

# BY-LAWS OF THE VICTORY LAKES SWIM CLUB INC.

## Mission Statement

The Victory Lakes Swim Club Inc. (VLSCI) is dedicated to the emotional and physical growth of its swimmers and to the morale of the community in which they live. The coaches, the parents, and all involved in VLSCI will strive to make swimming a fun experience. At the same time, they will foster in both parents and swimmers alike, the benefits of hard work and sacrifice, the traits of good sportsmanship, the value of self discipline, the seeds and fruits of leadership, the exhilaration of competitive zeal, and the joy of community spirit.

## Establishment and Basis of Authority for the VLSCI

The Articles of Incorporation of the VLSCI and these subsequent by-laws draw their authority from and cannot supersede the Articles of Incorporation, Covenants and restrictions and/or by-laws of the Victory Lakes Homeowner's Association.

## Article 1-Swim Team Membership

Section 1. Residents. Any resident of Victory Lakes, ages 5 -18 by June 1 of the current year., with a valid pool pass shall be eligible for membership in VLSCI upon payment of fees as assessed by the VLSCI Board of Directors (See Article III). If resident membership requests exceed capacity of the swim team to accommodate swimmers, nonresidents will be denied membership. Residents shall have priority over all nonresidents so long as registrations are received by the registration deadline set by the VLSCI Board of Directors.

Section 2. Nonresidents. Nonresidents of Victory Lakes under the age of 19 shall be permitted to become VLSCI members as agreed upon by the Victory Lakes Home Owner's Association Board of Directors (See Article 1 Section 2b). If membership requests exceed the capacity of the team, residents will have priority regardless of ability. Then established nonresidents will be admitted and lastly new nonresidents may fill any remaining available openings. Available openings will be determined by the VLSCI Board of Directors annually. If after the deadline for registration passes, there remains capacity for some but not all nonresidents, the VLSCI Board of Directors will institute a waitlist, at which time swimmers will be selected based on the needs of the swim team in the various age groups. Nonresidents shall have permission to access Victory Lakes common areas as conferred by VLHOA during all VLSCI events (defined as and limited to all practices, clinics, pep rallies, and team social events). Membership in VLSCI does not grant unrestricted access to Victory Lakes common areas.

Section 2b. The VLSCI shall not be comprised of more than twenty (20) percent of nonresidents.

Section 3. Coaches. All Coaches of the VLSCI shall be approved and hired annually by the VLSCI Board of Directors. Coaches over the age of 18 will undergo a full background check at VLSCI's expense upon hiring and at VLSCI Board of Director's discretion.

Section 4. Obligations. By requesting and accepting VLSCI Membership, swimmers and their parents agree to abide by the rules, policies, procedures and codes of conduct established from time to time by the VLSCI general membership, the VLSCI Board of Directors, and the coaches. Additionally, all swimmers' parents/guardians are required to volunteer to support the team's meets and functions. Failure to fulfill your obligations will jeopardize swimmer membership as well as the ability of VLSCI to continue to function as a member of the PWSL. Members must provide accurate, updated contact information at time of registration each season.

Section 5. Guppy Program. The Guppy Program is intended as a feeder program for the VLSCI. All participants must be five (5) years of age by September 30<sup>th</sup> of the current swim year. If space is available, swimmers older than seven (7) years of age in the current swim year at the time of registration may participate with VLSCI Board of Directors and coach approval.

## Article II- General Membership

Section 1. Semi-Annual Meetings. There shall be a preseason meeting of the general membership prior to the first practice of the swim season. The general membership shall also meet within two (2) months of the end of the swimming season to elect a new board of directors. If possible, this meeting will be held in conjunction with any annual awards banquet. The time and place of these meetings will be determined by the VLSCI Board of Directors.

Section 2. Special Meetings. Special meetings of the general membership will be held when determined necessary by a majority vote by the VLSCI Board of Directors. The time and place shall be determined by the VLSCI Board of Directors.

