

University Swim Club BYLAWS

Article I- Name

The name of this organization shall be University Swim Club, Inc. duly incorporated under the laws of the State of Ohio and the United States of America as a 501c3 not-for-profit corporation, herein after referred to as USC. USC is a USA Swimming (USAS) swim club affiliated via the LESI District. USC follows the Rules and Regulations of USAS and LESI.

Article II- Mission Statement

The mission of University Swim Club is to teach a love of swimming and the self-discipline and hard work that come with it. Athletes who truly love what they are doing can achieve beyond expectations. The success of USC is realized when the coaches, swimmers and parents think and act together for the common good of the TEAM and our mutual love for the sport of swimming.

Article III- Team Membership

- A. Swimmers: Membership into USC is open to any individual wishing to participate in competitive swimming who has fulfilled the following criteria:
1. A swimmer must be a current member in good standing of USAS by purchasing an annual USAS membership upon registering with USC.
 - a. He /She is not an active member of any other USA swim club.
 - b. Swimmers who have, or have had, USAS memberships from other USAS teams are required to complete and submit USA transfer forms to LESI, please contact the USC registrar for assistance in completing this process.
 2. He /She abides by the Code of Conduct established by USC.
 3. He /She remains in good standings regarding any financial responsibility due to USC. Such financial obligations include team dues, meet fees (individual and relay), apparel fees, travel fees, and any other expenses deemed necessary by the Board of Directors
 - a. Payment of all fees due to USC within 30 days of incurrence.
 - b. USC reserves the right to not allow a swimmer to participate in practices and USA swimming meets when his/her family's fees are more than 30 days late.
- B. Parents/Legal Guardians : By having an actively registered USC swimmer(s) the parents/guardians of said swimmer:
1. Agree to abide by the USC Code of Conduct established by USC

2. Will be given one vote per family at the USC annual membership meeting, or any other membership meeting.
 3. Agree to remain in good standing regarding any financial responsibility due to USC on behalf of the swimmer(s). Such financial obligations include team dues, meet fees (individual and relay), apparel fees, travel fees, and any other expenses deemed necessary by the Board of Directors
 - a. Payment of all fees due to USC within 30 days of incurrence.
 - b. USC reserves the right to not allow a swimmer to participate in practices and USA swimming meets when his/her family's fees are more than 30 days late.
 4. Volunteer commitment of time or funds as requested by Board of Directors for activities such as swim meets, committees, and fund raising events.
 5. USA Swimming Membership is open to all parents and guardians of current USC team members by submission of USA membership form and dues to the Membership Chair of LESI or USC Registrar
- C. Employees: Membership into USC is open to any individual wishing to participate in administration of USC and/or coaching competitive swimming who has fulfilled the following criteria:
1. Hired by the USC Board of Directors
 - a. Applicant must complete interview with Site Coach, Head Coach, and/ or Board
 - b. Applicant must have undergone a previous employment screening if hired after 8/31/2011
 2. A coach must be a current member in good standing of USAS by purchasing an annual USAS membership and registering with USC.
 3. A coach must maintain all required coaching certifications and supply copies of completed certifications to USC Board
 - a. CPR
 - b. First Aid
 - c. Safety Training for Swim Coaches
 - d. USA Swimming Background check
 4. Abide by the USC Code of Conduct established by USC
 5. Complete duties as described in his/her job description
 6. Are eligible to vote at the annual meeting
- D. Termination of Membership: The Board of Directors may terminate any member and his/her family from membership in USC if said person(s):
1. Fails to abide by the USC Code of Conduct.
 2. Fails to comply with any of the USC Bylaw provisions.

3. Fails to pay USC fees within the allotted amount of time deemed appropriate by the Board of Directors.
4. Fail to be a member in good standing of USAS.
5. Terminated swimmers will not be allowed to participate in USC practices or attend USA swimming meets.

Article IV- Board of Directors

- A. The elected Board of Directors shall be:
 1. President
 2. Vice-President
 3. Treasurer
 4. Registrar
 5. Secretary
 6. up to three members at large – preferably one from each practice venue.
 7. The Head Coach, who is a voting member of the board concerning all matters except those issues that involve monetary compensation for the coaches.
- B. The term of office will run from April 1 through March 31
- C. The Board of Directors will be elected at the annual membership meeting held in February or March
- D. The Board of Directors will have the following responsibilities:
 1. Uphold the USC by-laws
 2. Meet monthly or more often as deemed necessary
 - i. A majority of the members of the Board must be present at the Board meeting in order to constitute a quorum.
 - ii. Board meetings are open to all USC members. Contact a Board member for details on next scheduled Board meeting.
 3. Create the budget for the fiscal year which will run September 1 To August 31.
 4. Make recommendations as to the hiring and firing of coaches
 5. Determine fees and the payment schedule for the members of the team
 6. Discuss all personnel, membership and financial issues
 7. Provide guidelines and direction to the coaching staff
 8. Recruit and appoint the committee Chairs.
 9. Abide by Specific duties found in the Attachment to the By-Laws.
 10. Assist the coaches in the development of the club
 11. Administer the business of the club

