

**Livonia Community Swim Club By-Laws**  
*Livonia, Michigan*

**Article 1 – Name**

1.1 The organization is named Livonia Community Swim Club, or LCSC, referred to as the “Club”.

**Article 2 – Purpose**

2.1 The Club’s purpose is to offer aquatic training and competitive swimming for interested individuals.

2.2 The program follows guidelines from Michigan Swimming Inc. and USA Swimming.

2.3 The Club operates as a 501(c)(4) social welfare organization, promoting competitive swimming for community members.

**Article 3 – Membership**

3.1 Membership is open to Michigan residents, with each family holding one vote.

3.2 Members must join Michigan Swimming, Inc. and maintain their membership.

3.3 Swimmers are expected to compete for the Club once eligible.

3.4 Membership depends on current dues, fees, and participation in fundraising.

3.5 Families must work two volunteer job ( session lane timing, concession stand, etc.) shifts at Club-hosted swim meets or must buyout their shifts at \$100 per shift to be charged along with monthly dues. 3.6 Membership can be revoked if conduct is detrimental or violates these bylaws.

3.7 Coaches handle discipline during practices and competitions.

3.8 Memberships are non-transferable.

**Article 4 – Board of Directors**

4.1 The Board consists of at least five members. Each director shall have a single vote. The number of board members must be an odd number.

4.2 Board members must be parents or legal guardians of Club swimmers, except the Head Coach.

4.3 Board members serve two-year terms.

4.4 The Board manages Club business and appoints officers and employees.

4.5 Board roles include President, Vice-President, Secretary, Treasurer, and other specific roles. 4.6  
If serving as a Board Member the Head Coach must recuse themselves from their own contract consideration and related matters.

**Article 5 – Officers**

**5.1 Duties:**

- **President:** Chief executive managing daily Club affairs and presiding over meetings. The President supervises the Head Coach and will make a recommendation to the board regarding Head Coach contract matters (renewal, amendment, termination).
- **Vice-President:** Acts in the President’s absence and assists as needed.
- **Secretary:** Manages Club records, correspondence, and meeting minutes.
- **Treasurer:** Manages Club finances and reports on receipts and expenditures.

**Section 5.3 – Election of Board of Directors and Officers**

**A. Nominations Committee:**

- A Nominations Committee, appointed by the Board, will identify and nominate candidates for each open Board position. The committee shall consist of at least three members, including one current Board member and two general members of the Club. The committee will present a slate of candidates prior to the April General Membership meeting.

**B. Election Process:**

1. Elections will be held in April at the General Membership meeting, with ballots distributed via email, newsletter, and the Club's website.
2. The President, Secretary, Safety, Member at Large, and Meet Entries positions will be elected in even years; the Vice President, Treasurer, Meet Director, Dues Chairperson, and Membership Chairperson in odd years.
3. Officers assume their roles on May 1 of the election year.

**C. Voting:**

- Candidates receiving the highest number of votes shall be elected.

**D. Nominations:**

- Additional nominations can be written in on the ballot or made at the April general meeting.

**E. Filling Vacancies:**

- Vacancies on the Board may be filled by a majority vote of current directors or by special election by Club members at any time.

**F. Communication:**

- Election results, including special elections to fill vacancies, will be communicated to the general membership promptly.

**Article 6 – Committees**

6.1 The Board may create committees to handle specific Club matters within set budgets.

**Section 6.2 – Executive Committee:**

- The Executive Committee consists of the President, Vice-President, Secretary, and Treasurer. This committee is empowered to conduct executive meetings and handle urgent Club business between full Board meetings. Decisions made by the Executive Committee must be reported to the full Board at the next scheduled meeting.

**Article 7 – Fees and Compensation**

7.1 Directors and Officers are unpaid but may be reimbursed for expenses.

7.2 Active Board members may receive a small discount annually.

**Article 8 – Meetings**

8.1 The Board meets monthly.

8.2 Board actions can be taken without a meeting if all members consent in writing or via email.

8.3 A simple majority is required for Board decisions.

8.4 Two general membership meetings are held yearly, in Fall and Spring.

#### **Article 9 – Records and Reports**

9.1 The Club maintains financial records, meeting minutes, and member contact information.

#### **Article 10 – Fees and Assessments**

10.1 Fees must be paid on time; late payments may result in suspension of privileges.

10.2 Special assessments can be set by the Board as needed.

#### **Article 11 – Amendments**

11.1 Bylaws can be amended by a 60% membership vote during designated meetings.

#### **Article 12 – Annual Report**

12.1 An annual financial report is prepared and shared with members.

#### **Article 13 – Coaches**

13.1 The Club employs a Head Coach and necessary Assistant Coaches.

13.2 Coaches are responsible for daily practices, supervision, and maintaining certifications.

13.3 The President supervises the Head Coach, who, in turn, supervises all Assistant Coaches. The Head Coach and the President will establish regular communication to ensure alignment on coaching matters before any actions are taken. Assistant Coach communications are to be relayed through the Head Coach to maintain clear communication channels and appropriate reporting structure.

13.4 All coaches must have the proper certification cards necessary for employment by the Club.

Coaches are responsible for renewing these certifications as needed.

13.5 The Club shall pay for and register each coach with USA Swimming, Inc. as required annually in the fall. Coaches are responsible for keeping all certification cards required by USA Swimming, Inc. current. The Club will also cover membership fees for each coach's registration with the American Swimming Coaches Association (ASCA) and will reimburse coaches for required background checks.

#### **Article 14 – Indemnification**

14.1 The Club indemnifies its officers, directors, and others acting at the request of the Club to the fullest extent allowed by law in the performance of their duties and responsibilities for and on behalf of the Club.

#### **Article 15 – Safe Sport**

15.1 The Club prioritizes the safety and wellness of its swimmers, coaches, volunteers, and community.

Any concerning behavior of an abusive or threatening nature is required to be reported to the Board immediately notwithstanding other articles of these By-laws.

#### **Article 16 – Dissolution**

16.1 In the event of the Club's dissolution, its assets shall be distributed in accordance with applicable law and regulations governing not-for-profit organizations in the State of Michigan.

#### **Article 17 – Effective Date**

17.1 These bylaws shall become effective immediately upon approval by the Board.

**CERTIFICATION**

I certify that these bylaws were approved by vote of the Club membership on \_\_\_\_\_,

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\_\_\_\_\_.