

Bylaws

Preface

These Bylaws in conjunction with the NWAL™ rules and regulations will govern this organization.

The name of this non-profit organization is the Gleannloch Gators Summer Swim Team. The Gleannloch Gators Summer Swim Team Board shall govern the affairs of the team.

The Board is a major committee of the Home Owners Association and is duly elected by the membership of the team. The board has many responsibilities as outlined herein; therefore, certain authorities must accompany these responsibilities in order to efficiently meet the proposed objectives.

Responsibilities

The board is charged with the responsibility of organizing and the operation of the Swim Team for the young women and men who wish to compete in the Northwest Aquatic League (NWAL™) through the Gleannloch Farms Summer Swim Team.

Objectives

The overall objective of the board is to field and support a competitive team for the growth, training, enjoyment, good sportsmanship and participation of all team members.

Organization

1. The board will be comprised of members elected by the voting members of the team. Husband and wife teams are acceptable on the Board, either as one member with one vote (if elected as a team); or as two Board members with separate positions and separate votes (if elected separately). The terms of the Board members are for two years, from September of the election year through August of the second year after election.
2. Terms will be staggered so that new members will be elected annually to replace the outgoing members who have served their two-year term. The serving of a two-year term and the staggering of the terms are important to provide continuity within the Board from year to year.
3. In the event of death or resignation of a board member, their successor shall be elected by a majority vote of the remaining board members and will serve on the board until the annual meeting. All appointed members of the Board must run for election with voting by the membership in July at the annual meeting for a new two-year term.
4. Quorum - Meetings must have Five (5) members of the Board present. Majority votes will decide business questions.
5. The Head Coach will be included as required in Board Meetings as a nonvoting member for input into Board Decisions.
6. Board Members may run for any number of consecutive two-year terms.
7. Under NO circumstances will any board member (s) receive payment in any form from the swim team for any sales or services rendered.
8. Any Board member or coaching staff involved in an activity that is determined by a majority vote from the board members to be detrimental to the swim team will be removed from the Board or coaching staff. A replacement for the board member should be selected by the remaining board members in accordance with (3) above.
9. No Board member or coaching staff may make any policy decisions regarding NWAL™ regulations or these by-laws without a majority vote from the board members.
10. No swim team equipment will be removed from the designated swim team area or from storage without the President's or designated Board Members approval. Personal use of

swim team equipment will be allowed for board members, coaching staff or swim team members if approved by the President or designated Board Member.

11. Swim team equipment may not be used for any events, Non Profit or other organization that the majority of the swim team does not or will not participate in. Requests for use will be reviewed by the Board, but will be guided based on swim team participation. **Amended July 2007**
12. The treasurer, president and secretary will audit financial records yearly. Results of the yearly audit will be reported to the Board and to the general membership at the annual meeting in July of each year.
13. Gleannloch Farms HOA or AMI will have no financial authority related to this organization and reference to such has been removed from By-Laws. **Amended May 2006**
14. Volunteering is an important aspect of any organization and the spirit for which board members may participate in multiple organizations as a volunteer is appreciated and recognized. However, Swim Team Board Members may not represent multiple organizations where conflicts of interest may arise between representing the Swim team and the other respective organizations. **Amended June 2008**

Election

1. The election of members to serve on the Board will be under the direction and supervision of a nominating committee, appointed by the President. **Amended June 2006**
2. Each retiring Board member is to identify a replacement candidate to present to the nominating committee for consideration. **Amended May 2006**
3. At the Board meeting prior to the annual meeting, the nominating committee will provide the board with a list of nominees to fill the vacancies of outgoing members that will normally occur on a yearly basis. **Amended June 2006**
4. The nominating committee before their submission to the Board will obtain the consent of the individual placed in nomination.
5. The Board will approve the list of nominees. **Amended Feb. 2007**
6. Nominations for the Board positions will also be taken from the floor at the annual meeting, held in June / July in conjunction with the end of year activities.
7. The election will be held at the annual meeting the secretary of the Board will serve as the teller of the election. The secretary will introduce the candidates, read any proposed amendments and tally the roster to the ballots and announce the winners.

Board Positions

1. The position of President SHOULD NOT be held by a newly elected board member, however if all Board members agree the position may be held by a newly elected Board member who has had swim team members in Gleannloch Farms Summer Swim Team previously.
2. An organizational meeting will be held in September to plan for the upcoming year to ensure that each Board member fully understands their responsibilities.
3. There are eleven (11) Board Positions. The majority of the board must be residents of Gleannloch Farms. The executive positions of President, 1st VP, 2nd VP and Treasurer must be held by Gleannloch Farms residents. The duties and responsibilities as shown below may be allocated by the President across the board to suit the talents of individual qualifications and competency of the Board members.

PRESIDENT - Presides at all meetings; receives all correspondence pertaining to the team and has authority to set-up necessary committees. Decides on matters of order and process. Shall appoint the following positions from either existing Board Members or past Board Members qualified to serve in this position. **Amended July 2006**

1st VICE PRESIDENT - Takes over Presidential duties when required: Is alternate Team representative at NWAL meetings. Will be allocated duty and responsibility defined by the President.

2nd VICE PRESIDENT – Takes over Presidential duties when required: Is second alternate Team representative at NWAL meetings. Will be allocated duty and responsibility defined by the President.

SECRETARY - Keeps minutes of all Board meetings; is responsible for all correspondence, communication and printed materials related to the swim team; is in charge of all publicity of the team. *Amended Feb. 2007*

TREASURER - Controls and manages all monies; is Bookkeeper for all team transactions; presents summary financial information at regular board meetings and as required. Prepares budget for current and following season. Provides information to assist in annual audit.

