

Pebble Creek Swim Club Bylaws

ARTICLE I

The name of this organization shall be Pebble Creek Swim Club doing business as Pebble Creek Swim Team (PCST).

ARTICLE II – PURPOSE

The Pebble Creek Swim Club (PCST) is an organization of swimmers, coaches, and parents whose aim is to promote and participate in the sport of summer swimming. PCST provides an opportunity for young people to compete against others of similar ability, in an atmosphere of fair play, good sportsmanship and safety.

ARTICLE III – MEMBERSHIP

Section 1

The Membership of the PCST is open to all households who have paid annual membership fees to PSCT and are residents in good standing with the Pebble Creek Property Owners Association (PCPOA) and their children and/or dependants or have paid the annual membership fee to the Pebble Creek swim facility.

PCST will waive membership fees in the amount equal to the first swimmer's fee per Executive Board Member per swim season. This credit can only be applied to membership for a dependent of each Executive Board Member and is only offered during that Board Member's term. If a Board Member does not have a dependent that swims on the team, he or she forfeits the credit. If a Board Member leaves his or her position for any reason before the season ends, he or she forfeits the credit.

Section 2

There are two classes of membership, member and swimmer. The members are the parents and/or guardians and have one vote per household. The swimmers are children under the age of 19 years and have no vote.

Section 3

Membership in the Pebble Creek Swim Club is non-transferable.

ARTICLE IV - EXECUTIVE BOARD

Section 1

The Executive Board Members (Officers) must be residents in good standing with the PCPOA and at least eighteen (18) years of age. The Board will manage the business of the Pebble Creek Swim Club.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1 - Officers

Elected Officers of PCST shall be President, Vice President, Secretary, Treasurer, Meet Director, and Parent Rep. The Immediate Past President will also be an Officer of the Board. The PCST Head Coach shall serve as a member of the Executive Board, with the exception of negotiating and hiring for the position of Head Coach. All Officers shall have voting privileges. A Team Manager and Concessions Manager will be appointed by the board on an as needed basis, and are considered voting members of the board.

Section 2- Elections

- a. Any Pebble Creek Property Owner may be nominated by a Member for an elected Board position. A list of all nominated candidates and a formal election ballot will be sent to all Members by electronic mail two weeks prior to the Annual Meeting.
- b. Elected Officers shall be elected at the Annual Meeting. The voting may be done by electronic mail or voting in person.
- c. A quorum of Members must vote for an election to be official. An Officer is elected when a plurality of votes is cast for that individual.
- d. If no one is nominated for a vacant position at the time of the annual meeting, the Executive Board will continue the search until a suitable nominee is identified. The Members will then be asked to vote by electronic mail or telephone.
- e. The Officers shall assume their duties on September 1 and shall serve for a term of two consecutive years.
- f. No Officer shall be eligible to serve more than two consecutive terms in the same office.

Section 3 - Removal of an Officer

An Officer may be removed at any time by a two-thirds (2/3) vote of all eligible voting members, if said removal is deemed in the best interest of PCST.

Section 5 - Vacancies

A vacancy occurring in any office shall be filled, for the unexpired term, by a Member elected by the Executive Board. In case a vacancy occurs in the office of President, the Vice-President shall serve for the remainder of the unexpired term of the President.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - President

The President will preside at all meetings of the PCST. The President shall be an ex-officio member of all committees.

The President will make sure PCST has an adequate number of trained officials to conduct a swim meet. GRAL provides training for selected meet officials. See Section XIII: Meet Officials Training Requirements in the GRAL Handbook.

The President will schedule the home meets and the following day rain dates with the Pool Management prior to the start of the regular season. Any scheduling conflicts with the Pebble Creek Homeowners Association and Pool Management should be identified to the Executive Board and the GRAL Board Representative for resolution prior to the start of the season.

Section 2 – Vice-President

The Vice-President shall act as an aid to the President and shall, perform the duties of the President in the absence of that Officer.

