

BYLAWS OF THE LARAMIE SWIM CLUB

Approved July 2023

ARTICLE ONE – ORGANIZATION AND PURPOSE

1.1 NAME

The name of this organization shall be the Laramie Swim Club hereinafter referred to as "LSC."

1.2 PURPOSE

The purpose of LSC is to provide to children the opportunity to learn to swim and to compete in swim meets toward becoming better swimmers. LSC shall be open to all boys and girls who are capable of taking part in the program. The program shall emphasize the promotion of sportsmanship and physical fitness, along with swimming training. While the primary purpose shall be a training program, the secondary purpose shall be to afford boys and girls an opportunity to participate in swimming competition to the highest level of his/her ability.

1.3 PRINCIPAL OFFICE

The principal mailing address shall be:

PO Box 949

Laramie, WY 82073

The principal office of LSC shall be at the address of the then presiding President.

1.4 TRANSACTION OF BUSINESS (LOCATION)

The transaction of LSC business may be held at such locations as the President of the Board may from time to time give notice.

ARTICLE TWO – GENERAL MEMBERSHIP

2.1 DESCRIPTION

Each family of actively enrolled swimmers, defined as those families who have paid their annual club membership fee, shall be recognized as constituting general membership. An active membership entitles each parent to attend all general meetings as voting members with one vote per USA Swimming swimmer and it entitles their children to participate in the swimming program. General membership will vote on the following matters: election of Board officers, removal of Board officers, and those issues that the Board deems necessary to put forth to the general membership.

Swim team membership shall be available within various ability levels. These levels shall be designated by the head coach in coordination with the other LSC coaches and the Learn-to-Swim coordinator. Swimmers will be placed in advanced levels as they meet the qualifications as set forth by the team coaches.

ARTICLE THREE – BOARD MEMBERS

3.1 BOARD OFFICERS – COMPOSITION AND TERMS

The Board shall consist of six (6) officers who are elected by the general membership of LSC. 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
Receiving Treasurer	Elected even year
Disbursing Treasurer	Elected odd year
White/Red Group Liaison	Elected even year

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 the membership. Nominations will be made in the July newsletter, membership voting will take place at the Fall banquet, and the new Board members will assume duties in October 1st. One vote per USA Swimming member will be allowed. All Board positions are voluntary and nonpaid.

3.3 VACANCIES

Vacancies for unexpired Board officer terms shall be filled by appointment resulting from the action of the remaining Board officers.

3.4 REMOVAL

The Board may remove any Board member whenever, in its judgment, the best interests of the Board and LSC will be served thereby. The general membership may, with a two-thirds majority of all returned mail ballots, remove a Board member whenever, in its judgment, the best interests of LSC will be served thereby.

3.5 DESCRIPTION OF OFFICERS

(A) PRESIDENT – The President shall:

- Assume active executive management of the operations of the Board, subject, however, to control of the Board officers.
- Preside at all meetings of the Board and set the agenda for each meeting.
- Be familiar with the Articles of Incorporation, Bylaws, rules and procedures of LSC.
- Establish committees and appoint chairpersons in order to administer and manage programs of LSC including the management of the club social media accounts.
- Execute contracts and other legal documents on behalf of the LSC, after receiving approval/direction from the Board. These may include, but not be limited to; pool rent contracts, employee contracts, and insurance contracts.
- Serve as the LSC delegate to attend and vote at all Wyoming State USA Swimming meetings and act as spokesperson for LSC as directed by the Board. A report of meetings attended and votes made shall be made at the next regularly scheduled meeting of LSC.
- Make decisions for LSC which must be made prior to Board meetings and mediate problems as they arise.
- Coordinate and schedule pool times and sign contracts for pool usage after receiving approval/direction from the Board and consultation with the coaching staff.
- Send LSC Charter renewal list and fee to WYO USA Swimming officials by December 15 of each year.

- Lead the Board in the interviewing and hiring of all paid LSC positions as well as coordinate employee evaluations with the Board.
- Perform such other duties as the Bylaws or the Board may prescribe.

(B) VICE PRESIDENT – The Vice President shall:

- In the absence or disability of the President, the Vice President shall perform all duties of the President, and when so acting, shall have all the power of, and be subject to, all the restrictions on the President.
- Have other powers and perform other duties as may time to time be assigned to him/her by the President or Board officers.
- Oversee and coordinate with the head coach regarding USA Swimming swim card enrollment and ensure that USA Swimming membership is renewed by December 5 of each year.
- Coordinate with the head coach to maintain a current list of USA Swimming card holders, including Learn-to-Swim members.

(C) SECRETARY – The Secretary shall:

- Keep minutes of all regular and special meetings as directed by the Board.
- Keep a record of the names and address of all members.
- Compile the information needed for the quarterly LSC newsletter. Post newsletters to the club website and notify members by email that the newsletter is available.
- 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 as the Bylaws or the Board may prescribe.

