

# **TEAM BYLAWS**

## **TITLE**

### **Reston Masters Swim Team, Inc.**

Section One (1)—The purpose of this organization shall be:

To foster and promote the health and well being of adults through participation in a lifelong comprehensive swimming program.

Section Two (2)—The purpose of this organization will be accomplished by providing coaching to teach the fundamentals and fine points required in swimming activities, providing workouts for conditioning and practicing the required skills, and by providing opportunities for organized competitive swimming which will include continuous affiliation with United States Masters Swimming, Inc. (USMS).

Section Three (3)—Membership is available to any person eligible for USMS membership upon application to the membership chairman and payment of dues and fees pursuant to Section Four (4). Conditions of membership include the maintenance of registration with USMS and the execution of insurance waivers as requested by team officers.

Section Four (4)—Dues and fees will be set by the Officers with the concurrence of a majority of the members present at a general or special meeting, to cover the projected expenses of the program. The officers shall, upon review of the financial position of the team, recommend any dues or fees adjustments necessary to maintain the financial health of the team. Any dues or fees changes must be approved by a majority of the members present at a general or special meeting. Dues and fees may not be adjusted retroactively.

Section Four (4) A—Special consideration will be given in the case of financial hardship to allow participation in the program whenever possible. Concurrence of the president and treasurer is required to establish requirements on an individual basis. All information provided for consideration will be held in the strictest confidence and will be reviewed quarterly to determine the existence of a continuing need.

Section Five (5)—The financial year will be designated as January 1 - December 31. An annual budget will be prepared by the finance committee for the approval of the board at least one month prior to the fiscal year to which it pertains.

Section Five (5) A—As part of the annual budget process the RMST coach will submit a budget to the board delineating projected coaching and other expenses for USMS sanctioned events during the fiscal year. This submission must be approved by the Board of Directors and incorporated into the annual budget submission for approval by the membership.

Section Five (5) A—The president and the treasurer will be authorized to disburse money according to the defined budget. When new officers are elected, the immediate past-president, past-treasurer and past-secretary are authorized to sign checks until new signature cards are filed with the bank. This overlap period shall not exceed 30 days.

Section Five (5) B—The president and the treasurer are authorized to make expenditures of a minor nature on their own cognizance. Non-budgeted expenditures greater than one hundred (100) dollars must be authorized by the team officers. Expenditures falling outside the realm of the budget must be consistent with the purpose of the organization as defined in Section One (1) and Section Two (2) of the bylaws.

Section Five (5) C—All checks written on the team bank account must contain two (2) signatures. The president, treasurer and secretary are authorized to sign checks.

Section Six (6) A minimum of one (1) general meeting will be held each year. The meeting shall be conducted in accordance with Roberts' Rules. At least fifteen (15) days public notice is to be

given prior to any general meeting. This notice is to consist of notices posted in the pool area and word-of-mouth.

Section Six (6) A—One-quarter (1/4) of the members eligible to vote or ten (10) members present, whichever is less, shall comprise a quorum. Each member in good standing is allowed one vote.

Section Six (6) B—Special meetings may be requested of the team officers at any time and if concurred in by a majority of the officers, a meeting will be convened in a timely manner. However, presentation of a petition to the officers stating the purpose of the meeting and containing the signatures of at least ten (10) members or one-quarter (1/4) of the membership, whichever is less, will require a meeting of the membership to be convened within one (1) month of such presentation.

Section Seven (7)—The team shall be run by a Board of Directors consisting of four elected team officers, two appointed officers, six at-large directors and all Past Presidents not already on the Board.

Section Seven (7) A—The four elected officers shall be elected from the membership during the annual Meeting by a simple plurality of the votes cast. The election rules are as follows:

Section Seven (7) A1—Officers are elected to serve two-year terms.

Section Seven (7) A2—The elected officers shall be President, Vice President, Secretary, and Treasurer. Membership Chairman and Social Chairman shall be appointed by the elected officers.

Section Seven (7) A3—Vacancies on the Board shall be filled immediately through majority vote of the remaining Board members with the exception that if the vacancy occurs at election time, then the vacancy shall be filled by vote of the membership. The new Director is elected to fill out the remainder of the departed Board member's term.

Section Seven (7) A4--The six at-large directors will serve as representatives of the 6 lanes as organized by the head coach during RMST practice sessions. At-Large directors will be recommended for appointment by lane members or by the Head Coach and voted into membership by the general membership. They will be responsible for attending all meetings of the Board of Directors. They will also be responsible for maintaining an up-to date phone/e-mail list for all lane members. In this connection they will serve as communication links to lane members regarding pool closings and other matters.

Section Seven (7) B The Board of directors may hold quarterly meetings, or more frequent meetings, if necessary. Five directors, including a minimum of two elected officers present at such a meeting shall constitute a quorum. All issues shall be decided by majority vote of the officers present at any duly constituted meeting.

Section Seven (7) C—The team officers shall have the responsibility and authority for making all administrative rules, regulations, and decisions controlling the conduct of the affairs of the team. Actions that will have significant impact on the organization should, however be enacted during special or at the annual meeting. [see Section Six (6)].

Section Eight (8)—The team officers shall form working committees as needed during the year. The committees will include, but not be limited to: finance, membership, meet coordination and social.

Section Eight (8) A—Committee chairmen and committee members will be selected by the team officers from any of the team members, including those individuals serving as team officers.

Section Eight (8) B—Unless specifically charged to act for the officers, committees exist to service the officers' needs by providing counsel and advice to the officers.

Section Eight (8) C—Committee descriptions:

Section Eight (8) C1—Finance Committee shall be responsible for validating the bank accounts and other accounts of RMST and for auditing the treasurer's records of income, expenses, and fund balances at least prior to the scheduled general meeting.

Section Eight (8) C2—Membership Committee shall be responsible for maintaining an accurate membership list, ensuring prompt payment of dues and fees, keeping the membership informed through newsletters and other publications, and dealing with other membership problems which occur.

Section Eight (8) C3—Meet Coordination Committee, with input from the Head Coach, shall be responsible for organizing and conducting meets obtaining sanctions from Potomac Valley Masters for those events, and obtaining information concerning open masters meets for members desiring to participate.

Section Eight (8) C4—Social Committee shall be organized by the Social Chairman and will be responsible for organizing the team's social functions.

#### Amendments

These Bylaws may be amended by a quorum (see Sec Six (6) A) of those eligible voters present at any general meeting of the team, provided that fifteen (15) days prior notice has been given to all eligible members about the nature of the proposed

Adopted September 27, 1984

Amended September 1985

Amended September 16, 1986

Amended September 29, 1987

Amended September 17, 1988

Amended November 3, 1988

Amended January 6, 1990

Amended December 12, 1992

Amended September 19, 1998

Amended December 2001

Amended December 2004