Section 3. Notice. Notice of general membership meetings shall be made in a means determined by the VLSCI Board of Directors to be the best practical method of notifying the general membership. As a minimum, notice will be posted on at least one prominent sign near the entrance to the clubhouse on Victory Lakes Loop and electronically.

Section 4. Quorum. A quorum shall be defined as twenty (20) percent of the general membership, seventy-five (75) percent of which must be Victory Lakes residents. Attendance shall be taken by roster sign in at all general membership meetings.

### Article III- Board of Directors (BOD)

Section 1. Members. Starting with the organizational meeting of VLSCI at which time the original BOD were elected, the voting members of the BOD shall be comprised of those members elected by the general membership. The BOD shall include the following officers: President, Vice President, Prince William County Swim League Representative, Treasurer, Secretary, Social Chair, Concessions Chair, and Team Manager. The Executive Board shall consist of the following officers: President, Vice President, Treasurer, and Secretary.

Section 1b. BOD Candidates. All candidates for Board of Directors will be required to sign a testimonial stating that they have not filed for personal bankruptcy and have not been convicted of any criminal proceedings involving misappropriation of funds.

Section 2. Nomination and Election of BOD members. The nomination and voting process will be administered by an Election Committee, appointed by the VLSCI President and composed of members in good standing not seeking election. At the end of the season semi-annual meeting of the general membership, typically conducted during the end of season banquet, the general membership shall elect the new VLSCI BOD by majority vote. Nominations for BOD positions may be made by any member in good standing for any member in good standing provided the nominee consents. The election shall be announced at least one month prior to the election date. The final slate of nominees shall be formulated and announced to the general membership for consideration one week prior to the election. The election process will consist of a hard copy ballot with VLSCI BOD positions and nominees clearly indicated. The ballots will be distributed at the beginning of the meeting. Each family receives one (1) vote and must be present to vote. The election will be held, ballots collected, and a count conducted by the Election Committee. The results will be announced by the Election Committee prior to the meeting's termination. In the event of a tie vote by BOD members, the board will follow procedures as detailed in Robert's Rules of Order.

Section 3. Term of Office. BOD members shall serve until their respective successor has been elected, but any BOD member shall be removed with or without cause by a majority vote participated in by all voting members of the BOD. BOD members may resign by serving written notice upon the President. Vacancies will be filled by persons selected by majority vote of the remaining BOD until a replacement can be elected by the general membership. A special

meeting of the general membership need not be held to fill the vacancies so long as at least three (3) elected members remain on the BOD. If and when only two (2) or fewer elected members of the BOD remain in office, the BOD must order a special meeting be held within ten (10) calendar days and the BOD shall have no further authority to act until said Executive Board vacancies have been filled by the general membership.

#### Section 4. Board of Director Positions.

1. *President.* The president will serve as the chief member of the BOD. In recess of the BOD shall have general control and management of the VLSCI business and affairs, except that any powers not specifically reserved to the President may be delegated to the BOD. The President shall act as the intermediary between and among the general membership, the BOD, the HOA, and the coaches for the purpose of handling and resolving problems, complaints, etc. The President shall preside at all meetings of the BOD and the general membership. A vote on the motion by the President shall be limited to a tiebreaking vote. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term. Candidates for VLSCI President should have previous swim team board experience (i.e.: other summer, club, or high school league).

2. *Vice-President.* The Vice-President shall act in lieu of the President in the event the President is incapable of acting by reason of death, illness, resignation, or absence. The Vice-President shall act as meeting Parliamentarian in order to ensure proper order is maintained. Robert's Rules of Order shall be use as a guide when executing these duties. The Vice-President shall be responsible for general oversight of all committees, unless the BOD assigns oversight of a specific committee otherwise. The Vice-President shall coordinate and integrate changes to the VLSCI bylaws as necessary. The Vice-President shall perform other duties as delegated by the BOD or the President. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term.

