

BYLAWS OF THE KILLER WHALES SWIM CLUB

These bylaws were approved at the Annual Membership Meeting held on [INSERT DATE]. These bylaws supersede all previous versions of the bylaws.

ARTICLE I: NAME

The name of this Organization shall be KILLER WHALES SWIM CLUB, INC. It is a nonprofit organization, organized and existing under the laws of the State of Washington. The name may be abbreviated officially as KWSC.

ARTICLE II: PURPOSE

The Killer Whales Swim Club is a nonprofit organization committed to promoting the sport of competitive swimming in our community. The purpose is the development of a high standard of competitive swimming as seen at the local, national, and international level. The standards being proper stroke technique, a competitive spirit, self-discipline, a sense of fair play, and a safe and healthy environment.

ARTICLE III: MEMBERSHIP AND FEES

The members of KWSC shall be families of the swimmers and self-sponsored swimmers who participate in competitive athletics on the Killer Whales Swim Club. Each family or self-sponsored swimmer shall constitute a single KWSC member and shall be represented in KWSC matters by one parent, a legal guardian, or the self-sponsored swimmer.

Section 1

A member shall be "in good standing" when both USA Swimming registration and swim fees are current. Any person interested in the betterment of KWSC who has no affiliation with any other swim club, unless said swim club is school related, may be considered a member in good standing.

Section 2:

Being a member "in good standing" entitles an individual to vote at membership meetings, hold office, and serve on committees.

Section 3

Swim fees are fixed by the board and are due on a monthly basis.

Section 4

It shall be the responsibility of each family to assist with club activities.

Section 5

The KWSC Board reserves the right to deny membership to any swimmer or family member exhibiting behavior not compatible with the club purpose stated herein. Guidance in this regard shall be provided by the KWSC Parent and Swimmer Handbook governing discipline, locker room policies and safety policies, as well as rules and policies of Oregon Swimming Incorporated (OSI) and USA Swimming. In the event of possible sanction of a swimmer, any proceedings held between board members and/or coaches with a swimmer, shall be attended by the swimmers' parent(s) or legal guardian.

ARTICLE IV: BOARD MEMBERS, OFFICERS, AND OTHER POSITIONS

Section 1

The Board shall consist of five (5) members, with a quorum consisting of three (3) members. The Board Officers shall be President, Vice-President, Secretary, and Treasurer. All Board Officers, except for Treasurer, are voluntary positions. The Treasurer, with approval of the Board, may be compensated with reduced or free club dues. There is one (1) at-large position on the Board in addition to the Officers. Advisory (non-voting) members of the Board are Past President and the Head Coach and any Assistant Coaches. Responsibilities of the Officers and Past President are as follows:

A. President

1. Convene and preside at all KWSC Board and Membership Meetings.
2. Co-sign checks for KWSC disbursement for checks equal to, or exceeding, \$1,000.
3. Appoint special committees as directed by the Board.
4. Appoint a chairperson of each standing committee and supervise their work.
5. Coordinate with the Treasurer for financial need scholarship considerations.
6. Participate in at least one annual internal audit of club financial records.
7. Be the club representative at all OSI meetings or appoint a representative.
8. Coordinate action between Coaches, Board, and club membership. Provide opportunities to KWSC members to express views and determine KWSC actions as directed by the Board.

B. Vice President

1. Perform all presidential duties in the absence, or disability, of the President and succeed the President if the position becomes vacant.
2. Co-sign checks for KWSC disbursement for checks equal to, or exceeding, \$1,000.
3. Participate in at least one annual internal audit of club financial records.

C. Secretary

1. Record, present, and maintain minutes of all Board and Membership meetings.
2. Present a copy of the minutes to the President before the next meeting.
3. Conduct the correspondences of KWSC as directed by the Board.
4. Participate in at least one annual internal audit of club financial records.
5. Shall have possession of one copy of the current Bylaws, policies, and all other pertinent documents.
6. Shall coordinate with the Treasurer to keep a complete, current list of all Club members. Provide update roster to Coaches, Board Members, and the membership.

D. Treasurer

1. Receive and disburse KWSC funds.
2. Collect all dues and fees.
3. Present a financial report at each monthly Board Meeting and/or General Membership Meeting. Present a copy of the report to President prior to monthly meeting.
4. Shall coordinate with the Secretary to keep an updated roster and make available to Coaches, Board Members, and the membership as needed.
5. Ensure USA Swimming registration for Club members, Coaches, Board Members, Officials, Meet Director, and the Club are current and submitted to OSI.
6. Make all books of accounts and financial records available for audit when requested. Books will be audited at least once a year between October election of officers and November installation of officers.
7. Shall coordinate payroll and submission to the IRS of required documents with KWSC's contract bookkeeper.

8. Shall ensure compliance with all federal and state requirements for employment, financial, and tax reporting in a timely fashion.
9. Coordinate with the President for financial need scholarship considerations.

E. Past President

This advisory (non-voting) member shall have a term limited to one year and the role is to ensure continuity in the program.

Section 2

There are additional, regular positions to assist in the operation of KWSC and are described in (A) through (D) of this section. These positions are appointed by the President with the approval of the Board. Other positions maybe approved for specific purposes by the Board. Members appointed to the positions described in (A) through (D), or any other positions, are responsible to the Board.

