

The elected officers, referred to as the Board, shall corporately manage and govern the activities of the Team. Within the Board, the Executive Council shall be composed of the President, Vice- President, Secretary, and Treasurer.

Section 1. President - Shall be the chief executive officer of the Board and be responsible for the conduct and operation of the Team. As such, he/she will call and preside over meetings and be responsible for the agenda of those meetings. The President shall be responsible for overseeing and administering all disciplinary actions taken by the Team for swimmer or parent misconduct. Other duties of the President include but are not limited to appointing committees, verifying and reconciling the financial records with the Treasurer, and attending periodic EFSL meetings.

Section 2. Vice President - Shall assist the President in executing the affairs of the Board on behalf of the Parents' Association. In addition, this officer shall perform the duties of the President when the incumbent is unavailable and be chairperson of any ad hoc committees deemed necessary to discharge the responsibilities of the Board. Shall ensure all members have a signed copy of KKST Code of Conduct, Team Disciplinary Procedures and Parents Code of Conduct, a current sports physical, and a signed financial agreement. In addition, this position shall maintain a parent/team roster and telephone recall plan.

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Section 3. Secretary - Shall prepare and submit all correspondence within the Board to include minutes of meetings as approved by the Board. The Secretary shall notify the Parents' Association and the Board of the time and place of meetings and will maintain a true and accurate record of all organizational proceedings. The Secretary will provide the meeting minutes to the Commander, 86th FSS on a Quarterly basis. Signed documents are due no later than the fifteenth calendar day following the completion of the Quarter. Changes of officers will be submitted to 86th FSS and Ramstein AB. Responsible for submitting all necessary paperwork to Away Meet Security Coordinator for Away Meets as well as Ramstein Security Forces for Home Meets, 10 days prior to a home meet for any individuals who do not possess an active DOD ID card. Responsible for all base access paperwork to compete in any Away Meets.

Section 4. Treasurer – Must have SOFA status. Shall receive and collect all dues and other funds generated or accrued by the Team and maintain these funds in an interest bearing account at an insured banking institution in the name of the Kingfish. Shall make authorized disbursements to ensure all liabilities of the Team are satisfied in a timely manner. Shall oversee, provide and collect funds from equipment and food sales and any other similar type revenue producing activity. The Treasurer shall maintain a true and accurate accounting of the financial status of the Team and render a financial statement at each regularly scheduled meeting of either the Board or Parents' Association or upon request of the President, Base Commander or higher headquarters. The Treasurer shall provide an annual report to the Commander, 86th FSS Private Organization Office, Ramstein AB, Germany (Refer to Article VIII, Section 1, Paragraph A.).

The Treasurer shall receive deposits, maintain a record, account for all funds of the Team and prepare a monthly statement on the financial status of the organization. The Treasurer has the authority to disburse funds. The Team's fiscal year will begin on 1 April and end on 31 March of the following year. The Treasurer will render a full and complete financial statement to the Parents' Association at the monthly meetings. The books of the Treasurer will be audited as required. The Team will conduct an annual audit by an accountant (a CPA is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization.

Regardless of gross revenue, the Treasurer will also provide an annual financial statement to the Resource Management Flight Chief. The Treasurer will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer is responsible for filing form(s) with the appropriate authority if the organization qualifies for tax exemption.

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Section 5. Meet Director - Shall be responsible for the preparation, organization, and management of all home meets to include preparation and clean-up of the pool facilities. The Meet Director shall be fully qualified as specified in the EFSL Rule Book. Additional duties are: fielding protests affecting eligibility of any swimmer to compete in any event prior to the event and/or during competition. Ensure all EFSL rules and regulations are adhered to including publishing Meet Announcement 21-days in advance of any home-meet. This applies to all procedures before, during and after any home meet sanctioned by the EFSL.

Section 6. Head Official - Shall advise the Board and Parents' Association on matters concerning officiating. Individuals holding this position shall be technically competent, meet all Air Force Instruction requirements for youth protection and background checks, and qualified by completing all requirements as are specified in the EFSL rules. Further responsibilities are: attending all EFSL official meetings and clinics; conducting official clinics for team officials; providing guidance to team officials pertaining to officiating matters; providing people to officiate at home meets and, if required, at away meets; and maintaining qualification records on people performing in an officiating capacity. Records shall be available for review at each meet for those officiating. Finally, the Head Official shall act in that capacity at all home meets.

