

AQUASTARZ SYNCHRONIZED SWIMMING TEAM
BY-LAWS

ARTICLE I – NAME

A. The name of this corporation shall be the “Davis AquaStarz Synchronized Swimming Team.”

ARTICLE II – DEFINITIONS

A. Swim season – Begins the first day of practice and ends the last day of the annual summer show or Championship meet, whichever ends later.

B. Fiscal Year – Begins January 1 and continues through December 31.

C. Member – Any parent or guardian of a Team swimmer who has paid the required registration fees as established by the Board of Directors.

ARTICLE III – AFFILIATION

A. The Davis AquaStarz Synchronized Swimming Team shall be affiliated with the Valley Foothills Competitive Aquatic League.

ARTICLE IV – OBJECTIVE

A. The purpose of this corporation shall be to promote the sport of synchronized swimming for children eighteen (18) years of age and younger.

ARTICLE V – OPERATION

A. The organization’s Board of Directors shall confine its activities to the following areas:

1. Fundraising
2. Recruitment/Promotion/Publicity
3. Coordination of competition within the VFCAL
5. Setting and collecting registration fees
6. Hiring, compensation and dismissal of all coaches and other contract employees
7. Fiscal oversight and governance
8. Determining overall team schedule
9. Identifying and recruiting for non-board committees and key volunteer positions, including but not limited to:

1. Registrar
2. Facilities Schedule Manager
3. Volunteer Coordinator
4. Webmaster
5. Social Volunteer Chair
6. Schedule Manager
7. Auditor
8. Personnel Manager
9. VFCAL Rep

B. The following areas are under the direction of the Head Coach(es) who shall keep the Board informed of the team's progress on a monthly basis:

1. Administration of the swimming program including developing lesson plans for training and for workouts
2. Supervision of additional coaching staff, including conducting monthly staff meetings outside of scheduled practice times, with assistant and junior coaches and providing written status reports to the board through the Personnel Manager during the swim season
3. Control of coaching methods, techniques and philosophies.
4. Selecting music and choreography in collaboration with the team, asst. coaches and junior coaches
5. Prepare team for meets and show

ARTICLE VI – ORGANIZATION

A. Davis AquaStarz will be directed by a Board of Directors including:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Member-at-Large: Intermediates
6. Member-at-Large: Novices
7. VFCAL rep
8. Personnel Manager

B. Qualifications. Parents and Guardians of swimmers in good standing are eligible for nomination to a Board position.

C. Selection. The offices of President, Vice President, Secretary, Treasurer, and both Members-at- Large are to be elected by the Membership at a general membership meeting for the following Swim Season. Both the VFCAL Rep and the Personnel Manager will be appointed by the Board.

D. All elected and appointed officers and designated committee chairpersons will assume their positions on September 1st for a one-year term of office.

1. Standing Board Committees include the Nominating Committee and others as may be appointed by the Board.
2. Committee chairpersons are to be appointed by the President after consultation with the other Board members. The remaining members of each committee shall be appointed by the Board of Directors.

E. Term limits: All elected board members shall be limited to no more than three (3) years in one position; and to a maximum of five (5) years on the Board of Directors. The Appointed Board positions are excluded from these term limits. Starting with the

October 1, 2014 term, the Board, with a two-thirds approving vote, may allow re-election of an officer in excess of term limits when no other member stands for election.

F. Any Board Member may be removed by a majority vote of the remaining Board members for failure to act in the best interest of the Corporation, or adhere to the stated purpose of the Corporation.

G. If no member stands for election to one or more of the offices, or if a vacancy occurs in the middle of the Swim Season, the President shall have the authority to appoint individuals as necessary to fill such positions.

H. All officers of the prior year shall be eligible for re-election in the succeeding year if they so desire, subject to the term limits stated in Section E of Article VI above.

I. Any board position may be shared between two individuals, with the duties being divided, but that shared board position may only account for one vote for every vote of the Board.

ARTICLE VII – OFFICES AND DUTIES

A. President

1. Oversees and directs the activities of the organization.
2. President OR Treasurer signs all checks drawn on the Corporation checking account. In the case of checks at or above \$2500, BOTH the President and Treasurer shall sign the check.
3. Appoints committee chairpersons and key volunteer positions with the advice of other elected Board members.
4. Serves as the Board Chairperson.

B. Vice President

1. Assumes the duties of the President in his/her absence.
2. Ensures Board committees run smoothly by assisting chairpersons whenever necessary.
3. Coordinates all fundraising for team.
4. Coordinates team publicity.
5. Oversees ad hoc and non-board committees and key volunteer roles.

C. Secretary

1. Assumes the duties of the President and/or Vice President when they are unavailable.
2. Records, and keeps on file, the approved minutes of Board meetings.
3. Provides all Board members and Members with at least one week notice of the date and time of all meetings along with the agenda. The agenda shall be in a standardized format.

4. Prepares and maintains meeting minutes in a standardized format.
5. Assumes primary responsibility for providing information to the team member families during the year.
6. Ensures meetings are run in accordance with Roberts Rules of Order and that the Aquastarz bylaws are adhered to in all meetings.
7. Maintains bylaws including board approved updates and ensures appropriate filing and updates are done as needed with the state and other authorities.