CLERK OF THE COURSE - Works with the Head Coach to draw up weekly team roster, heat sheets, and delivers to the NWAL meet coordinator (or other) on or before the deadline preceding each meet. Makes up Master Swim Team list and keeps it updated. Prepares Meet entries for Dual, Invitational, and Divisional Meets. Runs HOME meets and assist in AWAY meets as required. Prepares and updates team records. Maintains and updates Team Website.

VOLUNTEER COORDINATOR - In charge of obtaining and managing volunteers for all meets (home and away as required). E.g. lane parents, timers, scribes, card runners (if required), scorekeepers, clean up and set-up, and help for concessions and any other tasks deemed needed and necessary.

SOCIAL CHAIR – Organizes social activities for the team such as spirit events including dinners, parties, and annual banquet. Works to develop activities and or events for Parents to interact such as Volunteer parties.

CONCESSIONS - Is in charge of Home meet concessions including obtaining all refreshments, setting up a booth (s); obtaining sufficient workers and making time (shift) schedules; and is responsible for totaling monies with the Treasurer.

TEAM REPRESENTATIVE – Represents the Swim Team at Divisional and NWAL meetings. Obtains and distributes NWAL and Divisional information, activities and actions needed to the board for review. Will be responsible for representing the swim team in the event of a dispute at Dual and or Divisional Meets.

TEAM STORE – Works with various suppliers to obtain Team Swim Suits, Caps, T-Shirts and other goods as appropriate to promote the Swim team.

SPONSORSHIP - Is responsible for obtaining sponsorship and fund raising activities for the swim team.

EQUIPMENT MANAGER – Is responsible for managing the equipment owned / used by the Swim team.

Selection of coaching staff

1. The Board will be responsible for the selection of the Head Coach. A selected committee appointed by the President for the Board's approval will present such selection to the Board.
2. The Board with the advice of the Head Coach will be responsible for the selection of any assistant Coach.

Membership and fees

1. Qualified individuals are residents in good standing of Gleannloch Farms and / or members of a Family who swam for the Gators in the 2005 Season. **Amended Feb. 2007**
2. Qualified individuals will be admitted to swim team memberships after submitting a written application and payment of their annual registration fee.
3. Parents and or guardians of swim team members are the voting members of the team. (One vote per family)
4. The Board will determine the annual registration fee based on the Annual Budget and the Treasurer's recommendations.
5. The registration fee is not refundable to any member unless approved by the board prior to the first swim meet of the current year.

Amendments

1. These by-laws may be amended by a majority vote of the Board and / or by the general membership at the annual general meeting by a 2/3-majority vote of the voting team members present.
2. Proposed amendments must be submitted prior to the annual awards meeting. A majority vote by the Board will determine what amendments will be placed on the ballot.
3. Any voting member may propose amendments. **Adopted by Gleannloch Gators Summer Swim Team 22nd March 2001, confirmed March the 18th 2002. Revised March 25th 2004. Amended at the AGM 26th June 2005. Revised 21Feb. 2007**

Financial Processes

1. Gleannloch Gators Summer Swim Team (GFG) is a non-profit organization, and is 501 (c) tax-exempt. **Amended May 2006**
2. Use of the 501 (c) tax-exempt status should be used at all times. Copies of 501(c) tax-exempt forms are available from the Treasurer.
3. GFG have "tax exempt" accounts with some suppliers. A log of these accounts and reference information is available from the Treasurer.
 - a. New tax-exempt accounts should be set-up by the Treasurer or by another board member with input from the treasurer. The new tax exempt accounts should be added to the list.
4. Expenditure
 - a. A GFG cheque should pay for payments for goods and or services and or purchases. Cheques should where at all possible be provided in advance of the expenditure. Cheques are obtained by completing a Cheque request form. Forms are available from the Treasurer or from the website.
 - b. Cheque request forms must be signed (hand written, electronic fax and or e-mail confirmation are acceptable signatures) by two (2) of the following three (3) board positions then forwarded to the Treasurer for the Cheque to be processed. Board Positions:
 1. President
 2. 1st Vice President
 3. 2nd Vice President.
 - c. Cheque requests after payment has already been made by a board member or team member should be submitted in the same manner as (b) with any receipt or other 'proof of 'purchase' attached.
 - d. Individual item purchases over \$500 should be competitively analyzed for the best overall value to the Gators. Sole source purchases should be identified with reasons on the Cheque request form. Competitive bids and or other best value analysis information should be documented on the cheque request form.
5. Cheque
 - a. The treasurer will issue a Cheque subject to (4).

- b. Two (2) authorized signatories are required for each cheque
- c. Authorized signatories are defined by the Board for the GFG account and can be one or all of the following members or other qualified member identified by majority vote of the Board of Directors. Recommended authorized signatories are:

- 1. Treasurer
- 2. Concession Board Member
- 3. Team Store Board Member
- 4. Sponsorship Board Member

NOTE: In the event that any two authorized signatories are of the same family, then one (1) should reclude themselves and another would be selected by the board (also applies to 4b).

Amended May 2008

6. Bank Statements

a. Regular bank statements will be made available by the Treasurer for viewing by board members at Regular board meetings and as required, but not discussed or viewed as part of the standing agenda unless requested.

b. Copies of the GFG bank statements are sent to AMI for the HOA to comply with our 501 (c) status.

7. Monies collected (cash and or Cheques) should be turned into the Treasurer in a timely manner. Each envelope should break down the deposit and also designate how much and for which budget item this will affect, e.g. registration, concessions, equipment, etc. The Team store should enclose a tally of specific items sold. For security reasons the Treasurer will NOT accept any deposits at meets. They must be delivered to the Treasurer's home in a timely manner.