The Vice President will assure that adequate supplies are on hand and coordinate the distribution of the supplies in order to conduct home meets (e.g. pencils, clip boards, watches, etc.). The Vice President will coordinate with the Head Coach and Meet Director to ensure that all necessary equipment for PCST is available and in working order.

Section 3 - Secretary

The Secretary shall keep a complete and accurate record (i.e. meeting minutes) of all proceedings of the Members and Executive Board meetings. The Secretary will be responsible for notifying all Officers and/or Members prior to each meeting. Notification may be at least one week prior to the meeting, by telephone or by electronic mail. Previous meeting minutes shall be included in the next meeting notification. The Secretary is responsible for maintaining all necessary documents for PCST including, but not limited to, insurance, taxes and incorporation.

Section 4 - Treasurer

The Treasurer will have custody and collection of all funds of PCST, keep a full and accurate account of records and expenditures, and make disbursements as authorized by the President. The Treasurer may sign approved checks for PCST in the amount no greater than \$1,500.00. The Treasurer and one other designated Officer is required to sign approved checks for PCST in the amount greater than \$1,500.00. The Treasurer will prepare, an annual budget. The Treasurer shall present a financial statement at every meeting and at other times as requested by the Executive Board, and shall make a full report at the meeting at which new Officers assume their duties. The Treasurer's accounts shall be examined annually by an auditor outside of the Executive Board. The audited financial statements shall be reported to the members annually.

Section 5 – Immediate Past President

The Immediate Past President will serve as an advisory role to assist the current Board. The Immediate Past President will have voting privileges.

Section 6 – GRAL Board Representative

The GRAL (Greater Richmond Aquatic League) Board Representative may be a separate position on the Board, or the duties may be assigned to an existing Board member. The duties of the GRAL Board Representative are assigned by GRAL and are laid out in the GRAL handbook. This person is the liaison to GRAL and should attend or assign someone to attend all meetings and events.

Section 7 – Parent Representative

The Parent Rep shall perform to meet the expectations of GRAL. Other duties may be assigned by the President. The duties of the Parent Rep are assigned by GRAL and are laid out in the GRAL handbook.

Section 8 – Meet Director

The Meet Director shall perform to meet the expectations of GRAL. Other duties may be assigned by the President. The duties of the Meet Director are assigned by GRAL and are laid out in the GRAL bylaws.

Section 9 – At Large Board Members

At the President's discretion At Large Board Members may be elected with all appropriate rights, responsibilities and privileges. Job responsibilities will be determined by the President.

Section 10 – Head Coach

The Head Coach presides over the coaching staff and will:

- a. Treat all swimmers equally, and build self-esteem in each swimmer.
- b. Maintain a high level of sportsmanship at all times and to promote team spirit.
- c. Be sensitive to the needs of all children and be aware of swimmers with special needs and adapt expectations.
- d. Set an attainable goal for each swimmer.
- e. Pass the Coaches test per the GRAL requirements and have an understanding of GRAL Policies and Procedures.
- f. Be an active participant at each and every practice.
- g. Be attentive to all swimmers during a swim meet.
- h. Provide time for swimmers and parents to discuss disqualifications (DQ's).
- i. Help all swimmers understand all competitive terminology (i.e. 25 meter, 50 meter, mixed relay, flip turn, IM, etc.) using the USAA Swimming Rules for each stroke.
- j. Ensure that all swimmers of the PCST participate in meets, events, and clinics to the fullest extent possible without compromising their safety.
- k. Coordinate with the Vice President and Meet Director to ensure that all necessary equipment for PCST is available and in working order.
- l. Be responsible for recruiting potential coaching staff members and presenting them to the Executive Board.

- m. The head coach will be required to submit information for a background check. Employment is contingent upon results of the background check.

