

Hanford Piranhas

Swim Team

By-Laws

General Provisions

2015

Amended and adopted on February 17, 2015



Hanford Piranhas

Article I – Name

The name of this organization is the Hanford Piranhas Swim Team, herein referred to as Hanford Piranhas. It is a local swim team for swimmers 4 to 18 years of age.

Article II – Articles of Organization

The articles of organization of the Hanford Piranhas consist of these Swim Team By-Laws.

Article III – Purpose

Section 3.1

The Hanford Piranhas Swim Team is organized for public and charitable purposes and not for the private gain of any person. The specific purposes of this organization are to

- Instill sportsmanship, discipline, respect, confidence, self-sacrifice, and a love of the sport of swimming
- Build and strengthen character and relationships amongst member of the community
- Educate amateur competitors about the sport of swimming while fostering amateur sports competition
- Engage the youth in our community in recreational swimming activities to promote a healthy, active lifestyle.
- To improve the technical ability of each swimmer

Section 3.2 The Objectives of this organization are promoted through the Swim Team Board to all members. The swimmers and their families are governed and qualified by the basic policies set forth in Article IV.

Section 3.3 This non-profit organization is exclusively for the enjoyment of its members.

Article IV – General Policies

Section 4.1 The Hanford Piranhas will seek diversity for its swimmers by supporting both "competitive" and "developmental" swimming programs. All programs and activities will adhere to the swim team Purposes set forth in Article III. The following are basic policies of the Hanford Piranhas:

1. The swim team requires parents/guardians involvement in the organization. No child is permitted to register unless a parent/guardian volunteers for work and meets the team volunteer requirement during swim meets.
2. The Hanford Piranhas is affiliated with Central Valley Recreational Swim League, herein referred to as CVRSL. In order to change league affiliations, there needs to be a vote by the BOD, with a simple majority ruling.
3. All new swimmers ages 8 and under will have to successfully complete a tryout. The child must complete one lap of the pool unassisted and comfortably demonstrate their ability to put their face in the water.
4. All swimmers are required to purchase the necessary equipment required for practices and Meets.
5. All swimmers, parents/guardians and spectators are expected to adhere to all pool, CVRSL and USA Swimming rules. Failure to adhere to these guidelines will result in the child not being allowed to participate.
6. Swimmers and families will conduct themselves at practices and meets so as to exhibit good discipline and sportsmanship toward all swimmers, coaches, and meet officials as outlined and communicated to in the Hanford Piranhas Code of Conduct. Any swimmer not adhering to this guideline, by the discretion of the Head Coaches, Meet Officials or Swim Team BOD, may be suspended from practices, meets, social events, or expelled from the team. Each parent/ guardian must sign the team's Code of Conduct and ensure that all family members abide by it.

7. Communications between swimmers, coaches, parents/guardians and BOD is accomplished via email, website and family folders or any other means communicated to the swimmers. Parents/guardians and swimmers are responsible for checking their emails on a weekly basis and before League Meets.
8. All swimmers must declare meet attendance through the website www.HanfordPiranhas.com under events at least two days prior to the event. For unanticipated absences or changes to your child's participation (Including event changes), call the Head Coach or Lead Coach ASAP. No changes or additions will be made on deck at the Meet.
9. Regardless of weather conditions, swimmers and parents/guardians must arrive at Meets 1 hour before the start of the meet. SWIMMERS MUST ARRANGE THEIR OWN TRANSPORTATION!
10. Home Meets will be at the Hanford West High School Pool located at 1150 W Lacey Blvd.
11. Parents/guardians should contact the Volunteer Coordinator if they are unable to keep their volunteer commitment with the name and contact information of their replacement for that volunteer obligation at least 24 hours in advance.
12. Member information may not be accessed by anyone other than a Board Member or Coach; or such information shared with anyone outside of the organization. Access to membership information must be made with the express reason to use it for team business reasons.

Section 4.2

GOVERNING BODY: The governing body of Hanford Piranhas, whose powers shall be delineated by these Bylaws, shall be vested in the Board of Directors (hereinafter referred to as "Board"), comprised of the elected board members of Hanford Piranhas.

Section 4.3 - SEASONAL YEAR: The seasonal year shall be directed by CVRSL.

Section 4.4 - FISCAL YEAR: The fiscal year shall begin in January and shall end in December.

Section 4.5 - RULES AND REGULATIONS: The Board shall publish and distribute, either on Hanford Piranhas website or via hardcopy on or before the first day of practice, to no less than all board members and managers, "Rules and Regulations" annually. These Rules and Regulations will include operational rules and procedures for Hanford Piranhas, rules of play, team formation, regulations, conduct of swimmers/coaches/parents/volunteers.