Section 7. Members-at-Large - Shall be responsible to present and advocate issues or interest items brought to their attention by the Parents' Association to the Board. They shall represent a conduit between the Board and the Parent's Association to foster a common understanding and appreciation for items of interest/concern. Two Members-at-Large shall be elected to the Board.

1. Members-at-Large Volunteer Coordinator - Shall be responsible for maintaining a list of volunteer positions and duty descriptions/ responsibilities on the team website. Provide, post and collect volunteer information from all Away Meets and Home Meets. Track family volunteer hours and ensure that each family works the minimum hours required for the season. Ensure hours are accurate and updated regularly. Provide an end of season report to the Treasurer for billing as needed for unmet hours.

2. Members-at-Large Apparel Coordinator - Shall be responsible for design and order of any Team apparel orders. Will take orders, money and inventory of all orders. Will disperse orders when merchandise arrives. Will be the Team point of contact for all League apparel orders.

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Section 8. Fundraising Chairperson - Will seek ways to raise revenues for the Team. Shall be responsible for organizing and coordinating all fundraising events and activities. The Fundraising Chairperson will solicit sponsorships/donations from various organizations within the KMC. Further responsibilities are; working with the bait shop in ensuring their operational readiness and success. This person will ensure the Kingfish are in accordance with all procedures and guidelines, regarding fundraising, as required by 86th FSS, Ramstein AB, Germany. All initiatives must comply with AFI 34-223.

Section 9. Special - Head Coach - Shall be a non-voting member of the Board appointed by the Board. The Head Coach and all Assistant and Volunteer Coaches must have a youth protection and background check on file that meets the intent of Air Force Instruction for youth protection in order to be a Coach.

A. Be responsible for the day-to-day management of swimmers as directed by the Board.

1. Shall establish a competitive swimming program in line with the guidelines established by the Board and the EFSL.
2. Shall schedule practice sessions, delineating dates and times for each category of swimmers.
3. Shall be responsible to place swimmers into categories/groups based on abilities and the needs of the Team.
4. Shall establish practice routines and training schedules.
5. Shall be responsible for the conduct of practice sessions, ensuring that adequate coaching staff is available for each session.
6. Shall propose to the Board a coaching staff and define the duties for each nominee. Coaches that are selected must be identified at the time of hiring if they are paid or volunteer.
7. Changes cannot be made in a coach's pay status unless approved by the Head Coach and the Board.

B. Be responsible for handling routine discipline problems among team members. In the absence of the Head Coach, the Coach on Deck is authorized to administer discipline. The Head Coach is authorized by the Board to discipline swimmers during practice and/or dismiss swimmers from practice. If a swimmer is dismissed from practice that swimmer must leave the pool deck immediately. That swimmer must be accompanied by a parent at the next practice session.

C. When, in the opinion of a Head Coach, misconduct of a particular member is grounds for

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removal from the team, the Head Coach will present his recommendation and grounds to the President for deliberation and action. The President shall advise the Board and may convene a special meeting to deliberate disciplinary options. Board directed disciplinary actions include:

1. Warning
2. Suspension
3. Dismissal from team

D. The President will notify the Head Coach within 24 hours and contact the parents with the disciplinary actions to be taken. Suspensions shall begin upon parent notification for an amount of time determined by the Board with the recommendation of the Head Coach. If a swim meet falls during that period, the swimmer shall not be allowed to participate in the meet. Prior to returning to the Team following suspension, a meeting with the Head Coach, President and one parent is required. The swimmer shall not practice until the meeting has occurred. Dismissals shall extend for the remainder of the current swim season. The Team shall not pro-rate team fees during suspension periods or dismissals.

E. In the event a swimmer is suspended from the Ramstein Aquatic Center for misbehavior, even when not during Kingfish swim practice, the swimmer is automatically suspended from all of the Teams activities to include meets that fall during the suspension period.

F. Parent misconduct during practice, meets or organized events shall be addressed by the Board.

G. Coaches that permit misconduct, or fail to report patterns of misconduct, shall be referred to the Board for disciplinary action as determined by the Board.

H. Maximum disciplinary action enforceable by a Head Coach shall be one-week suspension to include the next meet. Parents will receive a forewarning and feedback for a chance to correct any problem before it goes to a suspension.

I. The Head Coach or designated Head Coach shall serve as the focal point and Team spokesperson at all swim meets. In this capacity, he/she shall be the sole Team representative to present and/or resolve swim (competition) related issues.