3. *Treasurer.* The Treasurer shall have custody of and keep the account of all money and funds of the VLSCI, and shall render statements to the BOD as required. The Treasurer shall inform the BOD of total receipts, specific expenditures, and remaining balances at each regular board meeting of the BOD. The Treasurer shall ensure that signature of the Treasurer and one other officer are on checks over \$300.00 issued on behalf of VLSCI. The Treasurer shall deposit all funds of the VLSCI which the Treasurer receives in such bank accounts within 24 hours. The Treasurer shall pay out monies as business may require upon the order of the BOD with proper vouchers to justify expense. Expenses shall be paid by check or debit card only. Expenses will not be paid by cash on hand. The Executive BOD may assume any and all duties of the Treasurer. The outgoing

Treasurer shall account to incoming Treasurers for all financial books, records, and accounts within forty (40) days of the election of the BOD. At semi-annual meetings of the general membership, the Treasurer shall submit a written report of the account balances at the previous meeting, receipts, and expenditures during the interim period, and resulting balances. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term.

4. *Secretary.* The Secretary shall make and keep minutes of all the meetings of the BOD and general membership. The minutes shall be available for review upon any reasonable request by a VLSCI member. The Secretary shall distribute copies of all meeting minutes to all appropriate persons, by email or otherwise. The Secretary shall be a part of PR/Communications Committee. The Secretary shall perform other duties as delegated by the BOD or the President. He/She shall also be a homeowner resident of the Victory Lakes Community at the time of election and for the length of their term.

5. *PWSL League Representative.* The PWSL League Representative shall be the official representative of the VLSCI to the PWSL and shall have voting authority of the VLSCI at the meetings of the PWSL. The PWSL League Rep shall be responsible for attending all PWSL meetings and advising the VLSCI BOD as to the agenda items discussed, any votes taken, and the VLSCI position on said items. In the event that the League Rep is unable to attend a PWSL meeting they must contact the executive board so that arrangements can be made for another representative of VLSCI to attend said meeting. The PWSL Rep shall bear in mind that certain issues should be determined by the BOD and seek tabling of any vote by the PWSL when it appears circumstances warrant. The PWSL Rep shall perform duties conferred upon them by the PWSL and other duties as delegated by the BOD or President, including but not limited to: upholding PWSL bylaws and attending all meets.

6. *Team Manager.* The Team Manager shall ensure coaches have equipment to account for swimmers who will be absent, check in swimmers for relays as they arrive for meets, coordinate/advise coaches of swimmers who leave meets early or who do not show up for meets, maintain a current roster, assist the Vice-President in coordinating registration as needed, coordinate to ensure a BOD member is present at each practice, and act as liaison between BOD, coaches and families as necessary. He/She shall have oversight of the Set Up Committee, ensuring that the Set Up Committee is following appropriate procedures. He/She will be responsible for upkeep of the shed, condition and maintenance of equipment, inventory of equipment and to make recommendations to the board as to any immediate and future needs regarding equipment repair or purchase. He/She shall also be permitted to remediate any issue that may arise on deck without altering team policy or procedure.

7. *Concession Chairperson.* Shall be responsible for the operation of concessions at home swim meets. He/She may also be responsible for participation in other VLSCI sponsored events. The Chairperson shall be responsible for submitting a purchase plan at least 72 hours prior to each planned event. Upon approval of the BOD, they may purchase supplies detailed in said plan. The committee is further responsible for inventory of product after each event; such inventory should be included on each purchase plan.

8. *Social Chairperson.* Shall organize social functions to enhance the morale and community spirit of VLSCI, and the community as a whole. He/She shall also be responsible for organizing pep rallies, "Bite Nights", the swim buddy program, Swimmer of the Week" rewards (in coordination with coaching staff) and an annual end-of-season awards banquet. He/She shall also participate in the PR/Communications Committee.

Section 5. Committees. Committees will be established by and under the direction of the BOD in accordance with Article IV herein. The BOD may establish other committees as it sees necessary for the conduct and management of VLSCI. The BOD will determine the committee chairperson of all committees. Committee chairpersons need not be voting members of the BOD. Committee chairpersons may then recruit assistance from the general membership to aid them in their duties.

