

**BY-LAWS
OF THE
NEW BERLIN SWIM CLUB, INC.
WITHOUT AN EXECUTIVE DIRECTOR**

Article 1 – Name

The name of the organization shall be the New Berlin Swim Club, Inc.

Article II – Purpose and Function

Section 1 – It is the purpose of the New Berlin Swim Club to encourage, promote and publicize competitive swimming activities for its members.

Section 2 – This club will operate as a non-profit organization, filed as a section 501(C)(3) organization.

Article III – Membership

Membership in the New Berlin Swim Club is currently open to any New Berlin resident or any non-resident interested in competitive swimming. Any non-payment of applicable fees will jeopardize membership.

Section 1 – Qualifications

Boys and girls who have successfully completed the swimming tryouts as specified by the swimming coach are eligible. All participants must be USS registered.

Article IV – Representatives

Each parent or guardian of one or more registered USS swimmers is considered a voting member when personally in attendance at general meetings of the club.

Article V – Board of Directors

Section 1 – A ten member Board of Directors shall manage the affairs of the New Berlin Swim Club.

Section 2 – The Board of Directors shall be composed as follows: Executive members (President, Vice President, Secretary, Treasurer and Meet Director), Corporate Sponsorship, USS Registration, Club Registration, Communication, Fundraising Chair. Corporate Sponsorship, USS Registration, Club Registration, Communication, and Fundraising Chair are voluntary positions. All other board positions are for a two-year elected term, as long as they have an active swimmer in the Club.

Section 3 – Elections

The election of the President, Vice President, Secretary, Treasurer and Meet Director shall be held in March/April at an all Club meeting, with new term starting in September of the fiscal year. Nominations for these positions must be submitted to the Secretary of the Board of Directors at least two weeks prior to the election. Any Club member may nominate any other Club member. An elected official must be a member of the Club.

Section 4 – A member shall remain on the Board of Directors until his position has expired. At that time, he/she may choose to continue on the Board as long as he/she is re-elected by the general membership at the annual meeting. Terms run in conjunction with the fiscal Swim Club year.

Section 5 – The swimmer’s coaches shall be ex-officio members of the Board with voting privileges.

Section 6 – Vacancies

In case of any vacancies on the Board of Directors or the Executive Committee, a successor to hold office for the unexpired term shall be appointed by the remaining Board members at the next regular meeting. In case of the vacancy of the President, the term shall be filled through the following succession: Vice President, Secretary, Treasurer, Meet Director or by appointment of the Executive Committee, until the vacancy can be filled at the next annual meeting by the affirmative vote.

Section 7 – Meetings

Board of Director’s meetings shall be held (1) once a month. The Board of Directors shall provide, by resolution, the time and place for holding such regular meetings.

The order of business at any regular meeting of the Board of Directors shall be:

1. Roll call of Board members.
2. Reading and approval of minutes of previous meetings.
3. Treasurer’s report and approval.
4. Information items (reports of individual Board members and committees).
5. Action items (item requiring approval by the Board).
6. Delegation/Letters (Parent members that attend and wish to report to the Board).
7. Other business that may properly come before the meeting.
8. Announcement of future meeting.

Section 8 – Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business at board meetings.

Section 9 – Bank Accounts

The Board of Directors may establish those bank accounts deemed necessary for the proper operation of the Club. The President, Treasurer, Club Registration, Executive Director, Meet Director and any other appointed by the President are authorized to sign checks.

Article VI – Officers

Section 1 – Executive Members

These shall be as follows. President, Vice President, Secretary, Treasurer and Meet Director.

Section 2 – Duties of the President

The President

1. Ensure that the Clubs by-laws are followed.
2. Shall preside at all meetings of the Club, the Board of Directors and Executive Committee.
3. Shall personally represent the Club or appoint a delegate where representation is deemed advisable.
4. Shall call meetings of the Club as necessary.
5. Shall appoint Club committees and chairpersons as needed.
6. Shall perform such other duties as are commonly performed by the President of a voluntary organization.
7. Shall sign with the Treasurer or with the Vice President all contracts in the name of the Club.
8. Shall execute the mandates of the Board of Directors.

Section 3 – Duties of the Vice President

The Vice President

1. Shall have such powers and perform such duties as may be delegated to him/her by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.
3. Shall maintain Club related activity calendar and maintain a record for these activities.
4. Shall sign with the President or with the Treasurer all contracts in the name of the Club.
5. Shall be a member of the Executive Committee.

Section 4 – Duties of the Secretary

The Secretary

1. Shall keep the minutes of all meetings of the Club and all meetings of the Board of Directors and Executive Committee.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall perform all the duties usually incident to the Office of Secretary subject to the control of the Board of Directors.
4. Shall be a member of the Executive Committee,

Section 5 – Duties of the Treasurer

The Treasurer

1. Shall keep the financial records of the Club, process fees, pay invoices on approval of the Board of Directors and have custody of the of all funds of the Club.
2. Shall perform all duties usually incident to the office of Treasurer, subject to the control of the Board of Directors.
3. Shall sign with the President or with the Vice President all contracts in the name of the

- Club.
4. Shall set up an account for the purpose of buying and reselling swim supplies to the general membership.
 5. Shall be a member of the Executive Committee.

Section 6 – Duties of the Meet Director

The Meet Director

1. Shall be responsible for all duties related to running a USS meet.
2. Shall establish committees as deemed necessary.
3. Shall act as chairman and safety coordinator for USS meets.
4. Shall effect compliance of rules and Regulations of Wisconsin Swimming.
5. Shall recommend Club participation in various meets, and all other competitive aspects of the program
6. Shall compile meet reservation, team records, and shall have the ability to write checks for these reservations.
7. Shall keep meet records.
8. Shall be a member of the Executive Committee.

