

BYLAWS OF THE CODY KOUNTRY AQUATIC TEAM

(Adopted April 2001, Revised March 2017)

ARTICLE ONE - ORGANIZATION AND PURPOSE:

1.1 NAME:

The name of the organization shall be the Cody Kountry Aquatic Team, hereinafter referred to as "CKAT".

1.2 PURPOSE:

The purpose of CKATs is to provide each of the swimmers the opportunity and training to develop and maximize his/her individual skills in competitive swimming in a safe environment. The primary objectives of this program are the development of proper swimming techniques, development of endurance, physical conditioning, development of mental conditioning, and the development of teamwork and spirit associated with a competitive swimming program.

1.3 PRINCIPAL OFFICE:

The principal mailing address shall be:

CKAT
P.O. Box 1041
Cody, WY 82414

1.4 TRANSACTION OF BUSINESS (LOCATION):

The transaction of CKATs business may be held at any location as the President of the Board of Directors may from time to time give notice.

ARTICLE TWO – GENERAL MEMBERSHIP:

2.1 DESCRIPTION:

Each family of current enrolled swimmers constitutes the general membership. Current enrolled swimmers as being defined as any CKAT

swimmer holding a current USA Swimming card and is not more than one month delinquent in dues. An active membership entitles a parent to attend all general meetings as a voting member with one vote or two votes if more than one swimmer in the same family provided the swimmer is not more than 18 years of age. At 18 years of age, the voting rights would be the swimmers not the parents.

2.2 VOTING:

General membership will vote on the following matters: election of Board Officers, removal of a Board Officer, and those issues that the Board of Directors deems necessary to put forth to the general membership.

2.3 ELIGIBILITY:

Each swimmer is required to be a member of USA Swimming in order to compete and be covered under the USA Swimming insurance policy. Monthly dues are charged for each month your swimmer participates in any practice or in a meet. The only exception to this is if your swimmer is currently in on a Cody High School Swim team or a Cody Middle School Swim team and only during that particular swim season will the month fee be waived, but your swimmer will be charged a surcharge to attend a meet. CKATs is in favor of supporting the Cody Schools swim teams.

2.4 SWIM TEAM COLORS:

CKATs team colors will be red and black.

ARTICLE THREE – BOARD MEMBERS:

3.1 BOARD OFFICERS – COMPOSITION AND TERMS:

The board shall consist of six (6) voting officers who are elected by the general membership of CKATs during a designated annual meeting. Any officer position, except President, may be shared and in such case co-officer positions shall only have a total of one vote for Board matters.

By a simple majority vote, all Board of Directors shall work collaboratively to execute, develop, maintain, or amend, as needed, CKAT Team policies or guidance documents necessary to conduct business, including coaching compensation, reimbursement protocol, scholarship, tuition fees, etc.

The term of each Board officer shall be for a two (2) year duration and shall be staggered as follows:

President	Elected odd year
Vice president	Elected even year
Secretary	Elected odd year
Treasurer	Elected even year
Registrar	Elected odd year
Member at large	Elected even year

Non-voting Board positions may regularly have agenda items, head committees, or special projects as assigned by the Board of Directors. These positions are assigned by the Board of Directors or outside organizations. The term of these positions may range from temporary to unlimited. Such positions may include:

Head Coach
Recreation Center Liaison
Parent Liaison

3.2 ELECTION OF OFFICERS:

Nomination of Board Officers shall be conducted annually during a designated monthly club meeting after soliciting requests for nominations from membership. Voting procedures may be conducted at that meeting or a subsequent meeting and the term of the office shall commence in May.

3.3 VACANCIES:

Vacancies or unexpired Board Officer terms shall be filled by appointment resulting from the action of the remaining Board Officers. Then in the Spring that position will be, voted on by the general membership in accordance with the election schedule of Article 3.1.

3.4 REMOVAL:

The Board of Directors may remove any Board Member whenever in its judgment, the best interests of the Board and CKATs will be served thereby. The general membership may with 2/3 majority of eligible persons remove a Board Member whenever in its judgment the best interests of CKATs will be served thereby.