J. Shall furnish all required information on swimming events to the Team Statistician as necessary to accomplish home and away swim meets.

K. Shall be responsible for establishing a learning curriculum for swimmers and coaches and

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to conduct clinics as required.

L. Shall be the final authority in the selection of a travel team if it is necessary to limit participation.

M. Changes cannot be made in a coach's pay status unless approved by the Head Coach and the Board.

Section 10. Special - Head Statistician. Shall be a non-voting member of the Board appointed by the Board.

A. Shall be responsible for the maintenance of swimming statistics for the Team. Specific Duties include but are not limited to:

1. Prepare the computer software/hardware for each home meet
2. Furnish each visiting team entry cards and computer statistics
3. Responsible for recording, updating and publishing home meet results as required by the EFSL

B. When hosting a meet, ensure that a verified copy of the meet score sheets is forwarded to the EFSL Statistician within 2 days of the meet.

C. When hosting Divisionals, ensure that a verified copy of the meet score sheets is forwarded to the EFSL Statistician within 24 hours after the end of the meet.

D. Ensure that all EFSL rules and an updated and accurate copy of swimmers' times is provided to the Head Coach on a routine basis.

Statistics compiled shall be detailed enough to enable the Board to ascertain qualification status for awards and for varsity letters. Provide a copy of EFSL and team record times to the scorer/recorder at home meets.

ARTICLE III - ELECTION AND TERMINATION OF BOARD OF DIRECTORS

Section 1. Elections - All board members will be elected annually. The term of office shall be one year and will commence on the first day of the month following the election or at the annual Awards Banquet, whichever occurs later. See Article III Sections 1 of the Constitution for election nomination dates and Article III Section 2 and voting procedures. All members of the Parents' Association are eligible to run for one of the elected offices. Upon request, all

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candidates must submit a biography for the Parents' Association to review upon nomination. Incidental expenses incurred by officials of the Team in the performance of their official duties will be reimbursed. Reimbursable expenses include, but are not limited to: telephone calls, office supplies, and like out- of-pocket expenses. Change in status of Board Members will be reported to the Commander, 86th FSS, Ramstein AB, Germany NLT five duty days following the change. For military serving as officers, notification to the Commander, 86th FSS, shall include the military members name, grade, office symbol, and duty phone. For nonmilitary officers, notification shall include name, mailing address and home phone number.

Section 2. Early termination of a Board Member's Term - Vacancies shall be filled by nomination and election at the next regularly scheduled Parents' Association meeting after the resignation, regardless of cause. In the event the Board positions becomes vacant during the off season, the current Board has the option to call for nominations electronically, providing they announce a window of 7 days, for the Parents' Association to announce their intent to run for a position. All members of the preceding season would be allowed to vote in the election after confirming they will be returning for the following swim season. Voting may be conducted electronically, at the end of the two-week nomination window, for two days. The majority of the Board must be in agreement with the procedure of gathering and tallying electronic votes for vacant Board positions. The electronic voting procedure will be announced prior to the vote. When electronic voting takes place, the families must waive their right to anonymity. When an electronic vote takes place the presence of a quorum must exist. A quorum is defined as 51% of the Board and 30% of the Parents' Association. The Board must be able to verify that each member not present during the Parents' Association only cast one vote. If a member of the Parents' Association present casts a vote, their vote would be removed from the electronic tally. In the event that there are off season changes to the Team's Constitution or Bylaws, the same rules governing electronic votes would preside over the process of implementing such changes.

Section 3. Board Member Attendance - Members of the Board are expected to be present at each Board and Parents' Association meetings. Absences shall be coordinated in advance with the President or Vice President. Two or more unexcused/uncoordinated absences during the season may constitute grounds for termination.

ARTICLE IV - DUES AND FEES

Section 1. Dues -

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A. Membership dues are set by the Board and are presented to the Parent's Association at the first Parents' Association meeting of the year. Changes to the dues may be made at any time during the year, based on the financial obligations of the Team. However, such changes during the year are subject to the approval of the Parents' Association.

B. Dues are due and payable to the Treasurer by the 1st day of the month for which the dues are required. Payment may be made to the Treasurer at the Parents' Association meeting, by mail to the Team's official mailing address or at a mutually acceptable time and place. Failure to remit dues by the 15th day of the month for that month's due will result in the swimmer being placed in an inactive status. Swimmers on inactive status will not be permitted to participate in practices or attend EFSL meets as a competing swimmer. Members with dues more than 15 days in arrears shall be assessed a \$20 late fee per family. Dues that are more than one month in arrears constitute grounds for suspension from the team until cleared. In order to receive end of season awards, ALL dues and unmet volunteer hours must be paid before the end of year swim banquet.

