

## **CONSTITUTION OF THE LA GRANDE SWIM CLUB**

### **Article I: Name**

The Club shall be known as La Grande Swim Club. Reference herein shall be noted as "LGSC".

### **Article II: Purpose**

The purpose of LGSC is to provide the opportunity for development of youth through competitive swimming, to promote the interests, welfare, and development of LGSC and of USA Swimming, and to participate in local, state, regional, and national sports competition. This is a not-for-profit organization requirements specified by Section 501(c)(3) of the Internal Revenue Code of 1954 of the United States of America.

### **Article III: Members**

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

**Section 1:** A member shall be in good standing if their USA Swimming membership is current, and they have no outstanding club balance over ninety days.

**Section 2:** It shall be the responsibility of each family to assist with Club activities.

**Section 3:** A Quorum of the members shall consist of a majority of the members in good standing.

### **Article IV: Board of Directors**

#### **Section 1: *The Board***

The Board of Directors of the club shall be made up of the following elected people:

President  
Vice President  
Secretary  
Treasurer  
Registrar  
Meet Director (non-voting)  
Past President (for one year following retirement from office)  
Safety Officer  
Athlete Representative

The officers will be elected at an annual meeting of the general membership.

## **Section 2:       *Duties of the Board***

1. Meet at times and places appropriate to take action that will assure fulfillment of the Club purpose, no less than once a month.
2. Select a head coach for the swim club.
3. Approve a yearly meet schedule.
4. Establish and regularly review LGSC programs and goals.
5. Recommend to the membership Amendments of the Constitution and By-Laws as required.
6. Establish job descriptions for coaching staff, supervise and evaluate the performance of the head coach.
7. Address membership issues as they arise.
8. A majority of the Board shall constitute a quorum.
9. There shall be no reimbursement for services by an LGSC officer or member unless approved by a majority of the Board for certain specific services not normally expected of a member of the club.
10. Any decision of the Board may be revoked by a two-thirds majority vote of the members in good standing of the club who vote in person at a scheduled meeting of at which a quorum is present.

## **Section 3:       *Vacancies in Office***

When any officer resigns, is removed, or otherwise becomes incapacitated or disqualified for holding office, the remaining Board members shall appoint a successor who shall serve for the balance of the term of the former officer. The appointed successor may be another member of the Board, in which case that office shall be declared vacant and a successor appointed by the Board.

## **Section 4:       *Removal of Board Members***

Officer of LGSC may be removed from office by vote of the club membership as follows:

1. A motion calling for removal vote may be made at any general or special membership meeting.
2. If such a motion is made, seconded and carried, the Board shall designate a time and place for a special meeting and shall provide at least 7 days written notice to all members in good standing of the club at the time, place, date and subject matter.
3. The officer/s shall have the opportunity to answer concerns or accusations in an open forum.
4. A two-thirds vote of the members in good standing personally in attendance at the meeting shall be required to remove the officer. Voting shall be by secret ballot and only if a quorum is present.
5. Until such a vote can be taken the members of the Board may by consensus suspend said officer from exercising any powers and duties under this Constitution.

## **Section 5:       *Voting***

The above Board Officers will have one vote each, except the President, who will vote only in case of a tie vote by the other voting officers. The Meet Director is a non-voting member.

## **Section 6:     *Specific Duties of the Board***

### **1. President**

- A. Convene and preside at all the LGSC Board and Membership meetings.
- B. Schedule meetings consistent with needs
- C. Appoint committees as necessary
- D. Coordinate action between coaches, board and swim club and provide opportunities to LGSC members to express views and to determine LGSC actions.
- E. Sign checks for LGSC disbursement with the exception of any paychecks or reimbursements to themselves.
- F. Be responsible for the supervision and coordination of all committees.
- G. Maintain records of coach contracts and credentials.
- H. Serve for one year on the Board after retirement from office.

### **2. Vice President**

- A. Conduct all meetings and perform all presidential duties in the absence of the President.
- B. Assist the President in any club effort where assistance is needed.
- C. Acquaint her/himself with all phases of the Corporation's and swim club activities.
- D. Act as chair for any committee, as determined by the Board and needs of the club.
- E. Coordinate all sponsorship and fundraising activities.