3.5 DESCRIPTION OF OFFICERS:

(A) President – The President shall:

1. Assume active management of the operations of the Board subject, however, to control of the Board of Directors.

2. Preside at all meeting of the Board of Directors.
3. Be familiar with the CKAT bylaws and handbook.
4. Establish committees and appoint chairpersons in order to administer manage programs of CKATs.
5. Execute contracts and other legal documents on behalf of CKATs after receiving approval and direction from the Board of Directors. This may include, but not be limited to: pool rent contracts, employee contracts, and insurance contracts. NO CONTRACTS are to be signed without the Board of Directors approval.
6. Serve as the CKAT delegate to attend and vote at all Wyoming State USA Swimming Meetings and act as spokesperson for CKATs as directed by the Board of Directors. A report of the meetings attended and votes made shall be made at the next regularly scheduled meeting of CKATs.
7. Coordinate and schedule pool times and sign contract for pool usage after receiving approval and direction from the Board of Directors and consulted with the coaching staff.
8. Lead the Board of Directors in the interviewing and hiring of all paid CKAT positions as well as coordinate employee evaluations with the Board of Directors.
9. Has the ability to vote only when a deciding vote is needed for official matters. Otherwise, the President, who may advocate a position, does not routinely vote.
10. Sets the agenda for each Board of Directors meeting and designates a date, time, and location for periodic Board of Director meetings.
11. Perform such other duties as the bylaws or the Board of Directors may prescribe.

(B) Vice President - The Vice President shall:

1. In the absence of or disability of the President, the Vice President shall perform all dues of the President and when so acting shall have all the power of and be subject to all the restrictions on the President.
2. Have other powers and perform other duties as may time to time be assigned to him/her by the President or Board of Directors.
3. Establish and be the chairperson for the fund raising committees.

(C) Secretary -The Secretary shall:

1. Keep minutes of all regular and special meetings as directed by the Board of Directors
2. Keep a record of the name, address, and relevant contact information of all members of the club.

3. Compile, post, and/or distribute as needed minutes of the Board of Directors meeting, special meetings, event announcements, or any special communication related to CKAT matters.
4. Compile the necessary information to keep the CKAT by-laws and handbook up-to-date and current.
5. Perform all duties commonly incident to the office of secretary and such other duties as may from time to time be assigned by the President or Board of Directors.

(D) Treasurer - The Treasurer shall:

1. Collect all mail, account for, and deposit all checks. The Treasurer shall be primarily responsible for maintenance of the CKAT post office mailbox, Recreation Center mail drop, and bank accounts.
2. Track and record billings of members for dues and other CKAT fees
3. Maintain, or acquire attendance rosters from coaches for monthly billing
4. Assist the Board of Directors in establishing a proposed budget.
5. Account of all moneys of CKATs.
6. Prepare monthly financial statements for presentation at the regularly scheduled Board Meetings.
7. Make tax deposits (941)
8. Prepare a fiscal year end annual statement for presentation to the Board of Directors.
9. Be responsible for filing all tax returns required
10. Be responsible for the timely issuing of CKAT checks for payment of contractor services, equipment, fees, dues, etc.

(E) Registrar - The Registrar shall:

1. Be primarily responsible for all matters relating to the Hy-Tek, Meet Manager software, or equivalent.
2. Ensure that all USA Swimming registrations, health history forms, medical authorization forms, or any other such documentation is current.
3. Complete additional responsibilities such as, but not limited to, the timely registering of athletes with USA Swimming, preparing meet entries on behalf of the CKAT team, and compiling psych sheets/heat sheets for CKAT-hosted swim meets.

(F) Member At Large - The Member At Large shall:

1. Keep an accurate record of the CKAT state qualifying sweatshirts and order the sweatshirts when a swimmer qualifies for state and need to receive a sweatshirt.
2. Assist other Board members with their duties as needed.
3. Serve as, or designate a, Safety Manager to promote a safe and fun environment for the swim team and during official CKAT events.
4. Promote good relationships between the Coaches, Board Officers, Parents, and Recreation Center personnel.

ARTICLE FOUR – MEETINGS AND QUORUM:

4.1 CONDUCTING:

All meetings of CKATs shall be conducted in accordance with Robert's Rules of Order, latest edition and in accordance with these by-laws.

4.2 NOTIFICATION:

The Board of Directors shall determine all matters of meeting notification, location, and order of business.

