

# Hawks Swim and Dive Team Booster Club By-Laws

## ARTICLE I: NAME

The name of the organization shall be the Hawks Swim & Dive Team Booster Club. It shall be referred to herein as the HS&DTBC.

## ARTICLE II: PURPOSE

- 1) The HS&DTBC is organized for pleasure, recreation and other nonprofit purposes within the meaning of Section 501 c (7) of the Internal Revenue Code of 1986 (as amended from time to time) and substantially all of the activities shall be for such purposes as required by Section 501 c (7) of the Code, including without limitation to:
  - a) Support and enhance the Hawks swim and dive team program and thereby develop team spirit, promote good sportsmanship and create a fun atmosphere for all participants;
  - b) Manage and operate the swim and dive meets; but it is not responsible for any duties of a coaching capacity;
  - c) Support various social events for the swim and dive team financially and otherwise; and
  - d) May be responsible for other expenses deemed necessary by the HS&DTBC board that are not covered by pool ownership, including payment of coaching salaries.

## ARTICLE III: MEMBERSHIP

- 1) Membership is defined as any dues-paying parent of a swimmer or diver on the Hawks Landing Swim or Dive team.
- 2) Each member family is entitled to one vote when electing the board of directors.

## ARTICLE IV: BOARD OF DIRECTORS

- 1) The Board of Directors is comprised of up to 11 members, including four officers. The officers of the club shall be members in good standing and shall consist of the president, vice president, secretary, and treasurer.
- 2) Open seats on the board shall be filled as detailed in ARTICLE V below. Two of the board positions shall consist of a swim coach and a dive coach.
- 3) A year commitment will be required for all board members, with renewal for up three years. At that point a board member must be re-elected.
- 4) Following the summer swim and dive team season, at the first HS&DTBC meeting, officers shall be elected by the board, and then shall take office immediately.
- 5) Officer duties
  - President:
    - a) Shall preside at all board meetings of the HS&DTBC.
    - b) Shall personally represent the club or appoint a delegate when needed.
    - c) Shall appoint committees and committee chairs.
    - d) Set the agenda for board meetings.
  - Vice-President:
    - a) Shall perform duties of the President should he/she be absent and is the default HS&DTBC representative if the President is unavailable and a delegate has not been appointed.
    - b) Shall become President following the Vice-Presidential term.
  - Secretary:
    - a) Shall keep minutes of all the meetings starting with the roll call.
    - b) Shall keep such records as directed by the Officers.
    - c) Shall perform all duties usually pertaining to the office of secretary.
  - Treasurer:
    - a) Shall keep financial records of the HS&DTBC, pay bills and have custody of all funds and property of the HS&DTBC, and all other financial obligations.
    - b) Shall provide a financial report at all meetings.
    - c) Shall develop a budget from year to year.
    - d) Treasurer Position will last for three consecutive years. New Treasurer shall be appointed when office is open.

## ARTICLE V: NOMINATIONS AND ELECTIONS

- 1) The nominations take place prior to the All City Meet and elections for the open board positions take place to the first post-season HS&DTBC board meeting.
- 2) A member can nominate himself/herself or someone else for a vacant board position.
- 3) Board members shall be elected by simple majority (the members receiving the most votes for the number of open positions). A vote may not be necessary should the number of nominations be equal to or less than the number of open board positions.
- 4) In case of a vacancy in one of the officers during the elected term, the remaining officers shall appoint, by a simple majority vote, a person to fill the open position.  
In case of the event of a board member's resignation during their elected term, the position will remain vacant until the next general election.
- 5) A person can only hold one officer position at any given time.

## ARTICLE VI: MEETINGS

- 1) Board meetings shall take place monthly when practicable, yet no less than bi-monthly, February through August.
- 2) Meeting times will be announced and all board members are invited to attend.
- 3) All meetings should include: board roll call, approval of the minutes from the previous meeting, presentation of the current financial report, coach's reports, committee reports and any old and new business.
- 4) A quorum shall consist of a majority of board members, at least two of them being officers, in attendance.
- 5) A special meeting may be called by the HS&DTBC officers.

## ARTICLE VII: FINANCES

- 1) The funds for this club shall be used to further the purpose expressed in Article II of these By-Laws. They shall be dispersed by the treasurer only.
- 2) Expenditures under \$300 may be paid by the treasurer with approval of at least two of the other officers.
- 3) Any non-recurring expenditure over \$300 must be approved by the HS&DTBC board by majority vote.
- 4) In the event of the dissolution of this club, any funds remaining shall be turned over to the organization or group decided upon by a vote of the current board members of the HS&DTBC

## ARTICLE VIII: AMENDMENTS

The By-Laws may be amended at any regularly scheduled meeting of the club by a two-thirds (2/3) affirmative vote of the board members present and voting, provided due notice is given (no more than sixty days and no less than seven days) of the proposed amendments

**Approved this 12<sup>th</sup> day of February, 2012**