

BYLAWS OF THE KINGMAN DOLPHINS SWIM TEAM (KDST)

ARTICLE I. PURPOSES

The purpose of this association is to aid, encourage and assist in the support of the competitive swimming program of the KDST, Kingman, Arizona, in accordance with the stated principles and purposes of *United States Swimming Inc.* and *Arizona Swimming Inc.*

ARTICLE II. MEMBERS

Section 1. Membership. Parents or guardians with children participating in the swimming program, members of the coaching staff and patrons of the program shall be entitled to the privileges of the Membership in this association. There shall be two classes of Membership:

- a. **Voting Members.** Voting members shall be parents or guardians of children participating in the swimming program and members of the coaching staff and which members shall be entitled to voting rights of one vote on each matter submitted to a vote of Members.
- b. **Non-Voting Members.** Non-Voting Members shall be patrons of the program and which Members shall not be entitled to any vote.
- c. **Officers.** Officers are elected by voting Members at the annual year-end meeting. Officers consist of President, Vice President, Secretary and Treasurer.
- d. **Board of Directors.** The Board of Directors is also elected by voting members at the annual year-end meeting. The board consists of the Clerk of Course, Invitational Coordinator, Fund Raising Coordinator, High-Points Award Coordinator, Chief Timer, Starter, Ribbons/Score Table Clerk, Hospitality Coordinator, Meet Coordinator, Publicity Coordinator, Product Sales Coordinator, in addition to the officers.
- e. **Operations Committee.** An Operations Committee shall carry out the regular business of the year round team operations. The committee shall be made up of the Officers, Clerk of Course, Invitational (Volunteer) Coordinator and Fund Raising Coordinator.

Section 2. Membership Meetings There shall be at least two regular meetings of the association's membership each calendar year.

- a. A spring meeting will be held to acquaint parents with the program and activities for the coming season, appoint members to assist at meets and to present the coaching staff.
- b. A post-season meeting will be held to elect Directors for the next year.
- c. Additional agenda items may be added to any meeting.
- d. Other meetings may be called at the discretion of the President.

- e. The time and place of the meeting shall be designated by the President. Notice of membership meetings shall be given not less than seven (7) days before the date of the meeting and shall be posted on the bulletin board and/or in a newsletter.

Section 3. Quorum. Those voting Members attending Membership meetings of this association shall constitute a quorum.

Section 4. Dues. Dues in this association may be set on an annual basis, as provided by voting members.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Election. The Membership shall at each post-season meeting elect a Board of Directors.

Section 2. Term of Office. Directors shall hold office, unless they shall become disqualified or removed by a vote of a majority of all Members, for a term of one (1) year, beginning on September 1st, with no term limits.

Section 3. Officers. Officers of the Board shall consist of President, Vice President, Treasurer and Secretary.

Section 4. President. The President is the chief administrator and responsible for the efficient operation of our non-profit organization. Duties include calling and administering board meetings, insuring that the organization is run in a fiscally sound manner, and addressing any problems with personnel, parents, government agencies, or the media.

Section 5. Vice President. The Vice President is responsible for making sure that all swimmers are registered with the team, *USA Swimming Inc.* and *Arizona Swimming Inc.* before entering the water. The Vice President will file all necessary paperwork and fees for the swimmers and coaches with *USA Swimming Inc.* and *Arizona Swimming Inc.* in a timely manner and give the head coach and board a copy of registered swimmers. In the absence of the President, the Vice President will act as President.

Section 6. Secretary. The Secretary will be responsible for recording all minutes and distributing a copy for approval at the following meeting. Other duties include addressing any correspondence with other outside organizations.

Section 7. Treasurer. The Treasurer will be responsible for keeping a record of all financial transactions, including: registration fees, swim suit fees, awards, coach's salaries, payroll taxes etc., insurance, pool fees, swim-o-rama monies, hospitality and product sales income, and any other expenditures approved by the Board. He/she is also responsible for making sure that coaches have filled out all employment forms, prior to getting paid, and for keeping track of any days that coaches miss work.

Section 8. Clerk of Course. The Clerk shall be responsible for collecting entries from Dolphin Coaches and the opposing coaches in a timely manner, entering them, seeding them, and providing a meet program for each home meet. The Clerk will also keep track of team/pool records, the top-drop club, and official times for use by Junior Olympic competitors.

Section 9. Chief Timer. The Head Timer shall be responsible for the general superintendence of home meets, to include timers and judges. The Head Timer shall have custody of score boards, stop watches, starting gun, and other swim supplies.

