

# **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, GRAL Board Rep., 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 with the exception of the Head Coach.

## **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 shall be done by electronic mail or voting in person.
- c. A majority 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 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, for Members approval, an annual budget to be presented at the Annual meeting. 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 Board Representative will perform the following duties to meet the expectations of the Greater Richmond Aquatic League (GRAL). Other duties maybe assigned by the President. The Board Rep shall:

- a. Be the officially designated League Representative of PCST to the GRAL Board of Directors.
- b. Attend GRAL Board meetings and vote for PCST on issues presented before the membership.
- c. Present issues for discussion identified by PCST at the GRAL Board meetings.  
Submit initial dues and pool certificate of insurance for PCST at dates as specified by the GRAL Bylaws and Rules.
- d. Report back to Executive Board, Computer Rep, and Coach about the proceedings at the GRAL Board meetings. The Board Rep is the first line of communication between PCST and GRAL board.
- e. The Board Rep shall have a copy of the current USS Rules book available, and bring the GRAL Handbook to each meet.
- f. Identify the official PCST members attending Champs who will represent PCST.
- g. Report to the GRAL Division Chairperson and/or GRAL Grievance Committee as the official representative of PCST in the event that a grievance is filed.
- h. Work with the Division Committee and Executive Board of GRAL to resolve any questions or issues related to League Rules and procedures that may arise during the season.

#### **Section 7 – Parent Representative**

The Parent Rep shall perform the following duties to meet the expectations of the GRAL. Other duties may be assigned by the President. The Parent Rep will:

- a. Be the officially designated Parent Representative of PCST to GRAL.
- b. Pursuant to the GRAL Bylaws Article IV - Section 1, the Parent Rep shall act on behalf of the Board Rep for business conducted at the GRAL Board meetings including voting for PCST if the Board Rep is absent.
- c. Be sure that PCST registration information and monies are submitted to GRAL, as set forth in the GRAL Bylaws and/or as stated by the Registrar. This would include regular season initial registration of swimmers, mid-season additional registrations, and Championship registrations and any money owed to GRAL to be paid at CHAMPS Registration.
- d. Receive supplies and equipment from the GRAL Division Committee to PCST. Assure that an adequate supply of League-provided materials is on hand and has been distributed to appropriate workers for the conduct of the home meets (e.g. ribbons, DQ cards, electronic starter, etc.).
- e. Act as the liaison between PCST and other clubs to resolve scheduling questions such as the scheduling of the first swim meet or the rescheduling of a rain-delayed meet. In all cases, the rules regarding scheduling and weather policy shall be enforced.

- f. Contact the visiting club(s) Parent Rep(s) at least two days before the meet and notify them of the time to report to the pool, the start of the meet, the weather policy, location for positive check-in and parking information (if required). At this time, PCST should specify the parent volunteers that will be required of the visiting club(s). Both parent reps should also exchange names of swimmers/employees that have been approved by the league under the swimmer/employee exemption rule.
- g. Meet with both Parent Rep(s) prior to the start of the meet. The PCST Parent Rep should explain the layout of the deck regarding club seating, introduce the visiting club Reps to the Meet Director and Referee, answer any questions the visiting club(s) may have. The visiting Parent Rep(s) should be available during the meet to assist the Meet Director in the resolution of issues concerning their club when appropriate.
- h. Remain aware of the conduct of the meet to assure that GRAL Rules and procedures are being followed. Issues that arise should be brought to the attention of the Referee or the Meet Director as appropriate. The Parent Rep should bring a copy of the current GRAL Handbook to each meet. The Parent Rep. is to remain on deck until the meet is officially over.
- i. Carry out the duties assigned to the Parent Rep in the GRAL Rules and ensure an accurate positive check-in list is provided to the home computer person no less than 30 minutes prior to the start of the meet. Also, specific responsibilities are assigned to the Parent Reps in the event of bad weather. (See GRAL Handbook Section V: Scheduling, item 2b.)
- j. Resolve any questions related to the audited results of the meet. Note: Until the meet has been signed off and approved by the Referee, the Referee and Meet Officials are responsible for producing the correct results for the meet.
- k. Assure that all the information from the completed meet is correctly distributed by the home club to visiting clubs and to the Registrar as set forth in the GRAL Rules.

### **Section 8 – 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 (i.e. ADD and ED) and adapt expectations.
- d. Set an attainable goal for each swimmer.
- e. Pass the Strokes & Turns test per the GRAL requirements and has 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 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 9**

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 10**

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 monthly. 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 30 days 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 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.