

BYLAWS OF THE CASPER SWIM CLUB
Amended December 2019

ARTICLE I- ORGANIZATION AND PHILOSOPHY

1.1 Name: The name of this organization shall be the Casper Swim Club dba Casper Swim Club hereinafter referred to as CASC.

1.2 Mission Statement: The mission of the Casper Swim Club is to develop competitive swimmers with a committed and strong work ethic through a program that emphasizes their character, leadership, and teamwork skills.

1.3 The philosophy of CASC is for the promotion and well-being of all athletes who are wanting to develop and improve their personal swimming skills. We believe that "personal bests" are the individual goal and strive to enhance and complement skills to achieve a stronger, competent and more competitive athlete. The coaches strive to promote good-will while fostering a positive team spirit amongst all athletes. Swimming is not just about the sport, but involves life-long lessons, goal setting skills and achievements. Our goal is to allow the swimmers to develop their skill into a lifelong experience.

1.4 Principal Office: The principal mailing address shall be: P.O. Box 50093, Casper, WY 82605.

1.5 Transaction of Business (Location). The transaction of CASC business may be held at such locations as the presiding President may from time to time give notice.

1.6 Bylaws. These bylaws shall serve as the guiding document for the CASC and its board. The bylaws can be amended, as necessary, by a 2/3 vote of board members.

ARTICLE II- ACTIVE MEMBERSHIP

2.1 Description: Active members are families who have paid their current USA Athlete dues for their swimmer(s), and are financially reconciled to date with CASC. An active membership entitles each parent to attend all parent meetings as voting members with one vote per family.

2.2 Termination of Membership. The membership of a member shall terminate upon occurrence of any of the following events:

A. The resignation of the member,

B. The failure of the member to pay dues or assessments, if required, within the times set forth by the Board of Directors,

C. The determination by the Board of Directors or a committee designated to make such

determination that the member has failed in a material and serious degree to observe the rules of conduct of the organization or has engaged in conduct materially and seriously prejudicial to the interests and purposes of the organization.

2.3 Reinstatement of Membership. Board terminated members need to write a letter requesting reinstatement to then be considered by the Board of Directors.

2.4 Obligations of Members. Resignation or termination of membership will not relieve the former members of their obligation to pay any dues, assessments, or other charges previously accrued and unpaid.

2.5 Voting. Active membership will vote on the following matters: election of Board officers, and those items that the Board deems necessary to put forth to the active membership

ARTICLE III - BOARD OFFICERS

3.1 Board Officers- Composition and Terms. The Board of Directors shall consist of ten (10) officers who are elected by the active membership of CASC and any ex-officio members that the Board deems appropriate. The term of each Board officer shall be two (2) year duration and shall be staggered as follows:

President	Elected even years
Vice President	Elected odd years
Secretary/Communications	Elected even years
Treasurer	Elected odd years
Meet Director	Elected even years
Volunteer Coordinator	Elected odd years
Safety Officer	Elected even years
Official's representative	Elected odd years
Coaches	Decided by coaching staff
Athlete Rep	
Athlete Rep	

Officers are limited to serve on two two (2) year terms in any one office. He/she may continue in consecutive terms in another office. The position of Secretary/Communications can be separated into two board positions and both positions would then be up for elections in the even years.

3.2 Duties of the Board. The Board shall interview, hire and fire Head Coach(es)/ oversee fiscal responsibilities (including fundraising) /work with team governments/ communicate with the active membership/ assist with team building / removal of Board officers with cause. The Board also has the responsibility to update and review any legal documents concerning CASC. Any changes will require a 2/3 vote of the Board Members.

3.3 Election of Officers. Nomination of Board of Directors shall be conducted annually beginning in the month preceding the annual meeting using a process delineated by the Board of Directors. Election of officers will be held at the annual meeting with positions commencing on April 1 of that same year, the

interim period between elections and commencement providing a period of time for newly elected officers to be mentored on the functioning of the Board and responsibilities of the position.

3.4 Eligibility. Active members of the organization are eligible for office if they are willing to become USA Non-Athlete members. Coaches are ineligible to serve as Board Officers, however collectively are entitled to one vote in Board decisions. The annual USA Non-Athlete fee is paid by CASC for all Board Officers.

Board officers may serve as a couple or individual, but no couple or individual may hold more than one office at any one time. Each Board Office has only one vote. All Board positions are voluntary and unpaid, but a Board Officer may be simultaneously involved in the compensated Learn to Swim program.

3.5 Vacancies. Vacancies for unexpired Board officer terms shall be filled by appointment resulting from the assenting vote of two-thirds of the remaining Board officers.