C. Individuals that confirm attendance at EFSL Champs and no-show may be subject to reimburse the Team all splash fees that were paid to the EFSL.

D. Volunteering is vital to the success of the Team and helps hold fees and dues to a minimum. Each member of the Parents' Association is required to perform 40 hours of volunteer service per family, during the six-month competitive swim season. An additional 4 hours per family are required for Long Distance or Individual Champs if your child is participating.

- a. Volunteer hours can be earned by participating in fundraisers (Bake Sales, Gift Wrapping, Feed the Fish, etc.)
- b. Volunteer hours are tracked by an appointed member of the Parents' Association with oversight from the members of the Board. Volunteer hour disputes should be first brought to the attention of the Volunteer Coordinator within two weeks of conflicting hour reporting. If no resolution can be reached, the matter will be referred to the Executive Committee, who will review and render a final decision.
- c. If volunteer hours are not fulfilled by the end of the season, parents will be billed at a rate of \$20.00/per each uncompleted hour. All unmet volunteer hours must be paid before the End of the Year Banquet. Any unpaid balances not paid before the banquet must be paid before the swimmer can continue the following season.
- d. Assistance is available for spouses of deployed service members. The Board will review requests on a case by case basis.

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Section 2. Other Financial Obligations - Such assessments may be required or charged based on financial obligations of the Team, subject to approval by the Parents' Association as presented at a regularly scheduled meeting.

ARTICLE V - MEETINGS

Section 1. Board Meetings and Parent's Association Meetings are the typical types of meetings that will be conducted.

A. Board Meetings - These meetings will be held monthly, as called for by the President or may be requested by a member of the Board. The date and time will be announced at the Parent's Association meeting or via e-mail. Attendance will be open to the Parents' Association. These meetings will be used to discuss, determine and implement policy concerning the general operation and financial obligations of the Team. Any financial obligation that shall exceed \$3,500 must be presented to the Parents' Association at a Parent's Association meeting for discussion and ratification (Refer to Article VIII, Section 1, Paragraph D 2).

B. Parent's Association Meetings - The President of the Board shall preside at these meetings and will be held monthly. All transactions and decisions of the Board shall be presented at these meetings. Any financial obligation that shall exceed the limits prescribed in Article VIII, Section 1, Paragraph D 2, must be presented to the Parents' Association at a Parents' Association meeting for discussion and ratification. Sufficient notification of meetings will be given to provide the Parents' Association the opportunity to review documents and exchange ideas concerning management and direction of the Team. If necessary, the Board can distribute information and solicit feedback concerning the operation of the Team from the Parents' during the off- season using email and via the Team website.

Section 2. Quorums- A majority (51%) of members of the Board must be present to conduct business at a Board meeting. For a Parent's Association meeting, a majority of the Board (51%) and 30% of the Parents' Association, in good standing, will constitute a quorum. For quorum and voting purposes, the number is based on only one vote per member family.

Section 3. Order of Business - business is conducted by acting on motions. A majority vote of the Parents' Association, (51%) of the Board and 30% of the Parents' Association, must be present at a meeting to pass a motion. A majority vote is more than half of the votes actually cast. Abstentions, proxy votes, and blank ballots are disregarded.

Section 4. The President reserves the right to limit discussion of any item brought before the

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Parent's Association at a meeting to a predetermined time limit and to call a special meeting of the Parent's Association to resolve issues requiring additional time or discussion.

ARTICLE VI - ACTIVITIES

The Team shall periodically conduct installation commander approved fund-raising activities. However, it will not engage in any activity that duplicates or competes with any base MWR/Services activity or Nonappropriated Fund Instrumentalities (NAFI) to include the Army and Air Force Exchange Service (AAFES).

ARTICLE VII - COMMITTEES

Section 1. Special Positions - The following positions are required, but not limited to support and administer, on a routine basis, activities associated with the Team. Other opportunities are listed on the team website.

