

1  
2 BYLAWS  
3 OF  
4 CHEHALEM SWIM TEAM

5  
6 (Adopted April 2023)  
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8 ARTICLE I  
9 Name

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11 The name of this organization is Chehalem Swim Team. It is a non-profit organization within the  
12 meaning of Section 501 (C) (3) of the Internal Revenue Code of 1954, incorporated and existing under  
13 and by virtue of the Laws of the State of Oregon. This name may be abbreviated officially as CST.  
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15 ARTICLE II  
16 Objectives

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18 The purposes for which this club has been formed are to provide a competitive swimming program that  
19 will provide athlete members with the opportunity to compete on local, associational, regional,  
20 national, and international levels; to help promote all aspects of competitive swimming and to provide  
21 the moral, physical, and emotional benefits derived from participation in competitive swimming.  
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23 ARTICLE III  
24 Fiscal Year

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26 The tax year and fiscal year of the club shall be aligned to be September 1<sup>st</sup> of each year through August  
27 31<sup>st</sup>.  
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29 ARTICLE IV  
30 Membership

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32 Section 1: The Membership of this organization shall be CST swimmers and their parents/guardians in  
33 good standing. The parents/guardians and their swimmers shall constitute a single Member Family. A  
34 Member Family shall be in good standing upon completion of registration and payment of dues and  
35 fees and shall remain in good standing as long as they are not in violation of Article VIII Section 3.  
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37 Section 2: Responsibility of Member Family: Every Member Family shall be responsible and liable to the  
38 club for their conduct and the conduct of their swimmer(s), and all indebtedness incurred by their  
39 swimmer(s).  
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41 Section 3: Involuntary Termination of Membership:

- 42 a. A Member Family will be considered delinquent and subject to termination if its dues and fees  
43 are in arrears for more than two months, unless other arrangements have been made with the  
44 Board of Directors.  
45 b. A Member Family's swimmer will be subject to suspension if, in the opinion of the coaching  
46 staff, he or she does not meet training standards, exhibits unsportsmanlike conduct or is a  
47 continuing discipline problem. Reinstatement will be at the discretion of the coaching staff  
48 after a Meeting between parent, swimmer, coach, and an elected director.

- c. If, in the opinion of the coaching staff and a majority of the Board of Directors, a Member Family has interfered with the established program, or has demonstrated conduct prejudicial to the welfare, best interest or reputation of the club, they may be subject to expulsion from the club per the following procedures:

Upon thirty days written notice to such Member Family of the nature of the charges, and after such Member Family shall have had an opportunity to address the Board of Directors orally or in writing and explain or refute the same, the Board of Directors may, by a vote, expel such Member Family from the club.

Section 4: Scholarship Swimmers: At the discretion of the Board of Directors, a Member Family may be considered on scholarship. The Board of Directors must approve all Scholarships. The Board of Directors has the discretion to waive payment of fees by any Member Family for good cause.

## ARTICLE V

### Board of Directors

Section 1: The Board of Directors will consist of the following:

- President
- Secretary
- Treasurer
- Club Head Coach
- Up to eight (8) at-large positions
- Up to two non-voting athlete representatives.

One member of the Board must be designated as the SafeSport coordinator. The Past President may serve as a non-voting member of the Board. To be eligible to serve on the Board of Directors an elected Director must be interested in furthering the goals and success of CST and acquire and maintain non-athlete membership in USA Swimming. Article VI defines the terms of office and roles of each of the board members. No more than 20% of the Board shall be members at large from the community without a child currently on the team.

Section 2: All members of the Board defined above shall have voting rights, unless otherwise specified. Should any Board of Directors member have a conflict of interest regarding a motion before the Board, that member shall excuse him/herself from the vote. Should they not do so voluntarily, a majority vote of the remaining Board members present may deem that a conflict does exist and require that member to be excluded from the vote in which it has been deemed that a conflict exists.

The Board of Directors shall establish policies concerning rules and regulations concerning the use of the properties and facilities of the club; shall appoint such committees as it may deem advisable and shall prescribe their Duties; shall make and enter into such contracts as in its judgment and discretion may be deemed to be in the best interests of the club; shall designate depositories for the funds of the club and the person or persons by whom checks drawn on such depositories shall be signed; shall make alter, amend and enforce rules for its own government, and in general shall do and perform every act and thing whatsoever that it shall deem necessary, expedient or advisable to carry out the purposes of the club in accordance with the articles of incorporation and the Bylaws.

Section 3: Nominations for Directors: The nominating committee shall prepare a single slate of eligible candidates for the Board of Directors as required by Article VI, Section 1, and shall deliver its report in writing to the Secretary at least 30 days prior to the annual Election Meeting to be held not before April 1<sup>st</sup> or after May 31<sup>st</sup>.

Section 4: Election of Directors: The Secretary shall notify each Member Family of the names of all nominees at least twenty days prior to the Election Meeting. At the Election Meeting, the chairperson of the Nominating Committee shall present said names and accept any further nominations made from the floor for the Board of Directors. The Chairperson of the Nominating Committee shall determine whether ballots are required. Not less than three members of the Nominating Committee, if required, shall count the ballots. Terms of office will commence June 1st .

Section 5: Meetings of the Board of Directors: The Board of Directors shall meet at least once each calendar quarter. Meetings shall be held by call of the President or of any four members of the Board, and shall be held at such place as may be designated by the person or persons calling such Meetings. More than 50% of the board shall constitute a quorum at any Meeting; a majority of those present and voting for or against a proposition shall prevail except where otherwise specified by these Bylaws. Any Board Director may make a motion for closed session for any one of the following reasons: potential litigation, personnel matters, or sensitive membership issues. The President may call at his/her discretion-closed session for any of the above reasons.

