

**Ben Lomond
“Flying Ducks”
Swim Team
By-Laws**

Ben Lomond Swim Team, Inc. By-Laws

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ARTICLE I – NAME

The Organization shall be known as the Ben Lomond Swim Team, Inc. (hereinafter referred to as the “Team”). The Team name will be the Ben Lomond Flying Ducks.

ARTICLE II – PURPOSE

The purpose of Ben Lomond Swim Team, Inc. shall be to manage the Ben Lomond Swim Team, Inc., to support its activities by providing funds to meet all financial needs, contracting for a Coach and Coaching Assistants, as necessary, and providing personnel support, as needed.

ARTICLE III – MEMBERSHIP

The voting membership of the Team shall be the parents/guardians of the Ben Lomond Swim Team, Inc. Non-voting members shall consist of adults concerned with support of the Ben Lomond Swim Team, Inc. who do not have participating swimmers. Non-voting members shall not hold elective offices.

All qualified swimmers 18 years of age and under residing in Prince William and adjacent counties will be considered for Team membership provided they can pass a basic swimming test as prescribed by the Coach with the approval of the Executive Board.

ARTICLE IV – ORGANIZATION

The Team shall be comprised of the Executive Board, Committees, and membership at large.

The Executive Board shall consist of elected and non-elected members and shall conduct business of the Team in conformity with the By-Laws.

The members of the Executive Board will be elected by the members of the Team and will be the President, Vice-President, Secretary, Treasurer, Registrar and Team Representative to the Prince William Swim League. Standing committees will be established to support the Team’s operations: Concessions, Apparel and Computer Operations.

ARTICLE V – MEETINGS

The Team shall meet in early spring, as part of opening registration and during the end of season banquet. The meetings will be held at designated locations, dates and times. New Executive Board Members will be elected at the end of season meeting.

The President shall call special meetings of the Team when the need arises and members shall be contacted with the reason for the meetings.

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The Executive Board shall meet a minimum of four times a year at places and times determined at the previous meeting.

No business shall be conducted at a regular or special meeting of the Team or Executive Board unless a quorum is present.

A quorum shall consist of a minimum of twelve (12) voting members in attendance. The Executive Board quorum shall consist of four (4) members.

All meetings shall be conducted in accordance with Robert's Rules of Order unless otherwise stated in writing prior to the commencement of the meeting and shall be so noted in the minutes of the meeting.

ARTICLE VI – ELECTIONS

An election of officers will take place at the end of each season. Installation will take place immediately upon election.

The elected officers of the Ben Lomond Swim Team, Inc. shall serve for a period of one year.

Vacancies on the Executive Board will be filled as soon as possible when an elected officer resigns or is removed from an office by a two-thirds vote of the voting members of the Team in attendance. The President will call a special meeting, at which time nominations will be made to fill vacant Executive Board positions and an election will take place with the newly elected officers being installed immediately. Officers elected in this manner will serve until annual elections take place at the following end of season Team meeting.

ARTICLE VII – FINANCES

The finances of the Team shall be obtained by annual membership fees and in addition by revenues derived from concessions, donations and other revenue-producing activities approved by the Team. The Team will not be operated for a profit.

Non-refundable tryout fees are due at the time of registration with the balance of the membership fees due at the time of acceptance on the Team.

The Team will make a petty cash fund of \$50.00 available. The expenditure of funds from the petty cash fund will be coordinated with the President. The Treasurer is authorized to withdraw funds to pay normal recurring operating expenses of the Team without prior approval of the Executive Board.

Audits of the financial account will be held at least annually.

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ARTICLE VIII – DISSOLUTION

In the event of the dissolution of the Team, and cash assets remaining after payments of all proper claims and demands shall be donated to a tax exempt organization of the type described in Section 170 (c) of the Internal Revenue Code of the United States (1954). The Executive Board shall determine the organization. Any material assets belonging to the Team will be donated to the Prince William County Department of Parks and Recreation.

ARTICLE IX – AMENDMENTS

Proposed amendments to the By-Laws will be submitted to the Executive Board and the voting membership, in writing, at least one (1) month prior to the Team meeting at which time the proposed amendment will be voted on.

Two-thirds of the voting members of the Team in attendance are required to ratify an amendment.

ARTICLE X – BY-LAWS

SECTION 1. AFFILIATIONS

The Ben Lomond Swim Team, Inc. will be a member of the Prince William Swim League, which is sanctioned by the Virginia Amateur Athletic Union (VAAU).

SECTION 2. VOTING

Each elected position of the Executive Board shall have one vote at the Executive Board meetings. The President will only vote in case of a tie. Voting on individuals, i.e., elections or removals, shall be by SECRET ballot.

Each voting member represented on the Team and in attendance at a regular or special meeting of the Team shall be entitled to one (1) vote.

SECTION 3. DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

A. The President shall:

1. Preside at all regular and special meetings of the Team and at all meetings of the Executive Board.
2. Call such special meetings of the Team as may be required in conformance with the By-Laws.