A. Awards Coordinator - Shall be a member of the Parents' Association approved by the Board. Inventory ribbon supply and submit order for upcoming season. Create and populate excel files with Kingfish swimmers' data for record keeping. Work home meets alongside the stats team distributing ribbons to visiting team's swimmers and Kingfish swimmers. In the event the Kingfish host the Divisional Championship meet: inventory, prepare, and distribute medals as required. Submit all data to the Head Coach for deliberation of awards. Notify athletic directors of students/swimmers eligible to receive letters/bars and pick up items. Submit cost estimates and order trophies for special award recipients. Research data and submit candidates (to Head Coach) for Kingfish Hall of Fame. Provide accurate statistical data to the Awards Banquet Coordinator for development of the banquet program. Sort awards and organize/label individual envelopes to be given to each swimmer. Set up and coordinate distribution of awards at the banquet, including delivery of awards to swimmers/families not attending the banquet. Maintain a continuity file to ensure awards info is properly passed on from season to season.

B. Awards Banquet Coordinator - Shall be a member of the Parents' Association and approved by the Board. Select a date and secure a facility for the end of year banquet. Plan meal and dessert list for event. Ensure all food, drinks, and table decorations are planned and purchased in advance. If theme baskets are approved by the Board, acquire items needed for baskets. Ensure the speaker system and overhead system (for slide-show) is in place and functioning the day (or evening) prior to the event. Coordinate set-up and clean-up.

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C. Head Timer - Shall be a member of the Parents' Association and approved by the Board. Responsible for announcing the number of timers/runners needed to assist prior to each home meet. Coordinates and fills all volunteer positions pertaining to timing (timers, runners) including the guest teams (sufficient enough to ensure all timers chairs are filled for entire meet with back-ups in place). At away meets, coordinates parent volunteers to help supplement the host team as needed.

D. Hosting Person - Shall be a member of the Parents' Association and approved by the Board. This position shall be responsible for arranging billeting accommodations for clubs visiting the Team for EFSL sanctioned meets, to include hosting swimmers. Hosting swimmers requires a master list of Kingfish families for hosting visiting swimmers and a master list of Kingfish swimmers when the Kingfish are hosted. The Hosting Person will be the liaison between the Kingfish and the away team host point of contact.

ARTICLE VIII - FINANCES AND TAXES

Section 1. Finances - The Treasurer, with the assistance of the President, shall be responsible for the Team's asset accountability.

A. Financial Statements - Shall be prepared and forwarded to the Commander, 86th FSS, Ramstein AB with a mutually agreed upon close out date for the applicable year. The statement shall reach the Commander, 86th FSS, NLT one-month after close out.

B. Banking Services - An interest bearing checking account in the name of the Team, shall be established with a bank recognized by the DOD, federally insured, and serving the local KMC.

C. Controls - Checks drawn on the Team's checking account may be issued and signed only by the President, Vice President, or Treasurer. Each person who signs checks shall be bonded for an amount at least equal to the largest balance that was maintained in the checking account during the prior year.

D. Preparation of an Annual Budget

1. Before the first scheduled Parents' Association meeting of the season, the Treasurer and the President shall prepare a comprehensive budget for the year. This budget must be reviewed and agreed upon by the Board prior to presenting it to the Parents' Association.

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When the budget is presented to the Parents' Association at the Parents' Association meeting, the Treasurer will ensure that all known sources of income are presented as well as anticipated outlays. The budget must then be approved by the Parents' Association in accordance with the voting requirements delineated in the Constitution.

2. Financial expenditures not included in the annual budget require special consideration and, therefore, are dealt with in the following manner.

A. Off Season Purchases (1 April – 31 August):

- a. Expenditures not to exceed \$500 may be approved by the President or the Vice President.
- b. Expenditures over \$500 but less than \$3,000 will require approval of the Board by majority vote (51%).
- c. Expenditures over \$3,000 will require the approval of both the Board and the Parents' Association prior to commitment of funds. In the case of a special purchase over \$3,000 during the off-season, the Board will seek electronic vote from Parents' Association whose membership was active at the conclusion of the prior season and intends to join the upcoming season.

B. In-season purchases (1 September to 31 March):

- a. Expenditures not to exceed \$500 may be approved by the President or the Vice President.
- b. Expenditures over \$500 but less than \$1,500 will require approval of the Board by majority vote.
- c. Expenditures at \$1,500 or above will require the approval of both the Board and the Parents' Association prior to commitment of funds.

Section 2. Taxes - The Team is a nonprofit organization and qualifies under the IRS criteria for tax- exempt status.

ARTICLE IX - INSURANCE COVERAGE

Section 1. The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

Section 2. Insurance, in the form of liability coverage, against personal injury and

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property damage claims, shall be secured to cover all sanctioned swimming activities and functions associated with the Team.