Section 6. Duties and Authority of the BOD. The BOD shall manage the affairs of the VLSCI. All voting powers not specifically reserved to the general membership herein shall be vested in the VLSCI BOD. The VLSCI BOD shall have the authority to all things necessary for the operation, management, and advancement of the VLSCI to include, but not limited to expending VLSCI funds as it deems appropriate.

Section 7. Meetings. The VLSCI BOD shall meet once each month in the months of December through August at a time and place determined by the VLSCI BOD. Special meetings shall be held as determined necessary by the President of the BOD or a majority of the voting members of the BOD. Reasonable efforts must be made to provide telephonic, email, or in person notice to members at least 24 hours prior to any special meetings.

Section 8. Quorum and Voting. A quorum shall consist of a majority of the elected members of the VLSCI BOD. Once a quorum has been established upon required notice, a majority vote of those present shall be sufficient for all purposes, except as otherwise specified herein. In the event of a tie, the President's vote shall control. All monetary decisions made outside of a BOD meeting must be ratified at the next scheduled meeting.

## Article IV-Committees/ Chair Positions

Section 1. Set Up Committee. This committee shall be responsible for obtaining all necessary equipment resources required to conduct a home and away swim meets. The committee shall be responsible for setting up the pool for home swim meets and restoring the pool for use by the HOA after swim meets. The committee is further responsible for transporting, setting up/taking down canopies for away meets and making sure team area is secure and cleaned up at away meets in coordination with the Team Manager.

Section 2. Meet Coordinator. Shall be responsible for coordinating all volunteers needed for the various meet jobs which will include, but not limited to, Starter, Stroke and Turn, Referee, Announcer, Clerk of Course, Runners, Timers and Recorders, Scorers, Concessions, Deck Marshals, Computers, Set up/Take down personnel. He/She shall be responsible for contacting and getting written/ verbal commitments for said date of meet, all personnel required to conduct home and away meets to include coordinating with opposing team's volunteer coordinator. He/She shall also participate in the PR/ Communications Committee.

Section 3. Fundraising/ Sponsorship Committee. Shall be responsible for generating funds to pay for expenditures of the VLSCI and to help defray VLSCI membership fee increases via fundraising.

Section 4. Computer/Website Chair. Shall be responsible for generating a VLSC website and maintaining the website throughout the year to include posting news, pictures, and updates to the VLSCI members and families. He/She is further responsible for posting swim meet results to the website. Updates are to be posted in a timeframe directed by the BOD.

Section 5. Team Apparel Chair. Shall be responsible for coordinating all activities concerning the sales of team spirit wear, goggles, caps, and team swimsuits. He/She is further responsible for researching and proposing a selection of team suits annually to the VLSCI BOD. He/She will also select trophies/awards to be presented at the end of season banquet.

Section 6. Communications Committee. Shall be responsible for advertising/publicizing team happenings to raise community awareness of the team and team activities. They shall prepare submissions for the Victory Lakes Vignette, additions to Piranhas Bites, submissions to local newspapers and other duties as designated by the BOD. Membership shall include, but not limited to: Secretary, Newsletter Chair, Social Chair, Meet Coordinator, and Fundraising Chair.

Section 7. Other Volunteer Committees. Other standing and ad hoc committees shall be formed as deemed necessary by the BOD and shall include but not be limited to the Election Committee.

#### Article V- Budget

VLSCI will have responsibility to pay for all items necessary from its own operating funds. Committee chairs shall be responsible for submitting detailed budgets to the BOD for approval no later than February 1<sup>st</sup> of each year. The BOD will develop a budget for the financial operations of the VLSCI under the direction of the President by March 31<sup>st</sup> of every year. The month the annual accounting period ends shall be August of each year.

#### Article VI- Amendment of the Bylaws

The power to alter, amend, or repeal these bylaws or adopt new bylaws shall be vested in the VLSCI BOD if approved by a two-third (2/3) majority of the elected officers of the BOD at any regular or special meeting.

Revised and approved January 2013