D. Treasurer

1. Maintains and balances the Corporation checking account.
2. Prepares a monthly report of the Corporation's financial position and operations for the Board. The report shall be in a standardized format.
3. Prepares the yearly budget for approval by the Board at the December board meeting.
4. Signs all appropriate contracts after approval by the board.
5. Prepares, or causes to be prepared, appropriate tax returns and filings annually.
6. Reviews and renews insurance policy annually.
7. Prepares checks and pays bills as needed.

E. Members-at-Large

1. Provides liaison with the team member families (parents and/or guardians of current swimmers) by exchanging of ideas and reports on trends, concerns and problems to the Board.
2. Assists other Board members with their duties as needed.
3. Responsible for educating new team member families about team expectations and procedures.
4. Serves as the contact for team member families regarding any conflicts or concerns about coaching or team management.

F. Personnel Manager

1. Coordinating and assisting in recruiting/hiring/supervising all contractors, including but not limited to, coaches, lifeguards and other professional support deemed necessary for the operation of the corporation, with board approval.
2. Monitors and ensures compliance with all labor laws.
3. Maintains lifeguard certificates and coordinates renewal of lifeguard certifications as needed.
4. Manages the scheduling of all contractors including coaches and lifeguards to ensure the correct number of coaches and lifeguards are available for practices and meets.

G. VFCAL Representative

1. Attend all VFCAL meetings and provide information and feedback to Board and Membership as needed.
2. Coordinates VFCAL meets.

ARTICLE VIII – MEETINGS

A. General Membership

1. The general membership shall meet at least twice yearly for the purpose of keeping members informed of Corporation functions and committee progress, and for the election of Board members.
2. Special general membership meetings may be called if deemed necessary by the Board.
3. All general membership meetings shall be chaired by the Board President.
4. The Secretary shall provide at least seven days' notice of each general membership meeting to all Members, and shall maintain minutes of all general membership meetings and make them available upon request to any team member in good standing.

B. Board of Directors

1. The Board shall meet at least monthly during the Swim Season, and as needed for the purpose of organizing and executing the activities of the Corporation during the off-season.
2. Board meetings shall be chaired by the President of the Corporation.
3. Minutes of all Board meetings shall be maintained by the Secretary and available upon request to any team member in good standing.
4. A quorum shall be a simple majority of the Board members. Votes are only valid when a quorum is present. As needed, votes may be taken via email.
5. Any non-board team member family may request an appearance before the board. Requests should be submitted in writing to the President at least 72 hours in advance of the scheduled meeting at which the appearance is requested.

C. Working Committees

1. Working committees shall be created by the Board President who shall define the functions of the committee, its duration and its chairperson. The remaining members of each working committee shall be appointed by the Board.
2. Working committees will meet as often as necessary to accomplish their objectives as directed by the Board.
3. Reports of all meetings and activities of any such working committees shall be presented to the Board at their next meeting.

ARTICLE IX – FINANCES

A. Funds may be raised to support the activities of the Corporation, including but not limited to the following sources of revenue:

1. Fund raising activities may include:
 - a. General sponsorships
 - b. T-shirt and general merchandise sales
 - c. Car washes
 - d. Friends and parents sponsorships
 - e. Program advertising sales
 - f. Show performances
 - g. AquaThon
 - h. Other activities as approved by the Board

2. Swim session registration fees as determined by the Board.

B. Funds raised from activities belong exclusively to the Corporation and shall only be used to further the purposes of the Corporation.

C. Balances of monies unspent at the end of each year shall be carried over to the beginning of the next Swim Season.

D. The annual budget is voted on by the Board and any changes to the budget must be approved by the Board.

E. The Corporation's funds shall be managed and controlled by the Treasurer who shall prepare monthly reports to the Board. Financial records shall be audited prior to installation of each new Treasurer.

F. Indemnification of individual Board members shall be included in the Aquastarz insurance policy.

ARTICLE X - CHANGES TO BY-LAWS

A. Proposed changes shall be approved by a majority vote of the Board. A vote is valid only when a quorum is present. A quorum shall be a simple majority of the Board members.

B. Following approval by the Board, the proposed changes must also be approved by a majority vote of those Members present and voting at the general membership meeting in order to be effective.

ARTICLE XI – ELECTIONS

A The Officers for the following Swim Season shall be elected by a majority vote of those Members present and voting at the general membership meeting at the end of each Swim Season.

1. For all purposes of voting under these Bylaws, each Member family shall have one

vote for each swimmer in good standing they have enrolled in the Aquastarz program. No proxy voting shall be allowed.

B. The Nominating Committee shall present a slate of nominees for Board Positions to the Membership at the general membership meeting at the end of each Swim Season where elections are to be held.

C. When more than one person is running for a particular office, the vote for that office shall be by secret ballot. If only one person is running for an office, a voice vote may be used. The President shall determine the outcome of any voice vote, and if there is a disagreement with the President's determination, a secret ballot vote shall be used.

ARTICLE XII – DISSOLUTION

A. Upon dissolution of the Corporation, all assets shall be donated in furtherance of the objectives of this Corporation as directed by a vote of the Board after payment of all existing liabilities.

ARTICLE XIII – ADOPTION OF BY-LAWS

Pursuant to the vote of the Board of Directors of the Davis Aquastarz Synchronized Swimming Team, a California nonprofit corporation, and as approved by a vote of the General Membership, the foregoing by-laws, consisting of eight pages, are hereby adopted as the By-laws of this corporation.

Dated: February 3, 2016

Denise Johnson, President
Kristin Rokop, Secretary