4.3 BUSINESS MEETINGS:

Regular business meetings shall be held monthly at a time and location to be determined by the President of the Board of Directors. The President may change the time and location of the meeting with reasonable notice given to each Board Member. The general membership is encouraged to attend the business meetings and participate in the discussions.

4.4 SPECIAL MEETINGS:

The President or the officer in as prescribed by the President may call special meetings of Board Members shall constitute a quorum for the transaction of business. If less than a majority of members are present at any regular business meeting those members present may discuss but may not act upon business.

4.5 QUORUM:

Notwithstanding other provisions of these bylaws at a regular scheduled Board Meeting a majority (4) of the voting Board Members shall constitute a quorum for the transaction of business. If less than a majority of members are present at any regular business meeting those members present may discuss but may not act upon business.

4.6 ABSENCE OF OFFICERS:

In case of the absence of any officer at a Board Meeting or for any other reason that the Board may deem sufficient the Board may transfer the powers of duties of that officer to any other officer.

ARTICLE FIVE – COMMITTEES:

5.1 APPOINTMENT:

The President may appoint one or more members of the general membership to a committee for the purpose of carrying out specific responsibilities as set forth by the Board Directors. The formation of Standing Committees (long term) will be at the discretion of the Board.

5.2 DURATION:

The Committee(s) shall be in existence for the time necessary to carry out the responsibilities assigned it or until terminated by the President. The duration of standing Committees (long term) will be at the discretion of the Board of Directors.

ARTICLE SIX - CONTRACTS, FUNDS, AND ACCOUNTING PROCEDURES:

6.1 FISCAL RESPONSIBILITIES:

The fiscal year of CKATs shall be from January 1st to December 31st. The Board of Directors shall determine all fees, shall be responsible for the proper disbursement of all funds, and shall be responsible for all fund raising activities.

All swimmers on the CKAT Team or Swimmers participating in meets must be a member of USA Swimming and must have paid the registration fee and club fees before participating in any practice or meet. The CKAT Club pays the USA Swimming memberships and other incidental fees for all CKAT Board Members, Coaches, and CKAT affiliated officials. USA Swimming Membership Cards are valid for one year from January 1st thru

December 31st if a card is purchased after August it is valid thru the following year. Insurance for CKATs and the swimmer is provided under the registration.

6.2 **CONTRACTS:**

The Board of Directors may authorize the President to enter into any contract with paid employees, or contractors, of CKATs or execute and deliver any instrument in the name of the Board of Directors and such authority may be general or confined to specific instances.

6.3 **PROFESSIONAL SERVICES:**

The Board of Directors may retain the services of a professional to assist and advise the Board of Directors in those matters that the Board of Directors deem necessary and appropriate. Should professional services be retained compensation shall be as agreed upon by the Board of Directors and professional.

6.4 **FUNDS:**

The moneys of the CKATs shall be deposited in the name of Cody Kountry Aquatic Team in such accounts approved and established by the Board of Directors. The moneys may be drawn out only on checks signed by such individual(s) as the Board may designate, typically the President and/or Treasurer.

6.5 **REIMBURSEMENT:**

The Board of Directors and chairpersons of committees may be reimbursed for reasonable out of pocket expenses made on behalf of the CKATs, but shall not otherwise be compensated. Reimbursement of more than \$50.00 need to be approved before the purchase is made.

6.6 **VISITOR SWIM POLICY:**

Visiting swimmers may swim for free without a USA Swimming card for a period of one week and at that point the swimmer will need to make a decision as to pay for a USA Swimming card and pay the monthly fee or not to swim with the CKATs any longer during that season.

ARTICLE SEVEN – BYLAW AMENDMENT:

7.1 AMENDMENT:

This bylaw or any section thereof may be amended, repealed or adopt new bylaws by a majority vote of the CKAT membership. These bylaws may contain any provisions for the regulation and management of the affairs of CKATs consistent with the law. Any amendment, repeals, or new bylaws must be read at one Board of Directors meeting, distributed to the general membership, and then voted on the following month.

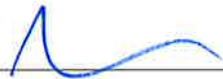
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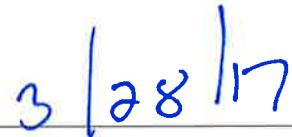
President, Cody Kountry Aquatic Team



Date



Secretary, Cody Kountry Aquatic Team



Date

07/25/20

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