Article V – Membership and Fees

Section 5.1 Membership with the Hanford Piranhas shall be allowed without regard to race, color, creed, religion or national origin, under such rules and regulations as may be prescribed in the guidelines of this swim team to any individual who subscribes to the objectives and the basic policies.

Membership is allowed only on the condition that the individual is a bona fide "swimmer" i.e., can swim one length of the pool unassisted and comfortable putting their face in the water.

The Hanford Piranhas shall register its summer swim team members in the spring, prior to the summer season (May-July). Registration dates will be set up by the Board of Directors.

Section 5.2 Each summer program participant shall pay a membership fee. Program fees will be determined by the Swim Team Board. Coaches on the payroll, that swim, may have their registration fees waived. A \$25 late registration fee will be imposed for registration received after the set due dates. A full refund will be given for the summer program if it is before the start of the second week of practice (including rookie week). Any request for refunds after that date must be approved by the board and if granted, will be minus the insurance fee (\$15).

The parent granted majority of custody of the swimmer will be solely financially responsible for the fees and volunteer hours required for participation. It is up to the custodial parent to coordinate sharing of fees, volunteer hours, and team notifications with the other parent.

Section 5.3 Budget

- a) An annual budget shall be created and approved by the Swim Team Board.
- b) The Board may not incur indebtedness beyond reserves for any purpose.
- c) Funds received shall be used for the Swim Team's expenses. Any expenditure that is not provided for in the approved budget must be approved by the Swim Team Board.
- d) The Fiscal Year shall be defined as January 1 through December 31.
- e) All unbudgeted expenditures exceeding \$500 must be approved by the Board of Directors.

Section 5.4 Accounts – Authorized Signatures

- a) The Swim Team's funds shall be maintained in insured accounts, and shall be disbursed by an authorized signature.
- b) A minimum of one Board Member (President, Secretary, and Treasurer) shall have authorization to sign checks on behalf of the Swim Team.
- c) All checks in excess of \$2,000 will require two signatures: President, Vice-President, or Treasurer.

Article VI – Officers

Section 6.1 The administrative officers of the organization of the Hanford Piranhas shall be known as the Board of Directors, hereinafter referred to as the "Board." The Board shall consist of the President, Vice President, Secretary, and Treasurer. The organization may also have, at the discretion of the Board, one or more Vice Presidents, one or more Assistant Secretaries, and other officers as may be appointed in accordance with the provisions of Section 4.3 of this Article. One person may hold two or more offices, except that neither the Secretary nor the Treasurer may serve concurrently as the President.

Section 6.2 Election. The officers of the organization, except such officers as may be appointed in accordance with the provisions of Section 4.3 or Section 4.5 of this Article, shall be chosen annually by, and shall serve at the pleasure of, the membership, subject to the rights, if any, of an officer under any contract of employment.

Section 6.3 Removal and Resignation. Any officer may be removed, by a majority of the Board at the time in office, at any regular or special meeting of the Board, or except in case of an officer chosen by the Board, by any officer on whom the power of removal may be conferred by the Board. Any officer may resign at any time by giving written notice to the President, or to the Secretary of the organization. Any officer may also be removed if they fail to attend 3 consecutive board meetings in a row in one calendar year.

Section 6.4 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the Bylaws for regular election or appointment to the office, provided that the vacancies shall be filled as they occur and not on an annual basis.

Section 6.5 President. Subject to supervisory powers, if any, as may be given by the Board, the President shall be the Chief Executive Officer and shall have general supervision, direction, and control of the activities and Officers of the organization.

Section 6.6 Vice President. In the absence or disability of the President, the Vice Presidents, in order of their rank, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice Presidents shall have other powers and perform other duties as from time to time may be prescribed for them respectively by the Board or the Bylaws.

Section 6.7 Secretary. The Secretary shall keep, a book of minutes at the principal office or other place, of all meetings of the members, and the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice of the meeting given, the names of those present at the meetings, and the proceedings. The Secretary shall keep, or cause to be kept, at the principal office in the State of California, the original and a copy of the organization's Articles and By-Laws, as amended to date. The Secretary shall keep or cause to be kept, at the principal office, a membership register, or a duplicated membership register, showing the names of the members and their addresses.

Section 6.8 Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the organization. The books of account shall at all reasonable times be open to inspection by any Officer or member. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the organization with such

depositories as may be designated by the Board. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board of Directors, shall render to the President, whenever they request it, an account of all of his or her transactions and of the financial condition of the organization, and shall have other powers and perform other duties as may be prescribed by the Board.

