

# **BYLAWS OF THE PLAIN TOWNSHIP SWIM AND DIVE TEAM**

## **Article I, Identification**

### **Section I**

The name of the organization shall be the “Plain Township Swim and Dive Team”, hereinafter referred to as the “Team”.

### **Section II**

The mailing address of the Team shall be **P.O. Box 348**, New Albany, OH 43054

### **Section III**

The Team is a non-profit organization with an accounting period that commences on the 1<sup>st</sup> day of January and ends on the 31<sup>st</sup> day of December each year.

## **Article II, Purposes**

### **Section I**

The plain Township Swim and Dive team encourages and supports aquatic sports opportunities for young people to develop physical fitness, self-discipline, self-confidence, proficiency in competitive swimming and diving, good sportsmanship and enjoyable summer activity for all of its members in the New Albany and Plain Township community. It is an organized exclusively for charitable, educational, and athletic purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Section II**

No part of the new earnings of the organization shall inure to the benefits of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section I, Article II hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing, or distribution of statements) and political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on: (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

## **Article III, Membership and Fees**

### **Section I, Non-Voting Membership**

Membership on the Team shall open to all children ages 4-18 who meet minimal swimming requirements. The final decision on whether a child can join the Team rests with the Board of Directors. The Board of Directors may set a quota for membership. When the Team has reached its quota, those on the waiting list will fill slots as they become available. Membership shall be made upon prescribed forms and shall bind each applicant to abide by the Bylaws and rules of the Team. All athletes must have a membership in good standing to the Plain Township Aquatic Center.

### **Section II, Voting Membership**

Each family unit or individual unit member is entitled to one (1) vote. A family unit is defined as multiple related persons regardless of the number of athletes in that family. An individual unit is defined as an individual not related to any other members of a team family.

### **Section III, Fees**

Fees shall be established by the Board of Directors to enable the Team to meet its lawful obligations. Fees are payable to the Team Treasurer. An athlete will not be allowed to practice until fees are paid.

### **Section IV, Termination of Membership**

A membership may be terminated and/or suspended by the Board of Directors for not abiding by the Bylaws and rules of the Team. The Board of Directors can make such termination only after full opportunity for a hearing has been given to the member.

## **Article IV, Membership Meetings**

### **Section I, Annual Membership Meeting**

There will be at least one Annual Meeting of the membership during each calendar year. The location and time of the annual membership meeting shall be fixed by the Board of Directors.

### **Section II, Board of Director's Meetings**

The Board of Directors shall hold regular meetings as necessary to conduct the business of the organization. These meetings are open to attendance by regular members of the organization. Prior notice of these meetings **will** be given to members of the Board **and** members of the organization **via email or by posting on the team website.**

### **Section III, Special Meetings**

The President may call special meetings at any time giving written or verbal notice to the members.

### **Section IV, Quorum**

At all general membership meetings, the members present shall constitute a quorum with each individual or family unit entitle to one vote.

## **Article V, Board of Directors**

### **Section I, Responsibilities**

All business and team activities shall be conducted by or under the authority of the Board of Directors. The Board of Directors shall have full responsibility for policies, coach and employee contracts, long-term team direction, sub-committee heads, and **distribution of team funds**.

### **Section II, Selection of Board of Directors**

The Board of Directors shall be selected by a majority vote of those present at the annual membership meeting. The Board of Directors shall consist of nine (9) members, one of whom is the Head Coach. The remaining eight (8) members shall be selected by a majority vote of those present at the annual membership meeting. The term for the remaining eight (8) members is **two (2) years**. The remaining eight (8) board members may serve a maximum of two (2) consecutive terms and must remain off the Board at least one (1) year before they are eligible to serve again. **In the event of fewer than 8 candidates nominated term limits may be waived**.

### **Section III, Vacancies**

Any Board member who is absent from three (3) successive Board meetings may have his or her seat on the Board of directors declared vacant by majority vote of the remaining Board members. A vacancy of the Board of Directors may be filled for the unexpired term by any member elected by a majority of the remaining Board members.

### **Section IV, Quorum and Voting**

A quorum for any meeting of the Board of Directors to conduct any business shall be when a majority of the Executive Committee is present. All Board members will have one vote. A simple majority will solve all issues, unless otherwise specified in these Bylaws.

### **Section V, Responsibility of the Head Coach**

The Head Coach shall have full responsibility for staff training; team growth, planning and administering workouts, planning team meet schedule, and general team operations. The Head Coach shall also be responsible for hiring additional coaching staff with Board approval.

## **Article VI, Officers**

### **Section I, Selection of Officers**

Selection of Officers – After the Board of Directors has been selected at the annual membership meeting, the Board of Directors shall select the following officers: President (or Co-Presidents), Vice-President(s), Secretary, and Treasurer. The elected officers shall constitute the Executive Committee and will hold office until the successive officers have been selected.

### **Section II, Duties of the President**

- Schedules and presides at all meetings
- Serve as chairperson of the Board of Directors

- With the advice of the Board, call special meetings of the organization
- Represent or appoint representatives of the organization
- Initiate procedures to fill vacancies of the Board
- Appoint special committee and chairpersons to carry out special functions.
- Serve as liaison to Township
- Serve as Team representative to swim league(s)
- Assist/oversee committee chairs
- Coordinate Championship meet

### **Section III, Duties of the Vice-President**

- Oversees creation of schedules for practices and meets
- Act as President in the absence of the President
- Assist the President in his/her duties
- Be prepared to act as representative at the appointment of the Board
- Serve as liaison to pool staff
- Coordinate team suits and apparel
- Track inventory of team supplies

### **Section IV, Duties of the Secretary**

- Record the minutes of all meetings of the organization
- Maintain an accurate membership roster for the organization.
- Maintain all relevant correspondence including updates to team webmaster
- Conduct team registrations at the beginning of each season

### **Section V, Duties of the Treasurer**

- Act as a financial agent for the organization
- Maintain all financial records
- Collect all team fees for dues, meet entries, equipment etc.
- Complete all properly authorized disbursements
- Perform any financial duties designated by the Board including end of year statements and all financial forms to be filed with the township

### **Section VI, Vacancies**

A vacancy in the position of President (s), Vice-President(s), Secretary, or Treasurer may be filled for the unexpired term by the remaining Board members.

## **Article VII, Amendment of Bylaws**

### **Section I, Bylaws Changes**

The Bylaws of the organization may be changed by a two-thirds vote of the total membership, as stated in *Article IV, Section III*. Members may vote by mail-in proxy, or in-person ballot. Any

amendments must be submitted to the general membership in writing two weeks in advance of a meeting for the purposes of voting on the amendment to the bylaws.

### **Article VIII, Dissolution**

#### **Section I**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Franklin County, Ohio exclusively for such purposes or to such organizations, as said Court shall determine which are organized and operated exclusively for such purposes.