3.6 Removal. The board may remove any Board Officer upon the assenting vote of two-thirds of the remaining Board Officers whenever, in its judgment, the best interests of the Board and CASC will be served thereby. The active membership may, with the presentation of a petition with the signatures of two-thirds majority of the active membership's votes, remove a Board Officer whenever in its judgment the best interests of CASC will be served thereby.

3.7 Description of Officers.

A. President shall:

1. Assume active executive management of the operations of the Board, subject, however to control of Board Officers.
2. Preside over all meetings of the Board and set the agenda for each meeting.
3. Be familiar with articles of incorporation, bylaws, rules and procedures of CASC.
4. Establish committees and appoint chair-persons in order to administer and manage programs of CASC.
5. Execute contracts and other legal documents on behalf of the CASC, after receiving approval/direction from the Board. These may include, but not be limited to, pool rental contracts, employee contracts, insurance contracts, USA Swimming insurance coverage changes, and non-profit corporation entity paperwork with the state.
6. Serve as the CASC delegate to attend and vote at all Wyoming State USA meetings and act as spokesperson for CASC as directed by the Board. A report of the meeting attended and votes shall be made at the next regularly scheduled meeting of the CASC.
7. Make decisions for CASC which must be made prior to Board meetings and mediate problems as they arise.
8. Coordinate and schedule pool times and sign contracts for pool usage after receiving approval/direction of the Board and consultation with the coaching staff.
9. Lead the Board in interviewing and hiring of Head Coach(es) in CASC positions.
10. Recruit individuals to train and become USA Officials.
11. Perform such other duties as the bylaws or the Board may prescribe.
12. Recruit individuals who appear appropriate for consideration of CASC Board positions.

B. Vice President shall:

1. In the absence or disability of the President, perform all duties of the President, and when so acting, shall have all the power of, and be subject to all the restrictions of the President.
2. Have the other powers and perform other duties and may from time to time be assigned by the President or Board officers.
3. Have charge over the fund raising activities of CASC.
4. Oversee and coordinate USA swim card enrollment.
5. Send CASC Charter renewal list and fee to WYO USA officials by December 15 of each year.

C. Secretary/Communication Director shall:

1. Maintain minutes of all meetings as directed by the Board.
2. Hold a copy of names and addresses of all members.
3. Maintain historical records.
4. Conduct organizational correspondence, thank you notes, and gifts.
5. Update policies on the club website. Compile the information needed for the CASC information on TeamUnify. Ensure that the information is drafted and posted electronically on the website.
6. Be responsible for media publicity and promotion.

D. Treasurer shall:

1. Account for and deposit all checks.
2. Prepare and communicate monthly/seasonal billings of members for dues and other CASC fees.
3. Verify meet entries against the active membership. Charge membership for meet entries.
4. Maintain attendance rosters from coaches for monthly billing.
5. Account for all moneys of CASC which shall be deposited in recognized insured financial institutions.
6. Pay all outstanding bills incurred by CASC.
7. Regularly pick up and distribute organization's mail

E. Accountant Shall (non-board member):

1. Prepare monthly financial statements for presentation at the regularly scheduled board meetings.
2. Make monthly employment checks to all CASC employees.
3. Make tax deposits (941), as required by law.
4. Complete employee W2s as required by law.
5. Prepare an annual financial statement as fiscal year end for presentation to the Board.
6. Be responsible for maintaining the tax exempt status of CASC.
7. Be responsible for filing all tax returns required of CASC.
8. Maintain financial records and accounts for CASC.
9. Be responsible for annual filing with the state of Wyoming for the non-profit status of CASC.

F. Meet Director shall:

1. Be responsible for bidding sanctioned meet dates.
2. Be responsible for the coordination of all team entries.
3. Verify swimmer eligibility and collect meet entry fees for home meets from participating clubs.
4. Assume the responsibilities for each swim meet as described in Section 102.23 USA Rules and Regulations.
5. Organize and coordinate all home meets as prescribed by the CASC Board.

G. Safety Officer shall:

1. Be responsible for the dissemination of USA safety education information to members and coaches.
2. Coordinate with Meet Director to ensure compliance with Wyoming Swimming and USA safety regulations for swim meets.
3. Maintain coaching certification records.

H. The Official's Representative shall:

1. Keep the board informed of ongoing legislation as it pertains to officiating.
2. Work with the meet director to sanction and set up CASC swim meets.
3. Oversee recruitment, training, and tracking of new officials as necessary to help run CASC swim meets.

I. Volunteer Coordinator shall:

1. Coordinate assistance at all home meets.
2. Email membership when assistance is needed.

Article IV – MEETINGS AND QUORUM

4.1 Conducting. All meetings of CASC shall be conducted in accordance with Roberts Rules of Order, latest edition, and in accordance with these bylaws.

