2025

Manteca Dolphins Swim Team Bylaws

2025 MDST BYLAWS

President – Mark Bossen

Vice President/League Rep – Alicia Noonkester

Communications/Social Media – Ciara Fielder

Registrar – Alisha Fraser

Secretary – Anne Duff

Treasurer – Christye Story

Addendum to MVSL Bylaws February 2022
Amended November 2022, Approved November 2022
Amended November 2023, Approved December 2023.
Amended/Approved May/June 2024
Amended November 2024

Mission Statement

Adopted by the MVSL Bylaws

Manteca Dolphins Swim Team (MDST) will strive to coordinate and supervise a summer recreational youth swim league in the Northern San Joaquin Valley positively and efficiently. The goal of the team is for each swimmer, regardless of ability, to reach their highest potential, gain knowledge of the sport, and develop the spirit of sportsmanship.

I. Membership and Voting Rights

A. Composition: Each registered swimmer family is an active member of the MDST.

B. Voting Rights: Each swimmer family has one vote in petition procedures.

II. Board of Directors

A. Responsibility: The Board of Directors acting together shall constitute the administrative management of the team. They shall be responsible for the following:

1. Operating the team within the framework and the intent of the Bylaws.
    a) Promoting youth swimming.

2. Promoting fair and equitable treatment of the swimmer and their family, within reason.

3. Affiliating with other organizations (Mid-Valley Swim League [MVSL] members and others) for the general welfare of the swim team.

4. Raising funds for the team's expenses.

5. Recording, publicizing, and promoting the team's activities and endeavors.

6. Submitting Board of Director meeting minutes for approval by the board.

7. Appointing the necessary staff (board members, family helpers, and coaches) and supervising their activities.

B. Board of Director Authority

1. The Board of Directors shall have the authority to approve and require approval of any procedures, appointments, and interpretations of team policy made by any committee of the MDST.

C. Officers of the Board of Directors

1. Executive Board *voting member
    a) President
    b) Vice President/League Representative*
    c) Communications/Social Media*
    d) Registrar*
    e) Secretary*
    f) Treasurer*

2. General Board
    a) Apparel Coordinator
    b) Awards/Ribbons Coordinator
    c) Equipment/Facilities Coordinator
    d) Hospitality/Food Vendor Coordinator
    e) Fundraiser Coordinator
    f) Event Coordinator
    g) Colorado Coordinator (Lead Operator)
    h) Meet Manager (Lead Operator)
    i) Parent Volunteer Coordinator
    j) Meet Ref/Head Stroke & Turn
    k) Coaching Coordinator/Head Coach

3. Due to conflict of interest, any coach holding an executive position will be excluded from any salary compensation vote. If a position is shared or if one person holds more than one position, then only one vote is counted. Executive board positions are limited to one family representative. The President can only break a tie vote.

4. If a Board member is not performing duties as defined, they are subject to disciplinary action as defined in section VI under “Discipline.”

III. Elections

A. Elected President Each Year

1. The President is not directly elected but ascends after serving as Vice President for at least six months and with the approval of the incumbent Board through voting. If the Vice President does not ascend to the President, then the qualified candidate must have at least one-year experience as a voting officer of the MDST Executive Board past or present.

2. The President may serve for additional terms with the approval of the incumbent Executive Board.

B. Election Procedures

1. Nominations or declarations of intent for all elected positions, with exception to the President, shall be open in June/July. The Vice President shall contact the nominees and they must formally accept the nominations before the election. Nominations shall be closed before elections are held.

2. Elections will be held using an online voting system and close on the evening of MVSL Championships, thus allowing all swimmers' families approximately two weeks to vote. One vote per registered family will be accepted and positions will be decided by a simple majority vote.

3. Ballots shall be accounted for and reviewed by the Vice President and another member of the Executive Board. Afterward the ballots will be tallied and provided to the President.

4. The President shall announce the election results during the End of the Season party which is held after MVSL Championships.

5. The new Board Members can begin training for their new positions after elected. Exiting board members are encouraged to provide support during the transition. August is a **MANDATORY** meeting for all incoming and exiting board members at which all business will be finalized to conclude the current swim season.

6. The terms of elective office shall be one year. Those elected may serve up to two consecutive terms. Board Members may serve longer if the incumbent Executive Board votes for an exception.

7. For a member to be eligible for election into an Executive Board Member position other than President (see III.A), that member must have served a minimum of one year as a General Board member prior to taking Executive office, unless the incumbent Executive Board votes for an exception.

8. Board members must have a swimmer on the team unless the incumbent Executive Board votes for an exception.

C. Mid-Term Vacancies

1. Board vacancies, other than the President and the Vice President, shall be filled by a nomination from the team membership by an Executive Board member and approved by the Executive Board by a simple majority.

2. The Vice President position is to be filled by a member of the existing Executive Board.

3. The Vice President, with the approval of the incumbent Executive Board, shall fill the President's position. If the Vice President does not ascend to President, a qualified candidate must have at least one year experience as a member of the Executive Board, past or present.