Section 6.9 A quorum of the Board shall be a majority of the voting members thereof. Any business decisions or proposed changes that would impact the team must be brought to the attention of the President, Board and (including but not limited to suit selection, management of coaching staff, rule changes, schedule, budget and expenditures) shall be approved only upon majority vote with input from all members. Each Board member shall have only one vote, regardless of the number of positions occupied.

Although the President is expected to fully engage in discussion, the President shall only vote in order to break a tie. The President's vote, whether cast or not, will be counted to determine two-thirds majority in the appointment of a successive Board. The singular exception to this majority approval shall be the appointment of successive Boards or filling of Board vacancies, which process is described in Article VI, sections 6.2, 6.3 and 6.4.

Section 6.11 Meetings of the Board shall be held at the call of the President or any member of the Board, but will occur at least four times per calendar year.

Section 6.12 Board Members are only exempt from volunteer duties and committee assignments if we have enough families to field the meet.

Section 6.13 Email will be the definitive source of communication for the Board. When business is conducted by phone or in person, a confirmation email should be sent to the affected parties and the President should be copied. The Board operates with full and open communication.

Section 6.14 Quorum. At all meetings of the members, whether regular, special, or adjourned, the presence in person or by proxy of a majority of the members shall constitute a quorum for the transaction of business.

Section 6.15 Adjournments. Any business that might be done at a regular meeting of the members may be done at a special or at an adjourned meeting. If no quorum is present at any meeting of the members, the meeting may be adjourned by those present from day to day or from time to time until a quorum is obtained. In this case, no notice need be given of such adjournment.

Article VII – Board Members Term of Service

Section 7.1 The offices of the Hanford Piranhas Board shall be appointed positions held for one year, beginning at the inception of the organization, January 1, 2014. At the end of the year term the outgoing Board will appoint the next Board by a two-thirds majority approval.

Section 7.2 If an Officer becomes inactive (as evidenced by missing three consecutive regularly-scheduled meetings in one year or neglecting the basic obligations of that office as described in the By-Laws), the member may, at the discretion of the Board, be removed by a majority vote of the Board. The position will be filled for the remainder of the term by appointment and approval by two-thirds majority of the Board.

Article VIII – Duties of the officers

Section 8.1 General Duties and Responsibilities of All Board Members

- a) Attend monthly meetings during the swim season
- b) Attend and assist running Home Meets
- c) Assist at fundraiser and swim events
- d) Rotate shifts to supervise practices
- e) Be familiar with team functions in order to answer questions
- f) Provide an end-of-the-season report of their duties (Includes inventory report if applicable)
- g) Receipts of purchases made must be turned into the Treasurer within 3 days
- h)

Section 8.2 All Board Members shall:

- a) Receive free registration for their minor children. Each child must pay a \$15 insurance fee and fundraiser fee.
- b) Shall have their volunteers shifts fulfilled by performing board member duties
- c) Be an important part of making the season Fun and Successful

Section 8.3 Board Member Positions

President:

- a) President shall have general supervision of the business and finances of the Hanford Piranhas and shall see that all orders and resolutions of the Board are carried into effect.
- b) Preside at meetings
- c) Represent the Hanford Piranhas at CVRSL Board meetings, and inform the Board as to the agenda items discussed, any votes taken, and the position he/she took on said items
- d) Set and prepare meeting agendas
- e) Prepare Parents Handbook for distribution and posting on the Hanford Piranhas website
- f) Confirm facility and vendor contracts
- g) Schedule all team event dates
- h) Interview and hire staff in coordination with Head Coach and another Board Member
- i) Delegate and assign duties to Board Members (includes training)
- j) Oversee Head Coach and Board Members
- k) Run the Parents Meeting and Board Meetings
- l) Create the budget, approve expenditures, sign checks
- m) Oversee email communications and website
- n) Manage Team Calendar Events
- o) Provide back-up duties for any absent Board Member at Meets or events

Vice President:

- a) Fill all duties and roles of President if the President is unable to fulfill those responsibilities

Secretary:

- a) Record minutes at Board Meetings
- b) Maintain a copy of the Organizational By-Laws

Registration:

- a) Maintain and update member information on website for registration
- b) Coordinate registration events
- c) Manage registration paperwork and payments (usually 1st month of season)
- d) Turn in deposit money to the Treasurer within 3 days after the event

Special Events Coordinator:

- a) Coordinate and run Swim-A-Thon
- b) Coordinate and run End of the Year Awards Parties
- c) Coordinate and run the Fundraiser Dinner Event
- d) Turn in deposit money within 3 days of the event to the Treasurer.