Section 11 – Team Manager

The Team Manager is appointed by the Executive Board and has the following duties in addition to others assigned by the Board:

- a. Taxes (990N form, 1099 Misc forms)
- b. Insurance renewal
- c. Incorporation renewal
- d. Web site maintenance
- e. Email account maintenance
- f. Registration management
- g. Volunteer management
- h. File management including historical records
- i. Main contact for team (including bank account, state and local documents, liaison to Property Owners Association)
- j. Second signature on bank account
- k. Supplies management including trophies, ribbons, and meet supplies

Section 12 – Concessions Manager

The Concessions Manager is appointed by the Executive Board and has the following duties in addition to others assigned by the Board:

- a. Determine Concessions Menu
- b. Assign Concessions items to team members who did not opt out
- c. Develop shopping list
- d. Work with treasurer to have cash on hand and deliver profits at end of meet
- e. Assign shoppers for day of meet
- f. Manage set up, concessions running during the meet, and take down including the grill
- g. Manage water delivery to meet officials

Section 13

All Officers shall perform the duties outlined by these bylaws and those assigned from time to time. Upon expiration of the term of office (or resignation), each Officer shall turn over to the President without delay all records, books, and materials pertaining to the office and shall return to the Treasurer without delay all funds pertaining to the office.

Section 14

If an issue comes up involving an Officer's swimmer, the affected Officer will not be allowed to vote.

ARTICLE VII – COMMITTEES

Section 1

The Executive Board may create such standing committees as it deems necessary to carry on the work of PCST.

Section 2

The power to form special committees and appoint their members rests with the Executive Board.

ARTICLE VIII – MEETINGS

Section 1

Meetings for the Executive Board (Officers) shall be held on an as-needed basis as determined by the Board. Dates of said meetings shall be determined by the Executive Board and shall be published to Members. All Members are encouraged to attend meetings.

Section 2

Special meetings may be called by the President or at the request of three Officers. The call for a special meeting must state the business to be transacted, and no business shall be transacted except that specified in the call. Every effort shall be made to give each Officer at least seven days notice prior to the meeting.

Section 3

The Executive Board shall be empowered to transact necessary business in the intervals between regular meetings. A full report of all such transactions must be given at the next scheduled Board meeting.

Section 4

The annual meeting of PCST Members shall be determined by the Executive Board. The meeting date shall be communicated to the Members at least 30 days prior to the meeting. Inclement weather plans shall be included with the notification.

Section 5

The PCST fiscal year begins January 1 of each year and ends December 31 of the same year.

Section 6

Ten percent (10%) of Members shall constitute a quorum for the transaction of business at any meeting of the Members. A quorum of the Executive Board shall be a simple majority.

ARTICLE IX - ELIGIBILITY OF SWIMMERS

Section 1

A swimmer may swim for PCST if s/he is in good standing with the PCPOA and has full use of the PCPOA Facilities and complies with all rules and regulations of the PCPOA, PCST and GRAL.

Section 2

No one will be allowed to swim in a regular season meet that is not listed on the PCST roster or has not paid the PCST registration fee prior to their swimming.

ARTICLE XI - REGULATIONS GOVERNING MEETS

All swim meets shall be conducted in accordance with the most recently published edition of the United States Swimming Rules and Regulations, except to the extent such rules and regulations have been modified or amended by GRAL.

ARTICLE XII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLES XIII – AMENDMENTS

Section 1

These bylaws may be amended at any regular meeting provided that notice of proposed amendments shall have been given at least two weeks prior to the meeting at which the amendment is voted upon and that a quorum has been established. Bylaw amendments require two-thirds (2/3) vote of the PCST Members present and the Executive Board.

ARTICLE-XIV – DISSOLUTION

Upon the dissolution of the Pebble Creek Swim Club, and after all of its liabilities and obligations have been paid, satisfied and discharged or adequate provisions have been made therefore, all of Pebble Creek Swim Club's remaining assets shall be distributed to one or more organizations that are organized and operated exclusively for charitable, scientific, or educational purposes within the meaning of Sections 501 (c) (3) of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county which the registered office of Pebble Creek Swim Club is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated for such purposes.