4. These appointed Board Members shall serve out the remaining term of the vacant office.

D. Recall

1. Any elected Board member may be recalled by a procedure identical to the procedures for amending the Bylaws. See section VIII "Amendment to the Bylaws" substitute "Recall" in place of "amendment to the Bylaws."

IV. Board of Directors Meeting

A. The Executive Board shall meet monthly except for December unless the board determines a need to meet.

B. All General Board meetings shall be open to the public. An agenda shall be provided for each meeting. Special board meetings or portions of regular meetings may be closed when dealing with private, personal, or sensitive issues. General Board meeting notes will be made available on the team's website.

C. If a guest (who is not currently an active board member) would like to raise a new agenda topic during a meeting they must email their intent to (mantecadolphins@yahoo.com) or speak with an Executive Board Member prior to the meeting (at least 24 hours in advance). Guests will be called by the President or Vice President during Open Forum and will have a maximum of five minutes to speak.

V. Executive Board Voting Procedures

A. Voting shall be done by roll call. Each Executive Board member shall have one vote. The President votes only to break a tie.

B. A quorum vote passes by a simple majority vote of at least 3 Executive Board members. A quorum vote shall be required for the Office Recall Procedure, amendment approval, and disbursement of monies, over the amount of $200.

1. The daily operating expenses and disbursement of monies up to $200 (outside the already approved budget) shall require the approval of a minimum of three Executive Board members other than the person requiring the funds.

C. When the President determines that an emergency decision must be acted upon, a telephone, e-mail [or digital media] vote may be taken. A written report detailing the action must be included in the following months minutes.

VI. Discipline

A. The Executive board shall have the authority to remove with cause, any member of the MDST or any swimmer including family members, with a proper hearing and a quorum vote. Such action should be taken when said member or swimmer is suspected of a violation of the Bylaws or conduct is otherwise detrimental to the health and welfare of this association. Prior notice of said hearing shall be given in a timely manner.

B. Any person who transgresses Federal, State, or other civil laws or acts in any other manner that causes MDST embarrassment in public view shall be dismissed.

C. Any person causing disputes within the MDST to the point of having an ill effect on the team may be reprimanded to the point deemed appropriate by the Executive Board.

D. It is not Executive Board policy to cause embarrassment to any party, or to pursue unfounded claims/rumors. All complaints, requiring official action, are to be submitted in writing to the MDST email address for review (mantecadolphins@yahoo.com). All complaints submitted in proper form shall receive a written acknowledgement within forty-eight business hours. All material gathered in any investigation is to be considered and managed as confidential information.

E. A Board member missing more than one meeting without prior communication or more than three meetings during the calendar year (Aug - July) without consent from the Executive Board is grounds for dismissal.

F. Hearing procedure: during a hearing the Executive board will outline the reason for the hearing. The Member/swimmer will have 10 minutes to address the board. The board may then choose to ask questions and the member/swimmer may choose to respond. Question/answer session will be limited to 10 minutes, unless Executive board votes to extend. The board will then excuse said member and decide on any actions to be taken, which may include such actions as: no action, further investigation, formal warning, removal from team.

VII. Appeal Process

A. Appeal Process: See section XII “Protests to Team Procedures and Personnel.” Substitute “appeal” for “protest.”

B. Appeals previously denied may be further appealed to the Executive Board at the next regular Board meeting. Appeals must be submitted to the President/Vice President within 72 hours after official notification of judgement. An item may only be appealed once.

VIII. Amendments to the Bylaws [Recall]

A. Amendments: Proposed amendments to the Bylaws [Recall] must be presented to the Executive Board in writing.

B. Notification: All Executive Board members shall be notified of the proposed amendment to the Bylaws [Recall] at a regular Board meeting at least one calendar month prior to the Board meeting at which the proposed amendment [Recall] will be considered for approval for membership vote.

C. Approval: If the Executive Board votes approval of the amendment [Recall] by at least two-thirds majority of a quorum, the proposed amendment [Recall] becomes effective immediately unless stipulated otherwise.

D. On a previous agreed month by the Executive Board a meeting will be held to review and discuss bylaws, policies, and procedures and one meeting to amend bylaws, if needed.

IX. Parliamentary Authority

A. All meetings of the team shall be governed by the Parliamentary Laws set forth in Robert's Rules of Order.

X. Other Procedures

A. All procedures not expressly provided for by the Manteca Dolphins Bylaws shall be governed by Robert's Rules of Order.

XI. Authority for Disbursement of Funds

A. Two of the following shall be required to approve team expenditures: President, Vice President, and/or Treasurer.

   1. Signature Authority: There shall be a documented double approval on all team expenditures.

   2. Electronic Funds to be approved by digital signature.

B. Board members holding the following positions will be signers on the bank account: President, Vice President and Treasurer. Signers must be removed once they no longer hold said position.

XII. Protest of Team Procedures and Personnel

A. Protests shall be made informally to the person responsible for the procedure/personnel in question. Protests not resolved at this level, shall be presented in writing to the Executive Board at a regular Board meeting. An emergency Board meeting may be called as the situation warrants. The protests shall be acted on with all due dispatch.