ARTICLE X - AWARDS AND LETTERS

Section 1. Awards - Trophies, plaques and other similar type awards will be purchased and presented by the Board to exceptional swimmers for their achievements and outstanding performance.

A. Medals and Ribbons: The distribution of medals and ribbons will depend upon the meet and host team policies.

1. Medals are presented at Divisionals and at the two EFSL championship meets in accordance with EFSL Bylaws.
2. Place ribbons may be awarded to the first five places to include each member of a relay team.
3. Personal best ribbons may be awarded as time improvements are achieved. A personal best may be attained in a relay ONLY if the swimmer swims the first leg of a legal, non-disqualified relay.

B. Record Breaker Patches - Record breaker patches are awarded to swimmers who break a Kingfish team record or any EFSL record during the regular season to include Individual and Long Distance Championship meets. If a relay team breaks a record, each member of the team is awarded a patch. If a swimmer breaks a specific record multiple times in one season, only one patch will be awarded.

C. Captain's Awards - The captains and co-captains of the Team receive a captain's pin.

D. Coach's Award - This award is based on the subjective judgment of the coaches. A swimmer's attitude, participation, sportsmanship and team spirit are key factors considered. This award is equally distributed throughout the swim groups

E. Most Improved Swimmer Award - This subjective award is based on the coach's assessment of a swimmer's improvement through the course of a single swim season. An analysis of the time reduction along with capability and performance will be the deciding factors. This award will be given to the most improved male and female swimmer in each group.

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G. Kingfish Hall of Fame - Good sportsmanship, a positive attitude, participation, and other attributes which contribute to high individual performance and team spirit, provide the subjective basis for this award. The objective requirements are as follows:

1. Earn a minimum of 200 points in at least two swim seasons.
 2. Qualify for and swim in an EFSL Championship during the same swim season.
 3. Have a minimum cumulative GPA of 2.5 or German equivalent (applies to high school only).
 4. Must be the last year swimming with the Kingfish.
 5. At any time while swimming with the Kingfish have either:
 - a. Achieved three “A” USA Swimming National Age Group Motivational Times in any combination.
- OR
- b. Held or broken one or more Kingfish or EFSL records in ANY individual event or relay (excluding Pentathlon).

Each inductee into the Kingfish Hall of Fame will be presented with an award and will be included in the Kingfish Hall of Fame.

H. Discretionary Awards - Additional awards or recognition may be provided at the discretion of the Coaching staff, board of directors, or sources outside the Kingfish Swim Team organization.

Section 2. Letters, Kingfish Achievement Award, and Participation Awards - Letter awards are based upon participation and performance in EFSL sanctioned swim meets and practice attendance. Specific requirements are outlined in the DoDDS-E Memorandum of Understanding (MOU) with the EFSL. The Head Coach shall attempt to ensure swimmers meet academic grade standards before recommending any swimmer for letter recognition.

A. Eligibility - To be eligible for a DoDDS varsity letter according to the published provisions of DoDDS-E and EFSL, students must:

1. Meet the DoDDS-E academic and athletic eligibility standards and school regulations commencing on the first day of the season through the completion of the season.

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2. Be recommended for a letter by the local swim team's head coach.
3. Adhere to appropriate "Code of Conduct" provided by the team.
4. Maintain participation in practice 70% of the time with the exception of time lost to sickness, injury, or other unavoidable problems. This also applies to all scheduled meets.
5. Students may not be able to participate competitively and earn letter points if they are participating in another DoDDs competitive sport. Dual-sport athletes are welcome to attend practice and swim at meets but may be required to swim exhibition status. This policy is dependent on the DoDDs High School that your swimmer attends.

B. Varsity letter - Students must fulfill the following standards to earn a high school swimming varsity letter:

1. Students must be enrolled in grades 9-12 on the first day of the season.
2. An individual must qualify for Individual Championships

OR

3. Earn 60 points by competing at sanctioned EFSL meets throughout the season. If a swimmer is a dual-sport athlete and must compete as "exhibition" status during the fall or winter sports season, that swimmer must earn a total of 40 points.

C. Kingfish Achievement Award - This award is presented to swimmers not old enough to earn a varsity letter (ages 6 to student in grade 8). Swimmers must maintain at least 70% practice attendance. This award will be given to the top 10 meet point earners.

D. Participation Award - The minimum requirements for this award are:

1. Attend at least one swim meet.
2. Attend at least 50% of practices during the duration of their membership on the Team.