Treasurer:

- a) Receive and disburse the Organization's funds as directed by the Board, remits such funds for deposit in the regular accounts maintained in the name of the Organization, and keeps records of such transactions;
- b) Deposits must be made within 3 days after the event.
- c) Maintain registration insurance waiver forms and receipts
- d) Assist the registration process at the beginning of the swim season
- e) Prepare checks for bills and invoices; maintain Quickbooks account records
- f) Reconcile monthly bank statements
- g) Prepare coach payroll summaries and paychecks
- h) Provide money/change for Home Meet Concessions, Registration and other events

- i) Count out the cash box after each Home Meet with the Concession Board Member and provide a signed receipt of the money exchanged, along with a witness's signature.
- j) Provide annual tax filing information for accountant
- k) Furnish the Board with updates on financial status at each Meeting

Computer Operator:

- a) Responsible for Website member management for Meet Manager
- b) Responsible for managing the official Meet software during Meets and posting results at home swim Meets (includes corrections after swim Meets)
- c) Prepare Meet reports, provide results to the team members, opposing team, and to CVRSL; and end of season reports
- d) Print ribbon labels
- e) Maintain and inventory computer equipment
- f) Submit swimmer list to Away-Meet teams
- g) Post Meet results via online website and email
- h) Submit Meet results to CVRSL & competing teams after Home Meets
- i) Prepare and submit qualifiers list for Time Trials

Ribbons and Awards:

- a) Keep inventory and maintain ribbons
- b) Responsible for organizing and labeling ribbons at each Home Meet and distribution of ribbons to swimmers
- c) Order and organize awards for end of the season

Merchandise (and Photo Day):

- a) Take staff shirt orders at beginning of season
- b) Coordinate with vendor on prices and items
- c) Set-up and display items at the parents meeting and first two weeks of practice
- d) Take, place and distribute merchandise orders

Photo Day

- a) Pass out order form envelopes to each swimmer
- b) Keep age groups organized and in line for photographer
- c) Distribute photos to swimmer families

Concessions:

- a) Plan budget and menu for Home Meets, prepare price sheet for display
- b) Purchase items needed for Home Meets (with team funds)
- c) Run Concession Stand at Home Meets; return any unused/unopened merchandise for refund
- d) Provide receipts and money box to the Treasurer at end of every home Meet, or within 3 days after each event
- e) Count out the cash box with the Treasurer after each Home Meet and provide a signed receipt of the money exchanged, along with a witness's signature

Volunteer Coordinator:

- a) Set-up and Manage volunteer positions via website
- b) Send volunteer reminder emails prior to event
- c) Check in volunteers at each meet, Home and Away, find replacements for open positions
- d) Notify families of current status of volunteer shifts via email or written notice
- e) Provided end of season report to Treasurer for families that receive volunteer credit

Article IX – General Membership Meetings

Section 9.1 There shall be at least one general membership meeting of the Hanford Piranhas annually. This meeting shall be referred to as the Parent Meeting. This meeting shall be open to parents/guardians, swimmers and any individuals who are interested in promoting and advancing the objectives of the Organization.

Section 9.2 Any suggestions made at a Parent Meeting concerning a modification of established Team policy, procedure or operation shall be referred to the Board for consideration prior to any vote on such modification.

Section 9.3 Any member wishing to address the Board during a formal meeting may do so by advance notice to the Board of at least three days. The Board may, in its discretion and for the sole purpose of concluding its business in a timely fashion, limit the amount of time dedicated to addressing the Board.

Section 9.4 Any business decisions of the Hanford Piranhas must be approved by a majority vote of the Board.

Section 9.5 Every attempt shall be made to discuss significant issues of the Hanford Piranhas at regularly scheduled Board Meetings. If circumstances dictate a decision be made outside the regularly scheduled meetings, the following process shall be followed:

1. The President shall attempt to schedule a meeting with all members in attendance.
2. If an in-person meeting date/time cannot be established in time to make the necessary decision, an email will be sent to all members to provide their opinion/vote. The email shall contain the following general format:
 - a) Background of Issue
 - b) Description of Options
 - c) Summary of previous discussion on the issue (if applicable)
3. The email shall be sent by the President to all Officers with each providing his/her vote and any comments as appropriate.

Section 9.6 Amendments

These bylaws may be amended by a majority vote at any regular meeting, provided advance notice has been given. Proposed revisions affecting membership or dues must be submitted to the Board for consideration prior to a floor vote.*Amendments to the bylaws may be proposed by any member of the organization. Amendments presented at a meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the Bylaws.

This document, the By-Laws of the Hanford Piranhas Swim Team, was amended, voted on and adopted February 17, 2015.