Section 10. Starter. The starter is efficient for the smooth and efficient operation of every home meet. The starter shall start each Saturday meet by 8:00am to insure that the meet is completed by 12:30pm. He should call each event to the blocks before the previous race is completed. His directions to the swimmers should be: 1) Swimmers take the blocks. 2) Take your marks, 3) Gun/horn, only when swimmers have come to a complete stop. The starter is responsible for disqualifications related to the start, any false starts and for calling for use of the recall rope in the middle of the pool.

Sections 11. Ribbons/Score Table Clerk. The Score Table Clerk collects the time cards and determines the placement of the swimmers in each event. After the inners are determined, the clerk will prepare ribbons for the winning swimmers in each respective event. After the swim meet the coaches are given the ribbons to be passed out to the swimmers. The Score Table Clerk shall be responsible for the general superintendence of scorekeepers and ribbon writers at home swim meets.

Section 12. Hospitality Coordinator. The Hospitality Coordinator shall spearhead an organized effort throughout the season to greet and make guest teams feel at home during Dolphin meets through use of such things as banners and official greeters, to make information available to visiting teams regarding accommodations and services in Kingman, and to assure that refreshments are served regularly to volunteers during meets. The Hospitality Clerk will contact team Treasurer for seed money for the first meet, procure, store, transport, set-up, and sell snack foods for each home meet and turn profit over to Treasurer, keeping an adequate cash box to procure items for the next meet. Work with product sales clerk for space for product sales.

Section 13. Meet Coordinator. Develop and maintain an up-to-date list of all applicable swim teams, coaches and/or responsible parents, their addresses, telephone numbers, e-mail addresses and fax numbers. Keep in contact with those coaches and parents. During a January or February meeting, ask the Board of Directors for a commitment about the invitational meet. Start making telephone calls in February to establish the first contacts toward setting up meets. Develop a schedule for meets. Have tentative schedule done by mid-March and ask the Board of Directors for approval. Make sure none of the meets conflict with other team activities. Get approval of the schedule from city parks and recreation department. Send confirmation of team schedule to team personnel. Maintain the official home meet rules, schedule, and entry sheets. Three weeks before each scheduled home meet, mail or email the meet schedule, rules

and entry sheets to the coach or appropriate parent of the opposing team. Ask them to e-mail or fax their entries, and make sure the entries are delivered to the Clerk of the Course on the required date. Collect fees, if appropriate. Coordinate the information for away-meet rules and entries between the Dolphins coach and Clerk of Course, if necessary.

Section 14. Publicity Coordinator. The Publicity Coordinator shall be responsible for contacting and supplying to all Kingman news media pertinent and timely information regarding the activities and participants of the KDST.

Section 15. Invitational Coordinator. The Invitational Coordinator shall organize and Invitational Swim Meet and make related scheduling arrangements with other swim clubs. The Invitational Coordinator and the Meet Coordinator will work together to ensure against scheduling conflicts and to share communication with opposing teams.

Section 16. Product Sales Manager. The Product Sales Manager shall execute all functions necessary for the efficient sale of items to team members as designated by the Board of Directors.

Section 17. Fund Raising Coordinator. The Fund-Raising Coordinator shall organize such activities as designated by the Board of Directors to supplement the income of the association.

Section 18. High Points Awards Coordinator. Calculate season-long points for each swimmer and determine high-point winners in each age group.

Section 19. Non-Director Job Descriptions.

- a. Archivist. Maintain scrapbooks and other materials of historic interest.
- b. Webmaster. Maintain the KDST website.
- c. Swim-O-Rama Coordinator.

Section 20. Board of Director Meetings. There shall be at least four regular meetings of the association's Board of Directors each calendar year.

- a. Additional agenda items may be added to any meeting.
- b. Other meetings may be called at the discretion of the President.
- c. The time and place of the meetings shall be designated by the President.
- d. The operations committee shall have regular scheduled monthly meetings.

ARTICLE IV. FINANCES

Section 1. Disbursement of Funds. Disbursement of association funds shall be made by check and recorded by the Treasurer. All checks shall be signed by the Treasurer and one other Officer of the association. (One of the signers may sign the memorandum if the bank limits the number of signatures to one.)

Section 2. Deposit of Funds. All association funds shall be given to the Treasurer for recording and bank deposit as soon as possible.

ARTICLE V. EMPLOYMENT OF COACHING STAFF

Employment of the Head Coach shall be the responsibility of the Board of Directors. Employment of assistant coaches is the responsibility of the Head Coach, with the Board of Directors specifying the number of assistants to be hired and their salaries.

ARTICLE VI. AMENDMENTS

At any regular meeting of the Members or any special meeting of the Members called for that purpose, the Bylaws may be amended by the affirmative vote of the majority of the voting Members present at such a meeting.