

**By-Laws of
Bainbridge Island Swim Club
Version 4, revised 2007**

Article 1. Members

Membership shall consist of parents of youth actively participating in the Bainbridge Island Swim Club (BISC), a program of the Bainbridge Island Metro Park and Recreation District (BIMPRD).

No Person shall be excluded from BISC activities by reason of race, creed or gender.

The parents and/or legal guardians of children actively engaged in BISC shall constitute the general membership and that membership group shall provide the financial support and shall elect officers, as set forth in these by-laws, to govern the activities of BISC.

It shall be the purpose and duty of the membership to act as an advisor to BIMPRD in areas of youth competitive swimming, to assist BIMPRD in the development of an annual swim program budget and to select a new head coach whenever necessary, to own and operate special swim meet equipment necessary to conduct home swim meets, to conduct home swim meets two or more times a year, to assist head coach in record keeping, preparation of meet entries, to recruit new swimmers, to raise funds to support the program.

Article 2. Officers

The officers shall be the President, Vice President (President Elect), Secretary, Treasurer, Meet Director, Meet Equipment Manager, Communications Director, and four Members-at-Large.

All officers shall be elected by secret ballot. The President will serve a three year term as follows: Vice President (President Elect), President, Member-at-Large. The offices of Secretary, Treasurer, Meet Director, Meet Equipment Manager and Communications Director will be for 2 years. The four Member-at-Large positions will be 1 year terms.

The term of office shall begin on May 1st of the election year, or the 1st day of the month following elections and terminate after the previously defined 1, 2 or 3 year term. All officers shall remain voting members of the board for an additional 3 months after the termination of their office to facilitate a transition period for the board. Vice President/President Elect will be elected annually. Communications Director, Secretary and Meet Equipment Manager will be elected on even years; Treasurer and Meet Director will be elected on odd years. Meet Director Elect will be elected in even years and will not officially join the Board until he or she becomes Meet Director.

New officers will be elected annually by ballot of the general memberships on or before May 1st.

Either parent of a club swimmer may serve as a board officer but only one may serve at any given time. However, both parent may share one office on the Board and may cast one vote together.

2.1 President

Duties of the President shall be as follows:

- Shall schedule and conduct board and general club meetings;
- Shall act as sole representative of the Club during such times when immediate action must be taken and time constraints make it impossible to call a board meeting;
- Shall appoint standing committees as necessary and designate a chair person of such committees and serve on committees as appropriate;
- Shall appoint persons to replace vacancies in board positions to be effective until the next election by the general membership;
- Shall work with Treasurer, Vice President and Meet Equipment Manager to prepare annual budget and five-year capital expenditure plan in June and get board approval;
- Shall submit PNS Registration forms in the Fall for all BISC Board members and officials and for the team;
- Shall appoint an auditor to audit treasurer's records annually in June.

2.2 Vice-President (President Elect)

Duties of the Vice-President shall be as follows:

- In the absence of the President, shall conduct board and general club meetings;
- Shall act as President until the next May election if necessary;
- Shall participate in the preparation of the annual budget and five-year capital expenditure plan with Treasurer, Meet Equipment Manager and President in June;
- Shall prepare ballots for new Board member elections to be mailed out with club billing in early April;
- Shall perform other duties as directed by the President.

2.3 Secretary

Duties of Secretary shall be as follows:

- Shall take minutes of all Board meetings and general membership meetings;
- Shall maintain a file of all Board meeting minutes, general membership meeting minutes, Club by-laws.

2.4 Treasurer

Duties of the Treasurer shall be as follows:

- Shall collect all receipts and disburse funds as requested by written itemized receipts for items that are Board approved;
- Shall provide monthly financial reports to the Board;
- Shall prepare annual budget and five-year capital expenditure plan with President, Vice President and Meet Equipment Manager in June;
- Shall manage disbursements from general account. If disbursement is in excess of \$1,000, this shall require two approved signatures (President, Vice President and/or Treasurer);
- Shall manage funding and disbursements in meet fees account which can be signed by Meet Entry Manager. If disbursement is in excess of \$1,000, it shall require two approved signatures (Meet Entry Manager, Treasurer, President, and/or Vice President);
- Shall invoice BHS and BAM for \$250 per team per year for use of meet equipment;
- Shall maintain financial records indicating withdrawals, receipts, expenses, claims for payment. These will be presented to the internal auditor every June;
- Maintain relationship with bank where accounts are held and update signatories as officers change;
- Shall prepare Non Profit Corporation Annual Report to Secretary of State;
- Shall check PO Box on a regular basis;
- Shall receive final meet entry information from Meet Entry Manager & invoice BIMPRD for reimbursement.