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3. Appoint the Chairman of each Committee and designate any special committees deemed appropriate and appoint the chairman thereof and shall serve as Ex-Officio member of each such committee.
 4. Be responsible for obtaining officials to perform required duties at all meets.
 5. Contract with Coaches and Assistants and ensure that contractual obligations are met.
 6. Perform any other additional duties and functions as are customary.
 7. Coordinate with the Prince William Department of Parks and Recreation in matters pertaining to the scheduling and operation of the meets, practices and other appropriate areas.
- B. The Vice-President shall:
1. Serve in the President's stead in the absence of the President, and shall, in such event, discharge the duties of the President.
 2. Provide ways and means to obtain adequate funds to operate the club.
 3. Be responsible for disseminating information, providing publicity, and coordinating social activities.
 4. Be responsible for all activities related to conducting home meets to include maintaining equipment and meet setup.
- C. The Secretary shall:
1. Maintain a roll of the Officers of the Team and the Chairpersons and members of the Team's committees.
 2. Keep the minutes of each Team and Executive Board meeting.
 3. Prepare and send the Team's correspondence.
 4. Maintain and keep the Team's correspondence file.
 5. Provide information to new members.
- D. The Treasurer shall:
1. Maintain the Team's bank account and ensure current signature cards are on file.
 2. Receive and account for all funds of the Team.
 3. Present a financial report at each meeting of the Executive Board and at each regular meeting of the Team.
 4. Prepare and monitor annual budget.

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5. Comply with Federal and State tax laws, as appropriate.

E. The Registrar shall:

1. Be responsible for registering new members and maintaining the membership roll of the Team.
2. Maintain individual team records for each Swimmer for the purpose of publicizing Team records and also to facilitate subsequent meet entry functions.

F. The Team Representative shall:

1. Serve as liaison with the Prince William Swim League in all matters pertaining to the Team.
2. Coordinate with the President in matters pertaining to the scheduling and operation of the meets, practices and other appropriate area.
3. Attend all meetings of the Prince William Swim League.
4. Be responsible for providing meet information to the membership and the Coach.
5. Accept and forward meet entries to those responsible for organizing a dual meet in a timely manner.
6. Be responsible for presenting grievances to the Executive Board.

G. The Committee Chairperson shall:

1. Serve in their appointed capacities to the best of their abilities.
2. Appoint adequate members to their respective committees.
3. Be prepared to report on their committees at each Team meeting and, as requested, at the Executive Board meeting.
4. Provide appropriate information to the Executive Board.

H. Committee members shall:

1. Serve in their appointed capacities to the best of their abilities.

SECTION 4. ELECTION PROCEDURES

The Executive Board will appoint a nominating committee at the early spring meeting.

The nominating committee shall solicit candidates for each office, verify the candidate's willingness to serve in that capacity and report back to the President prior to the end of season general meeting.

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The candidates will be announced at the end of season meeting and, subject to additions or deletions, will be voted on at that time.

Newly elected members of the Executive Board will assume the duties of their respective offices immediately upon election.

A member may hold office for more than one year if re-elected in accordance with established election procedures.

SECTION 5. REMOVAL FROM OFFICE PROCEDURES

Recommendation for removal from office requires written notification to the President, or Vice-President in the case of removal of the President, that an elected officer is not worthy of the office and the reason why.

The elected officer in question will be notified of the letter and its contents. At the next regular Executive Board meeting the letter will be read, the author will be given the opportunity to comment, the officer in question will be given the opportunity to comment, and the officer in question will be given the opportunity to address the issue.

The issue will then be voted on as is provided for in the By-Laws.

SECTION 6. FISCAL MANAGEMENT

A. Annual Budget

The President will have the Treasurer prepare an annual budget for the Team reflecting projected income and expenditures. The proposed budget shall be presented to the General Membership at its regular early spring meeting, and shall be subjected to approval by a majority of those present.

B. Banking

All funds of the Team except a fifty-dollar (\$50) petty cash fund, which will be kept by the Treasurer, shall be deposited in an account deemed appropriate by the Executive Board. The President or the Treasurer may appropriate funds from the account, after approval by the Executive Board. All withdrawals will have a minimum of two Executive Board signatures.

The fiscal account shall be maintained on a fiscal year, i.e., September through August.

C. Audit

The President shall appoint an audit committee at the early spring meeting of the Team and the Treasurer shall deliver all accounts and financial records to the audit committee by September first (1st). The committee shall conduct an audit and shall prepare a written report for the presentation at the early spring meeting of the Team.

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D. Authority to Obligate

No officer or member of the Team, unless duly authorized by the President, shall have the authority to obligate the Team for any expenditure. The President may delegate to such officers and committee chairpersons, as determined, the authority to obligate funds for the Team. Administration of the Team must be coordinated with the Executive Board where public matters are involved.