

# Constitution and Bylaws

## Bobcat Swim Club

### Article I – Name

1. The name of the organization shall be the Bobcat Swim Club.
2. The common name is the Bobcats. The official color scheme shall be Orange and Black.
3. The mailing address shall be the address of the physical address of the pool and the official PO Box.
4. The calendar year shall commence September 1<sup>st</sup> and end August 31<sup>st</sup>.
5. The fiscal year shall commence November 1<sup>st</sup> and end October 31<sup>st</sup>.
6. This constitution and bylaws shall be posted on the BSC website. A copy of the constitution and bylaws will be kept at the BSC practice pool at all times in a BSC binder.

### Article II – Purpose

1. To provide an opportunity for all eligible children for membership to engage in a wholesome lifestyle and recreational activity. The program shall emphasize the promotion of sportsmanship, team spirit, physical fitness, and swimming training.
2. BSC is a non-profit, unincorporated organization and is organized exclusively for educational purposes within the meaning of section 501c (3) of the Internal Revenue Service and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income Tax under section 501c (3) of the Internal Revenue Code.
3. The affairs of this organization shall be managed by the Board of Directors within the limits of this constitution and bylaws. No other person may collect funds, make contracts, incur expenses or initiate any actions in the name of the organization, or use its insignia, without prior approval of the Board of Directors.

### Article III – Membership

1. There will be two classes of membership: General Members and Swim Team Members.
2. General members are parents or guardians of swim team members. General members will have one vote for each swim team member.
3. Swim team membership will be open to any child who can swim the length of the pool, meet age requirements and pays the necessary dues and fees.
4. The membership shall also be contingent upon payment of such periodic registration fees, membership dues and fundraising fees as the Board of Directors and Officers may designate from time to time.

### Article IV – Board of Directors

1. The Board of Directors shall consist of a minimum of four volunteer officers to a maximum of six volunteer officers. The six officer roles shall consist of a President, Vice President, Treasurer, Secretary, Purchasing Representative, and Snack Bar Coordinator. Roles can be combined as needed. The Board of Directors shall be elected at large by the voting members of BSC.
2. The terms of the Board of Directors shall be for a minimum of thirteen months duration.

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3. Anyone who is over 21 years of age or older is eligible to be selected to serve on the Board of Directors.
4. If Board Members are unable to meet their obligations, an Emergency Resolution will be written for immediate removal of the person from role. In this case, remaining Board Members will appoint a temporarily replacement.
5. The President shall:
  - a) Preside at all meetings of the Board, and set the agenda for each meeting.
  - b) Execute contracts and other legal documents on behalf of BSC, after receiving approval/direction from the Board. These may include but not be limited to, pool rental contracts, employee contracts, and insurance contracts.
  - c) Make decisions for BSC which must be made prior to Board meetings and mediate problems as they arise.
  - d) Coordinate and schedule pool times and sign any contracts for pool usage after receiving approval/direction from the Board.
  - e) Lead the Board in the interviewing and hiring of all paid BSC positions.
  - f) Perform such duties as listed on the Board Member Responsibilities List.
  - g) Have a vote on all committees and all BSC business.
  - h) Establish committees and appoint chairpersons in order to administer and manage programs of BSC.
6. The Vice President shall:
  - a) Perform all duties of the President during absence or disability of the President, and when so acting shall have all the power of, and be subject to, all the restrictions on the President.
  - b) Perform such duties as listed on the Board Member Responsibilities List.
  - c) Ensure that there are adequate volunteers for every position at every swim meet, fundraising events and committees.
  - d) Spearhead planning for the end of season banquet and distributing tasks to all Board Members.
  - e) Organize sponsors for BSC events; all board members to assist.
  - f) Establish committees and appoint chairpersons in order to administer and manage programs of BSC with the President.
7. The Secretary shall:
  - a) Keep minutes of all regular and special meetings, as directed by the board. Maintain a permanent record of all agenda and approved minutes to be available to members upon request.
  - b) Keep an accurate list of volunteer clearances. This will be stored in Google Drive.
  - c) At the beginning of each meeting review the proceedings of the last meeting.

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- d) Ensure that there is an adequate supply of award ribbons.
  - e) Perform such duties as listed on the Board Member Responsibilities List.
8. The Treasurer shall:
- a) Receive and disburse all funds as directed by the Board.
  - b) Assist the Board in establishing a proposed budget.
  - c) Furnish the Board with financial data at each meeting detailing how much money is in the BSC account and how money is spent.
  - d) Make timely financial deposits.
  - e) Maintain the tax-exempt status of the BSC.
  - f) File any tax returns required of the BSC.
  - g) Pay outstanding bills of the BSC.
  - h) Perform such duties as listed on the Board Member Responsibilities List.
9. Purchasing Representative
- a) Coordinate the purchase and sale of uniforms, clothes and other gear as necessary and directed by the Board.
  - b) Be responsible for the bathing suit order at the beginning of each season.
  - c) Perform such duties as listed on the Board Member Responsibilities List.
10. Snack Bar Coordinator
- a) Coordinate the purchase of supplies and food items through review of snack bar needs inventory.
  - b) Update website jobs to collect donation names and items.
  - c) Track snack bar donations by member to insure all members meet the required donation criteria.
  - d) Coordinate set up of snack bar area.
  - e) Perform such duties as listed on the Board Member Responsibilities List.
11. Other Duties as Assigned
- a) Establish and maintain the BSC website to be determined by board members.

### Article V – Member Meetings and Elections

1. A meeting of all BSC parents and guardians shall be held in October and April. At a minimum the meeting will cover:
- a) Expectations of swimmers.
  - b) Introduce current Board members.

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- c) The election of Parent Board Members of the BSC will take place in October if vacancies need filled. Newly elected officers will work with previous officers during the month of October to insure adequate time for a smooth transition.
  - d) The need for volunteers and a brief overview of what they do as well as the Volunteer/Donation Requirements for the upcoming season. Commitment signature page will be provided and collected.
  - e) General Members will be notified of the club constitution and bylaws and how to access them on the internet.
2. General members do not vote except to elect BSC Parent Board of Directors, to ratify important changes to the constitution and bylaws of BSC and on other matters that the Board may deem necessary to bring before the General membership.
  3. A simple majority of the quorum is required to ratify any results. A quorum shall be twenty percent of voting members.

### Article VI – Finances

1. Fees shall be determined by the Board of Directors.
2. A semi-annual budget will be voted on before fees are sent out each swim season.
3. The Board of Directors may not incur indebtedness beyond income for any purpose in the name of the Bobcat Swim Club.
4. All funds received shall be used for club expenses including but not limited to salaries, equipment, and event purposes.
5. All BSC funds shall be maintained in insured accounts, and shall be drawn out only on checks signed by such individuals as the Board may designate.
6. The Board may authorize the President to enter into any contract with paid employees of BSC or execute and deliver any instrument in the name of the Board, and such authority may be general or confined to specific instances.
7. The Board may retain the services of a professional to assist and advise the Board in those matters that the Board deem necessary and appropriate. Should professional services be retained, compensation shall be as agreed upon by the Board and professional.

### Article VII – Dissolution

Upon the dissolution of BSC, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which has established its tax-exempt status under section 501c (3) of the Internal Revenue Code.

*Last updated: September 2, 2020*