2.5 Meet Director

Duties of the Meet Director shall be as follows:

- Shall discuss proposed home meets with Board;
- Shall attend bid meeting at PNS and bid for desired home meets;
- Shall recruit and coordinate meet concessions volunteers and/or vendor; timers, clerk-of-course and other volunteers necessary to run a home meet;
- Shall work with the Officials Manager to insure that there is a Meet Referee, Starter and adequate Stroke and Turn Judges at home meets.
- Shall act as meet secretary. These duties include, distributing the meet information, ie the meet info page on the PNS web, processing meet entries, production of heat sheets, and printing the heat sheets. The high tech swim program is what the meet director uses to accomplish all of this.
- Shall attend the meet director meeting and bid meeting in the Spring at KCAC.

2.5a Meet Director Elect – Not an official Board Position

- Shall be elected to begin serving upon the completion of the current Meet Director's term;
- Will assist in any and all aspects of the Meet Director position to learn the responsibilities of that position.

2.6 Meet Equipment Manager

Duties of the Meet Equipment Manager shall be as follows:

- Shall ensure that the meet equipment is maintained, replaced as necessary and ready to function for home meets (this includes stop watches);
- Shall coordinate and train the meet equipment and swim meet computer volunteers from BISC in preparation for home meets;
- Shall coordinate with representatives from BAM and BHS Girls and Boys Swim and Dive Teams to ensure that there are trained volunteers to handle the meet equipment and swim meet computer appropriately for their home meets;
- Shall forecast meet equipment expenses annually for the annual budget and 5-year expenditure plan. This forecast shall be prepared and reported to the Board in May.
- Shall participate in the preparation of the annual budget and five-year capital expenditure plan with Treasurer, Vice President and President in June.

2.7 Communications Director

Duties of the Communications Director shall be as follows:

- Shall maintain BISC website;
- Shall communicate to BISC members via bi_flipturn;

2.8 Members-at-Large

Duties of the Members-at-Large shall include one or more of the following. These duties can also be performed by any member in the club.

- Assist head coach in welcoming and orienting new members and creating new folder files;
- Coordinate team uniform orders;
- Plan and organize team parties, twice annually usually held during the holidays and in the spring;
- Plan and organize swimmer awards and recognition to be presented at the spring party;
- Coordinate new Team Captain Elections to be held annually at the spring party;
- Plan and organize team pictures;
- Act as Officials Manager which includes recruiting new officials for the team, tracking expiration dates of current officials' certification, scheduling periodic trainings with PNS;
- Update team roster and distribute to team members at fall team meeting and to Board members bi-monthly;
- Update fall membership registration packet;
- Update and distribute BISC handbook annually in the fall;
- Public Relations/Marketing Manager. Shall create and distribute recruiting materials such as place items in the community events calendar with the school district and BI Review, organize and coordinate the kids making recruiting posters, create 'Join the Swim Team' invitations to be distributed by swim class instructors. Submit articles to media for publication.

Article 3. Meetings

The regular general membership meetings shall be called by the President by giving at least two weeks written notice to the general members of the Club, which notice shall also include an agenda of items to be discussed at the meeting. Any member may bring up any other agenda items at the meeting for discussion. However no officer may be elected, no by-laws changes may be voted upon and no special assessments may be levied unless those items are included in the written agenda sent out to the general membership.

Special meetings of the general membership can be called by at least ten members of the Club. The purpose of such special meetings shall be stated in the request submitted by the 10 members and purpose shall also be stated in the written notice to all members of the Club which notice shall be given as in the case of a regular meeting.

If notice of time, place, and date of any such meeting is given to all members at least two weeks prior to a meeting, there is no specific number of members required to constitute a quorum.

No proxy votes will be authorized for any BISC meetings. Only parents of active swimmers shall be allowed to vote in any meeting and only one vote per family is allowed.

Article 4. Parliamentary Rule

BISC shall follow Robert's Rule of Order to conduct all board and general membership meetings. The simple majority of members present at a meeting with two-week notice shall be necessary to pass a motion.

Article 5. Amendment of By-Laws

These By-Laws can be amended by Board approval and by the vote of the general club membership. Two-thirds vote of the general membership is required to change the By-Laws.

Article 6. Fiscal Year

The fiscal year of the Club shall be from August 1 to July 31.