Section 6: Nominating Committee: The Nominating Committee shall consist of:

- The Chairman who shall be a Member in good standing appointed by the Board.
- At least two other Members in good standing appointed by the Board.

Any Member in good standing may be appointed to the Nominating Committee except those who are currently members of the Board of Directors.

Section 7: Vacancies: Vacancies on the Board of Directors or Nominating Committee shall be filled by another eligible Member in good standing, appointed by the President, subject to the approval of the Board of Directors, for the duration of the unexpired term. In the event of simultaneous vacancies in the offices of President, and Secretary, the board will schedule a special election Meeting and impanel a special Nominating Committee to bring forward a set of candidates to fill the vacant positions. In the interim the board will operate with fewer members, notwithstanding the quorum requirements for the board.

## ARTICLE VI

### Directors

Section 1: Term of Office: Each elected Director shall hold office for two years. Election of the President, and up to four at-large positions shall be held on odd years. Election of the Treasurer, Secretary and up to four remaining at-large positions shall be held on even years. The election cycle shall then repeat on a 2-year interval.

Section 2: Duties of the President: The President shall preside at all Meetings of the membership and of the Board of Directors. In the name of the club and with the Secretary, and as directed by action of the Board of Directors, the President shall sign all written contracts and obligations of the club. He/she shall be an ex-officio member of all club Committees. He/she shall, with the approval of the board, appoint an auditor. He/she shall exercise general supervision over the business and affairs of the club and at the Annual Meeting of the membership, shall make a report relative to such business and affairs during the term of his/her presidency.

Section 3: Duties of the Secretary: The Secretary shall keep the minutes of all Meetings. He/she shall have custody of the letter of incorporation and the club records, other than financial records. With the President, he/she shall sign all written contracts and obligations of the club. He/she shall provide timely

149 notices of all Meetings, both the Directors and of the membership, as required by these Bylaws. He/she  
150 shall maintain the official correspondence of the club and do and perform all other Duties as may be  
151 required of him/her by the Board of Directors. In the event of his/her absence, incapacity or inability to  
152 act, any other Director of the club may perform his/her Duties and if he/she is not present at any Meeting  
153 of the Board of Directors or of the membership, a Secretary protem may be chosen to perform his/her  
154 Duties. The Secretary will assume the role of President in the event that the President is unavailable to  
155 serve.

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157 Section 4: Duties of the Treasurer: The Treasurer shall be responsible for the maintenance of the financial  
158 records of the club, shall account for the receipt and disbursement of all club funds, and shall keep books  
159 current. He/she shall present a written financial statement at the Annual Meeting. Such financial  
160 statement shall be subject to audit and a review by the auditor.

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162 Section 5: Duties of at-large positions: The remaining positions on the board, or “at-large” positions,  
163 shall manage other aspect of team operations as needed such as meet direction, fundraising  
164 communications or other Duties as needed.

## 165 166 ARTICLE VII 167 Professional Staff 168

169 The professional staff of this club may consist of the Head Coach, and all other coaches, to carry out the  
170 objectives as stated in Article II. The Board of Directors shall employ, periodically review, and terminate  
171 if necessary, any member of the professional staff.

## 172 173 ARTICLE VIII

### 174 General Membership Meetings

175 Section 1: Election Meeting: The slate of officers to assume office June 1<sup>st</sup> will be presented to the  
176 general membership for vote. It shall be held not before April 1<sup>st</sup> or after May 31<sup>st</sup> of each year.

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178 Section 2: Annual Meeting: The Annual Meeting of the entire membership of the club shall be held in  
179 the month of September each year. The Secretary shall provide notice of such Meeting to all members  
180 not less than ten days prior to the Meeting.

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182 Section 3: Special Meetings: Special Meetings of the membership may be called at any time by the  
183 President or by ten Member Families of the club. The Secretary, upon being notified in writing of the  
184 request for a special Meeting, shall provide notice of such Meetings to all Member Families not less  
185 than ten days prior to the Meeting. The special Meeting must be held within thirty days from the date  
186 of the Meeting request.

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188 Section 4: Order of Business: The President shall set the order of business at each Meeting of the  
189 membership.

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191 Section 5: Voting: At General Membership Meetings each Member Family in good standing shall have  
192 one (1) vote. Absentee Ballots: In the event a Member Family cannot attend a Meeting they can deliver  
193 a written and signed ballot to a Director, prior to that Meeting.

## 194 195 ARTICLE IX 196 Committees 197

198 The Board of Directors from time to time, shall establish such Committees as the Board might deem  
199 necessary.

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201 ARTICLE X  
202 Financial Control

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204 Section 1: Accounts: The club shall maintain such cash accounts that the Board deems necessary.

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206 Section 2: Expenditures: The Board of Directors must approve any non-budgeted expenditure over  
207 \$100.00.

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209 ARTICLE XI  
210 Procedure for Amending Bylaws

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212 These bylaws may be amended by a two-thirds vote of the Members present at any Meeting of the club  
213 or represented by absentee ballot, provided that notice of the proposed amendment shall be provided  
214 to each Member Family with notice of the Meeting.

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217 ARTICLE XII  
218 Governance

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220 The conduct of all Meetings shall be in accordance with Roberts Rules of Order, Revised.

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222 ARTICLE XIII  
223 Dissolution

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225 In the event that the club dissolves, the assets of the club will be given to Oregon Swimming,  
226 Incorporated or another non-profit organization within the meaning of Section 501(C)(3) of the internal  
227 revenue code of 1954.