(D) RECEIVING TREASURER – This Treasurer shall:

- Collect all mail and account for and deposit all checks.
- Track and record billings of members for dues and other LSC fees.
- Collect and process meet fee checks from coaches, LSC mail boxes and from the Learn-to-Swim coordinator.
- Give deposit records to the Disbursing Treasurer.
- Obtain attendance rosters from the coaches for monthly billing.
- Assist the Board in establishing a proposed budget.
- Account for all the moneys of LSC, which shall be deposited in accounts approved and established by the Board of Directors.

(E) DISBURSING TREASURER – This Treasurer shall:

- Liaison with the accountant for quarterly financial statements for presentation at the regularly scheduled board meetings.
- Make monthly employment checks to all LSC employees.
- Coordinate with accountant to make monthly tax deposits (941).
- Prepare a fiscal year end annual statement for presentation to the Board.
- Be responsible for maintaining the tax exempt status of LSC.
- Be responsible for filing all tax returns required of LSC.
- Pay all outstanding bills incurred by LSC.
- Maintain financial records and accounts of LSC.
- Assist with developing the contract with Laramie Recreation Center.
- Maintain annual registration with the Wyoming Secretary of State.

(F) WHITE/RED GROUP LIAISON – The White/Red Group Liaison shall:

- Serve as the liaison between the Board and the White/Red groups.

- Facilitate the transfer from Learn-to-Swim to the swim club.
- Provide registration packets to new club members and keep packet up to date.
- Foster communication between the Blue/Senior groups and White/Red group.
- Facilitate the transfer from the White/Red group to the Blue/Senior group.
- Act as the SafeSport Coordinator to ensure the club is up to date with USA Swimming MAAPP and SafeSport guidelines.

ARTICLE FOUR – MEETINGS AND QUORUM

4.1 CONDUCTING

All meetings of LSC shall be conducted in accordance with the Robert’s Rules of Order, latest edition, and in accordance with these Bylaws.

4.2 NOTIFICATION

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

4.3 BUSINESS MEETINGS

Regular business meetings shall be held at a time and location to be determined by the Board a minimum of nine times per year. The President or 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. Review of any incident reports since the last meeting will be conducted in Executive Session.

4.4 SPECIAL MEETINGS

The President or the officer in charge as prescribed by the President may call special meetings of the Board at any time. Reasonable notification of such special meetings must be made to all Board members. There must be at least four (4) officers present to hold such a special meeting. The business to be transacted at a special meeting of the Board must be specified in the notice and only that business shall be transacted. Complete minutes will be kept and any decisions made must be fully reported at the next regularly scheduled business meeting so they become part of the permanent minutes.

4.5 QUORUM

Notwithstanding other provisions of these Bylaws, at a regular scheduled Board meeting, a majority of the 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. 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.

ARTICLE SIX – CONTRACTS, FUNDS, AND ACCOUNTING PROCEDURES

6.1 FISCAL RESPONSIBILITIES

The fiscal year of LSC shall be from January 1 to December 31.

The Board shall determine all fees, dues, and annual family membership fee, subject to the approval of the membership by a simple majority of returned mail ballots, or members present at a general meeting, and shall be responsible for the proper disbursement of all funds. It shall also be responsible for all fundraising activities.

All swimmers on the Team or participating in meets must be members of USA Swimming and must have paid the registration fee before participating in any practice or meets. Cards are valid for one year, from January 1 to December 31. Seasonal cards are also available. All officials, coaches, Learn-to-Swim instructors and meet directors must also have a USA Swimming card. Insurance for LSC and the swimmer is provided under the registration.

6.2 CONTRACTS

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

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 deem necessary and appropriate. Should professional services be retained, compensation shall be as agreed upon by the Board and professional.

6.4 FUNDS

The moneys of the LSC shall be deposited in the name of Laramie Swim Club 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.

6.5 VISITOR SWIM POLICY

Visiting swimmers may be charged a fee as determined by the LSC Board and must pay this fee in advance. Coaches will determine if there is enough pool space to permit nonmember swimmers in the pool. NO ONE WILL BE ALLOWED TO SWIM, EXCEPT AS DESCRIBED IN 6.6 BELOW, WITHOUT A CURRENT USA SWIMMING REGISTRATION CARD. A copy of a visiting swimmer's current USA Swimming card must be included with his/her prepayment to LSC.

6.6 SWIM TEAM TRY-OUTS

Swimmers are allowed to try-out for the Team without a current USA Swimming registration. However, when the swimmer's skills have been evaluated and recommendations have been made by the appropriate coach, the swimmer must complete the registration process for USA Swimming.

ARTICLE SEVEN – NONPROFIT ORGANIZATION

7.1 NONPROFIT STATUS

The Laramie Swim Club shall be a nonprofit organization. LSC was incorporated by the State of Wyoming on January 8, 1969.

ARTICLE EIGHT – AMENDMENT OF BYLAWS

8.1 AMENDMENT

This Bylaw or any section thereof may be amended, repealed, or adopt new bylaws by a majority vote of the LSC membership. These bylaws may contain any provisions for the regulation and management of the affairs of the LSC consistent with the law.

SIGNATURES:



PRESIDENT, LARAMIE SWIM CLUB BOARD

07/31/2023
DATE



SECRETARY, LARAMIE SWIM CLUB BOARD

08/28/2023
DATE