4.2 Notification. All matters of meeting notification, location, and order of business shall be determined by the Board.

4.3 Business Meetings. Regular business meetings shall be held monthly at a time and location determined by the Board. The President of the Board officers 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. Special meeting of the Board may be called at anytime by the President or the officer in charge as prescribed by the President. Reasonable notification of such special meetings must be made to all Board officers. There must be at least five (5) officers present to hold a special meeting. The business to be transacted at special meeting of the Board must be specified in the

notice and only that business shall be transacted. The purpose of the special meeting must be of a nature that requires immediate action and that can not wait to be added by the board to the next regularly scheduled board meeting. Complete minutes will be kept and decisions made must be fully reported at the next regularly scheduled meeting so they become part of the permanent minutes. These meetings can be conducted in person or via email. If the meeting is conducted via email all emails must include all members of the board. The final thread of all emails will be used as the minutes for the meeting and added to the official records as such.

4.5 Annual Meeting. The annual meeting of the members shall be held in the month of January unless the Board of Directors fixes another date and so notifies the members.

4.6 Quorum. Notwithstanding other provisions of these bylaws, at a regular scheduled Board meeting, a majority of officers shall constitute a quorum for the transaction of business. If less than a majority of officers are present at any regular business meeting, those officers present may discuss but may not act upon business.

4.7 Conflict of Interest. Any member of the Board must declare a conflict of interest and abstain from voting on any issue that arises that the Board member believes or reasonably should believe would involve a pecuniary interest to that Board member or a member of that Board member's family that is pecuniarily different from the other members of CASC. The Secretary should insure that the declared conflict of interest and voting abstention is noted in the minutes.

4.8 Absence of Officers. In case of the absence of any officer at a Board meeting, or any other reason that the Board may deem sufficient, the Board may transfer the powers of duties of that officer to any other officer.

4.9 Voting. Voting shall be run by the president, and votes shall pass by a simple majority of board members present at the meeting. Should there be a tie vote, the president's vote will decide the tie.

ARTICLE V - COMMITTEES

5.1 Appointment. The President may appoint one or more members of the general Membership to committees for the purpose of carrying out specific responsibilities as set forth by the Board. 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 President.

ARTICLE VI - MISCELLANEOUS

6.1 Fiscal Responsibilities. The fiscal year of CASC shall be Oct. 1 to Sept. 30.

The Board shall determine all fees, dues, and annual family administration fees, and shall be responsible for the proper disbursement of all funds. It shall also be the responsible for all fund raising activities.

All swimmers in CASC must be athlete members of USA Swimming. All Board officers, officials, coaches, and meet directors must also be members of USA. All coaches must hold current USA coaches cards and maintain their certification with USA.

6.2 Contracts. The board may authorize the President to enter any contract with paid Employees of CASC or execute and deliver any instrument in the name of the Board, and such authority may be general or confined to specific instances. The President shall report back to the board all action taken within a timely manner.

6.3 Professional Services. The board may retain the services of a professional to assist and advise the Board in those matters that the Board deems necessary and appropriate. Should professional services be retained, compensation shall be agreed upon by the Board and professional.

6.4 Learn to Swim Program. The Learn to Swim Program will be responsible for maintaining all activities associated with the program and communicate with the Board on a regular basis.

Article VII: Minor Athlete Abuse Prevention Policy (MAAPP)

This policy applies to:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

7.1 General Requirement: USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

7.2 One-On-One Interactions

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Casper Swim Club.

IV. Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

7.3 Social Media and Electronic Communications

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by Casper Swim Club, LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity

contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may “friend” Casper Swim Club and/or LSC’s official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

7.4 Travel

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete’s legal guardian.

Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained. When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete’s legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult. Team Managers and Chaperones who travel with Casper Swim Club or LSC must be USA Swimming members in good standing.
- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual’s hotel room or other overnight sleeping location.

7.5 Locker Rooms and Changing Areas

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device’s (including cell phones) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

- III. Undress
An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.
- IV. One-on-One Interactions
Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.
- V. Monitoring
Casper Swim Club must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:
- a. Conducting a sweep of the locker room or changing area before athletes arrive;
 - b. Posting staff directly outside the locker room or changing area during periods of use;
 - c. Leaving the doors open when adequate privacy is still possible; and/or
 - d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.
 - e. Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.
- VI. Legal Guardians in Locker Rooms or Changing Areas
Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

7.6 Massages and Rubdowns/Athlete Training Modalities

- I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).
- II. General Requirement
Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.
- III. Additional Minor Athlete Requirements
- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to Casper Swim Club.
 - b. Legal guardians must be allowed to observe the Massage.
 - c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the Massage in the room.

- d. Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.