Article V- Selection and Election of Board of Directors

1. A Nominating committee will be formed at a January Board meeting to present nominations for the next year's Board of Directors. The Nominating Committee will consist of the Vice President, two Committee members and a representative parent. They will present their slate at the next general meeting for a vote of approval. Additional nominations may be made at the general meeting.
2. At large Board members who are elected or appointed to fill vacancies will serve a one year term April 1st through March 31st of the following year
3. In even election years:
 - a. The Vice-President of the previous year will become the President with a reaffirming vote from the general membership
 - b. A Vice President will be elected to serve for one year
 - c. A Treasurer will be elected to serve for two years
 - d. The Registrar will remain in office with a reaffirming vote from the general membership
4. In odd election years:
 - a. The Vice-President of the previous year will become the President with a reaffirming vote from the general membership
 - b. A Vice President will be elected to serve one year
 - c. A Registrar will be elected to serve two years
 - d. The Treasurer will remain in office with a reaffirming vote from the general membership
5. Current Board members may be nominated again
6. If a Board position is vacated, the general membership will be notified of the vacancy. New members seeking the appointment will be brought to a general membership meeting for election to the Board for the remainder of the term.

Article VI- Volunteer Committees

USC will have the following standing committees: Nominating, Publicity, Fundraising, Apparel, Safety, Meet Hosting, Social. Each committee will have a Chair Person who will abide by the specific duties found in the Attachment to the By-Laws. Additionally the team will have individuals fulfill the following volunteer roles: Records, and Website Maintenance

Volunteer Committees will meet bi-monthly or at any time it is deemed necessary by Committee Chair.

Article VI- Fees and Finances:

A. Budget - Based on the previous year's financial statement and the proposed activities of the next year, the Board of Directors shall prepare an annual budget. This budget will be as comprehensive as possible in order to minimize the need for special expenditures by the Board.

1. The Board of Directors must adopt the proposed budget by a majority vote.
2. A budget summary must be presented to the members at the annual meeting.

B. Fees and Dues

1. Dues shall be determined by vote of the Board of Directors and presented to the members at the annual meeting. The dues shall be closely aligned with the operating budget of USC.
2. Each swimmer's family will be responsible to complete registration and pay dues prior to swimming each session.
3. Swimmers are responsible for paying meet entry fees at the time of entry submission. Additionally, USC will issue a surcharge for each meet entered.
4. Families are responsible for meet entry fees even if their swimmer(s) are unable to attend the meet.
5. The family of each swimmer is responsible for paying LESI meet fines incurred. Examples of fines include: scratching at a Championship Meet or swimming slower than the time standard required to enter an event.
6. Families are responsible for paying relay fees within 30 days from the time they are charged to the families' account.
7. Swimmers leaving the team will not be refunded any unused dues paid. Exceptions to this may be made upon review by the Board for circumstances such as removal of a member from the team, relocation of a member, or other extenuating circumstances.

C. Fiscal Authority

The Board of Directors shall be authorized to expend necessary funds not in excess of \$50.00 (fifty dollars) for the purposes considered necessary but not included in the annual budget. This authorization will be considered on an individual basis. Amounts greater than \$50.00 (fifty dollars) shall be discussed at the Board of Directors meeting and approved by a quorum. The active families will be notified of the expense and the Board's action.

Article VII- Amendments to the Bylaws:

Proposed amendments to these Bylaws shall be stated in such a language, that if adopted, it may be incorporated directly into the

Bylaws.

The proposed amendment shall be brought before the Annual Membership Meeting and after a discussion, a majority vote of those present shall be required to ratify the amendment.

A committee appointed by The Board of Directors will review and/or revise the Bylaws at least every three years.

Article VIII- Membership Concerns:

Members shall feel free to approach and address any and all issues they wish to be brought before the Board of Directors.

They will be notified of the Board's decision on the issue. The Secretary will have available upon request the dates of all Board meetings, which may be requested by anyone in the membership. Members wishing to attend meetings may do so upon written request to the President. Meeting minutes may also be requested of and supplied by the Secretary.