### **3. Treasurer**

- A. Receive, deposit, reconcile and account for all LGSC funds.
- B. Record monthly payroll and payroll tax reports, as prepared by CPA selected by board.
- C. Make financial report at each meeting of the Board and make a financial report for an annual membership meeting.
- D. Make all books of account and financial records available for Audit when requested.
- E. Provide the Board with detailed financial and budget information.
- F. Provide information to the CPA for preparation of reports to the IRS and Oregon Department of Revenue as necessary.
- G. Maintain all financial records.
- H. Authorized to sign LGSC checks and make disbursements if the check is written to the President or the President is unable to sign.
- I. With the assistance of coaches, prepare monthly team roster/attendance log.

### **4. Secretary**

- A. Record, present, and maintain minutes of all Board and membership meetings.
- B. Conduct the correspondence of the Club as directed by the Board.
- C. Notify membership of meeting times, dates, and place.
- D. Maintain custody of one copy of the Constitution, Amendments, By-Laws, and policy documents.

5. Meet Director
  - A. Operate and staff all home club meets.
  - B. Assume responsibility for any staffing and supervision at meets including publicity, entries, final results, and awards.
  - C. Coordinate the purchase of all awards for every meet.
  - D. With the Head Coach, establish a meet schedule for the year and present to the Board of Directors for approval.
  - E. Be responsible for organizing the needed officials for hosted meets.
  - F. Train and educate the incoming Meet Director in all aspects of meet planning and operating, and in the regulations governing meets.
  - G. Provide a report of the details of the meets, including a financial report.
6. Registrar
  - A. Organize, advertise, and perform regular registration activities as determined by the board.
  - B. Maintain IES swimmer and non-athlete records.
  - C. Maintain club email list.
7. Safety Officer
  - A. Serve as the primary contact for LGSC to coordinate and oversee the implementation of effective safe sport education for all athlete members, their parents, coaches, and volunteers as provided by USA Swimming.
  - B. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority.
  - C. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices.
  - D. Serve as an information resource for the membership, and help to identify and connect them with local educational partners and resources.
  - E. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
8. Athlete Representative
  - A. Provide an Athlete report for board meetings.
  - B. Represent LGSC at House of Delegates (HOD) athlete meetings.
  - C. Undertake or participate in other activities as delegated by the Board of Directors.

## **Article V: Election of Board Members**

### **Section 1:     *Date of Election***

The Board members shall annually be elected in August and take office on September 1<sup>st</sup>.

**Section 2:       *Election Procedures***

- A. The President shall at a regularly scheduled April meeting of the Board appoint a nominating committee of at least three members in good standing with the Club when possible. If no committee can be formed the Board will conduct nominations.
- B. The nominating committee/Board shall select at least one candidate for each elective office from the membership and shall report at the regularly scheduled July meeting of the Board.
- C. On or before August 1, the names of the nominees selected shall be disseminated in writing to all members.
- D. Additional nominations shall be accepted at the time of election.
- E. The election of board members shall be by secret ballot, provided that in the event that there is no contest for any office, the election may be by acclamation.
- F. A majority of the votes cast shall be required for election. In the event no candidate or a particular office receives such a majority vote, a second ballot shall be taken between the two persons receiving the highest number of votes in the preceding ballot.

**Section 3:       *Qualification of Board Members***

- A. The officers of the Club must be members in good standing. Any officer not in good standing shall lose their vote on the Board
- B. The President should have held a previous position.

**Article VI: Conduct of Board Meetings**

**Section 1:       *Conducting Meetings***

No Business shall be conducted at any regular or special meeting of the board unless a majority of the board members are present.

**Section 2:       *Robert's Rules of Order***

Except as otherwise provided herein, each regular and special meeting of the Club shall be conducted in accordance with Robert's Rules of Order, provided that, by majority vote of the members in good standing present at any meeting, said rules may be suspended and substituted rules followed by the Club.

**Article VII: Conduct of Membership Meetings**

**Section 1:       *Voting Members***

All voting on club matters put before the general membership shall be on the basis of one vote for each family or self-sponsored swimmer. All membership conditions by Article III fulfilled.

**Section 2:      *Majority Vote***

Except as otherwise provided herein, decisions on all matters before the club shall be a majority vote of the members in good standing of the club and present in person.

**Article VIII: Amendments**

This Constitution may be amended at any regular meeting of the club where a quorum of the members of the club is present by a two-thirds majority vote of the members.

**Article IX: Dissolution**

In the event of dissolution of the club, any assets remaining after all proper claims and demands then existing against the club are satisfied, 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 this Section, no officers or any other individual has, or shall have, any right, title, or 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.