A. Meet Director

1. Organize and direct Invitational and Championship Meets.
2. Serve as Meet Director for KWSC hosted development/dual meets.
3. Help organize parents for timing, bull pen, and equipment developmental/dual meets.
4. Organize timers at all KWSC meets or assign job to someone else.

B. Records and Media Position

1. Publish periodic newsletter and ensure its distribution to all club members.
2. Update and maintain club website and social media account(s).
3. Coordinate with coaches to update club records.
4. Send out electronic updates to club members as needed to notify membership regarding closures, meets, and similar information.

C. Fundraiser Coordinator

1. Organize and supervise fundraising activities for KWSC.
2. Ensure KWSC participation in USA Swimming Swim-A-Thon.
3. Ensure a minimum of one other annual fundraiser (may be service or sales oriented).

D. Safety Director

1. Selects lifeguards for KWSC hosted swim meets.
2. Keep records of and monitor all coaches' certifications.
3. Ensure that KWSC follows all USA Swimming safety regulations.
4. Must be notified of all accidents occurring during club sponsored activities. Will be responsible for investigating and correcting cause of accidents and ensure that proper forms are processed.

Section 3

The President, Vice President, Secretary, Treasurer, and at-large Board Member are required to be registered with USA Swimming. The additional, regular position of Meet Director also is required to be registered with USA Swimming. KWSC Members with the status of certified officials in USA Swimming must also be registered with USA Swimming. KWSC pays the USA Swimming registration fee for Board Members, the Meet Director, and certified officials.

ARTICLE V: TERMS OF OFFICE

Section 1

Each Board Member has one vote except the President whose vote shall be cast in the event of a tie to determine the outcome of an issue, or in the event of a secret ballot.

Section 2

The Board Members shall be responsible for the conduct of business of the organization and shall exercise all powers inherent in the organization, except those expressly reserved to membership.

Section 3

The Board Members shall serve a minimum of one year.

Section 4

All vacancies in positions described in Article IV, Section 2 shall be filled by the President with approval of the Board.

Section 5

Board Members who miss three consecutive meetings, or a total of four meetings in a calendar year, without a reasonable excuse shall be automatically removed from office.

Section 6

When any officer resigns, is removed, or otherwise becomes incapacitated or disqualified from holding office, the remaining Board Members may appoint a successor to serve for the balance of the term of the former officer. The successor so appointed may be another Board Member, in which case his/her office shall be declared vacant and a successor be appointed by the Board Members.

Section 7

Board Members of KWSC may be removed from office by a two thirds majority vote of KWSC members in good standing, voting in person at a scheduled, or special meeting, in which a quorum of members is present.

ARTICLE VI: MEETINGS

Section 1

An annual membership meeting of KWSC shall be held in October (elections and orientation) of each year. The members in good standing present at a membership meeting shall constitute a quorum for the transaction of business.

Section 2

Special membership meetings may be called by the President or by three board members.

Section: 3

Members shall be given advance notification of all membership meetings.

Section 4

A Board meeting shall be held once a month unless deemed unnecessary.

Section 5

Special Board meetings may be called by the President or by three Board Members; the party/parties calling this meeting shall directly notify all Board Members of this meeting a minimum of 24 hours in advance.

Section 6

Order of Business: call to order; roll call; reading of the minutes; report of all communications; officers' reports (President, Vice President, Secretary, Treasurer); reports of appointed positions; old business, new business; and closing of the meeting.

Section 7

Board Member decisions may be revoked by a two thirds majority vote of KWSC members in good standing who vote in person at a scheduled meeting of the Membership at which a quorum is present. A quorum shall constitute of not fewer than 1/3 of the members in good standing.

Section 8

Robert's Rules of Order, as revised, shall govern the conduct of all business when they are applicable and not in conflict with the Articles of Incorporation, and the KWSC Bylaws.

Section 9

These Bylaws may be amended only by following Robert's Rules of Order, as revised.

ARTICLE VII: ELECTIONS

Section 1

Board Members shall be elected at the October meeting and shall take office at the November Board Meeting. All must be members in good standing.

Section 2

Election of Board Members shall be by secret ballot. In the event there is a single nominee, the election may be by acclamation.

Section 3

The candidate with the highest count of votes cast shall be elected. In the event of a tie, a second ballot shall be taken.

ARTICLE VIII: COACHING STAFF

Section 1

We believe that good swim coaches are a team's most valuable assets. The coaches role is to direct the efforts of young people in the pursuit of their goals, to manage the daily affairs of both organizing and training, to guide the long-term development of the team, and to respond to the challenges presented by a goal-oriented program. In return, the parent organization's role is to provide professional support, and give mutual personal and professional respect.

Section 2

The KWSC Board Members will be responsible for employing/contracting coaches and writing the agreement between the club and coaches.

Section 3

Be the coach representative at the OSI/CBSL annual fall meeting.

Section 4

Coordinate pool attendance sheets with the Treasurer.

ARTICLE IX: DISSOLUTION

In the event of dissolution of the Club, any assets remaining after payment of all proper claims and demands then existing against the Club, shall be distributed to and among one or more corporations, trust funds or foundations which shall qualify as a tax exempt organization of the type described in Section 501(c)3 of the Internal Revenue Code of the United States (1954), or subsequent relevant legislation. Except in their capacities as members as provided in the Section, no officer or any other individual has, or shall have, any right, title of interest of any kind in or to such remaining assets of the Club. The organization or organizations to which such remaining assets shall be distributed shall be selected at the discretion of the Board Members.