Article IX- Indemnification:

The USC shall indemnify and save harmless any individual against the expense of any action, suit or proceedings in which they are made a part by reason of his being or having been a Director, or duly authorized agent of USC, except in relation as to matters to which they shall be adjudged in such action, suit or proceedings to be liable for gross negligence or willful misconduct in the performance of their duties. This right shall extend to all such persons, their successors, heirs and legal representatives.

Article X – Annual Membership Meeting:

An annual membership meeting shall be held during the month of February or March for the purpose of electing officers, presentation of the budget for the next fiscal year, a State of The Team address from the Head Coach and any other matters that may be brought before the meeting.

Attachment

Board of Directors: Positions

A.) President:

1. Administer the general business of USC
2. Disseminate information that is appropriate to the Membership
3. Serve as liaison to coaching staff
4. Prepare agenda for the Board meetings
5. Preside over all club functions

6. Responsible to be a part of LESI House of Delegates meetings to represent and vote on behalf of the club or proxy the vote to another designated USC member.

B.) Vice President:

1. Arrange for all Committee Directors for the approval of the Board
2. Conduct the duties of the President in his/her absence
3. Work with the President to perform USC business
4. Conduct annual review meeting with the Head Coach and coaching staff
5. Responsible for recruiting volunteers and heading the nominating committee for the Board positions

C.) Treasurer:

1. Deposit all USC monies and handle any correspondence with regard to collection.
2. Reconcile finances monthly.
3. Pay USC bills and entry fees.
4. Advise the Board of the current financial status of USC at all Board meetings.
5. Submit a financial report as required by the Board monthly
6. Account for fund raising fees and expenses in coordination with the Fund Raising Chair.
7. Work with an independent accountant in order to audit the financial records of USC. Submit financials to the accountant so that the appropriate taxes are filed annually. Otherwise arrange for an audit to be performed by two Board members and two adult members not currently serving on the Board.
8. Submit payroll monthly

D.) Secretary:

1. Responsible for the Board minutes and the distribution of them at the Board meeting.
2. Maintain and type any club correspondence.
3. Maintain personnel files for All USC employees.
4. Establish time and place of Board meetings.

E) Registrar:

1. Verify all swimmers are properly registered with the club based on USAS rules
2. Distribute membership cards.
3. Obtain practice attendance information, compare to list of swimmers registered with the team
4. Assist parents with registration process follow up with families who are delinquent in registering with USC.
5. Distribute a roster list to Board members as necessary.

6. Distribute roster or attendance sheets to Head Site Coaches monthly or more often as necessary.

F) Coaching Staff

1. Select, supervise, and direct the coaching staff subject to a majority vote by the Board of Directors.
2. Coach the swimmers at his/ her assigned pool
3. Conduct monthly staff meetings
4. Work with the Board of Directors on budgeting issues.
5. Recommend and develop the swim meet schedule to be presented to the Board for approval in August and March.
6. Recruit swimmers within the USAS and LESI rules and regulations.
7. Respond to the advice and ideas that come from the Board.
8. Conduct annual formal reviews of the coaching staff and submit the reviews to the Board for discussion in August and March.
9. Present a yearly staff development plan for review and funding in May
10. Based upon registration payment acquire new USA memberships or renewal memberships for members in good standing.
11. Enter swimmers in meets based upon parent request (via on-line meet entry system and emails)
12. Provide on deck coaching support at USA swimming meets attended by more than 10 USC swimmers
13. Provide record information to the Records Chair and then update as needed.

Committees Chair Roles and Responsibilities

Social Chair:

Coordinate all social events for USC parents and swimmers such as end of season banquets, holiday gatherings, picnics, etc.

Publicity Chair:

Responsible to develop and update all handouts for the members and distribute to the new members

Submit team news articles to the applicable print publications

Arrange for coverage of team hosted swim meets

Fund Raising Chair:

Responsible for all fund raising activities of USC with the exception of meets hosted by USC.

Apparel Chair:

Responsible for the purchasing, promoting and distributing of USC team apparel.
Coordinate all apparel sales at home meets or club-sponsored activities.

Safety Chair:

Develop and maintain a safety procedure policy for each practice site location.

Register with USAS as a non-athlete

Be apprised of any injuries incurred by a USC swimmer at any USC sponsored event or any injuries at a USC hosted meet File all required reports of incident as noted on the USAS Report of Occurrence Form.

Be responsible to all aspects of safety at all USC hosted meets.

Meet Director:

Coordinate and plan all meets hosted by USC

Coordinate and plan all USC intra squad meets

Register with USAS as a non-athlete

Additional Standing Volunteer Roles:

Records

Keep short and long course age group records.

Help organize and then publish a list of all team records.

Publish age group records at the end of each season.

Webmaster

Update and maintain the website.

Last Updated 9/6/2011