Article VII – Other Board Member Positions

Section 1 – Duties of the Corporate Sponsorship

The Sponsorship person

1. Shall solicit financial support from individuals, local businesses, and corporations, stating recognition for their support.
2. Shall invoice and collect all moneys due for advertisements and sponsorships.

Section 2 – Duties of Communications

The Newsletter/Publicity person

1. Shall submit to the local newspapers all information related to Club activities and USS meets.
2. Shall include information as determined by the Board of Directors or the Executive Director.
3. Shall produce a newsletter, which may contain information that the Board wished to convey to its members.
4. Said newsletter shall be published and distributed to the membership following monthly Board meetings.
5. Recruitment of new members through publication of flyers and letters to the local community.

Section 3 – Duties of the USS Registration

The USS Registration person

1. Shall maintain, collect and submit forms and fees for USS registration working in conjunction with Club registration.
2. Shall insure that all swimmers and coaches are properly USS registered.
3. Shall provide registration status to Club Registration, Executive Director and Meet Director.

Section 4 – Duties of Club Registration

The Club Registration person

1. Shall collect fees for USS registration, Club fees, Park and Recreation fees and registration, meet entries and report on other miscellaneous accounts.
2. Shall work with the Parks and Recreation Department maintaining current swimmers roster.
3. Shall provide a Swim Club directory to the membership.

Section 5 – Duties of the Fundraising Chair

1. Shall lead in the formation of committees to determine and coordinate all fund raising activities along with the accountabilities of such activities.

Article VIII – Executive Committee

Section 1 – The Executive Committee shall be comprised of five (5) members consisting of the President, the Vice President, the Treasurer, the Secretary, and the Meet Director. The President shall chair the Executive Committee. The past President may act, if he/she desires, as ex-officio on the Executive Committee in an advisory role.

Section 2 - The Executive Committee shall, (a) in conjunction with the Finance Committee, establish and present a budget to the entire Board, determine fees; determine the budget for salaries of all Club employees; (b) present short and long range planning to the Board; (c) make reports and recommendations from other committees; (d) request reports and recommendations from other committees; and (e) take action as may be directed by the Board of Directors. If a club employee is also on the Board, that Board member shall abstain from all votes that affect his/her own compensation.

Section 3 – Meetings of the Executive Committee shall be held monthly in advance of the monthly Board of Directors meetings. Meetings shall be conducted as stated in Article V Section 7.

Section 4 – The Executive Committee may fix its own rules and procedures, which shall be consistent with these bylaws subject to approval by the Board of Directors. The members may not resign as members of the Executive Committee and remain as officers of the Board of Directors in their respective positions.

Article IX – Committees

Section 1 – Committee Membership

Committees shall be organized by either the President or Fundraising Chair board members and consist of one (1) to three (3) parent members and ideally a coach.

Section 2 – Finance Committee

The swim Club shall have a standing Financing Committee. The Treasurer shall be the chair of the Finance Committee. One or more additional members of the Board shall be designated to

serve on the Finance Committee. This committee will be responsible for coordinating an annual audit.

Section 3 – Meet Committee

The Meet Director shall be the chair of the Meet Committee and responsible for recruiting and training additional members of the Meet Committee. This committee will be responsible for planning and running the Club's swim meets.

Section 4 – Other Committees

Committees will consist of, but may not be limited to:

1. Revenue generating committees: Script, flower sale, candy, pizza, wreathes, etc.
2. Others: Banquet, club store, training trips, advertising promotions, club apparel, policy/procedures and any other committees deemed necessary by the Board or its members.

Section 5 – Reports

All standing committees shall submit a written report for or at regular meetings, unless additional reports are requested by the Vice President or Fundraising Chair. Special committees shall submit a written report when their task is completed.

Section 6 – Committee Files

Each standing committee shall keep a file of its actions. This file and a copy to be retained by the chairman and Vice President or Fundraising Chair, and shall be passed on to each succeeding chairman for committee use. If a committee is disbanded, the committee file shall be kept with the respective board member.

Article X – Meetings

Section 1 – General Meetings

General meetings of the Club shall be called by the President with the proper notice to all voting members.

Section 2 – Quorum

A quorum for a general meeting of the Club shall consist of 25% of the voting members.

Section 3 – Notification

Written notice of all regular and special meetings must be submitted to all voting members seven (7) days prior to the meeting.

Section 4 – Annual Meetings

The election of Board of Directors members shall be held in March/April, with new term starting in September of the fiscal year. An information meeting for new members shall be held in September/October.

Section 5 – Meetings, other than regular meetings, will be conducted upon call of the President and/or any three (3) members of the Executive Committee only.

Article XI – Amendments

Section 1 – These articles and bylaws may be amended at a meeting of the Membership by a two-thirds affirmative vote of the voting members present, provided due notice of the proposed amendment(s) has been given in writing to all voting members at least seven (7) days previous to a regular meeting.

Section 2 – An individual wishing to propose constitutional amendments must submit same to the Secretary of the Board of Directors in writing fourteen (14) days prior to the regular meeting. The Secretary shall incorporate proposed change in the meeting notice.

Article XII – Parliamentary Authority

Robert’s Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and bylaws.

Article XIII – Miscellaneous

Section 1 – Fiscal Year

The fiscal year of the New Berlin Swim Club, Inc. shall begin on the 1st day of the month of September and end on the 31st day in August in each year. Terms of newly elected officers start with the new fiscal year.