

DUNDEE DRAGONS SWIM CLUB BYLAWS

Article I -- NAME

The name of this corporation shall be Dundee Dragons Swim Club ("Dundee Dragons").

Article II -- OFFICE

The principle office for the transaction of the activities and affairs of the corporation is located at any place within Dundee, Michigan where the Board of Directors, ("Board"), designates. The Board may change the location of this office at any time. The office address for school contracts shall be the home of the current President.

Dundee Dragons's fiscal year is from July 1 to June 30th

Article III -- PURPOSE

Section 1. Dundee Dragons is a year-round competitive swim team designed to help participants go as far as they wish in the sport of swimming, while teaching discipline, hard work, goal setting, sportsmanship, and fun.

Section 2. The goals of the Club are to:

- A. Develop mental, physical, and social fitness;
- B. Foster high standards of sportsmanship and conduct;
- C. Teach the enjoyment and sense of accomplishment inherent in the sport of competitive swimming.

Article IV -- MEMBERSHIP

There are two (2) classes of Membership: (1) Adult Members, and (2) Swimmers, who have a voice, but no vote at Membership meetings.

Section 1. ADULT MEMBERS

A. Adult Membership is made up of: parent(s)/guardian(s) of swimmers, coaches, and assistant coaches.

B. Adult Members are considered "in good standing" and eligible to vote at General meetings in one of two ways:

1. Have a child or children currently participating in the program and current with all team financial obligations.

2. Have a child or children not currently participating in the program, but who have been participating within six months, and whose team financial obligations are met.

C. Adult Membership governs all Dundee Dragons activities, including, but not limited to:

1. Setting all team business policies as determined by the Board;
2. Supporting the team in its efforts to promote swimming as a competitive activity with high standards of sportsmanship and conduct;
3. Promoting cordial interaction and communication between parents, coaches, and swimmers;
4. Raising funds for pool use, coaches' compensation, equipment, and other team needs as determined by the Board;
5. Providing volunteer staffing for running of all Dundee Dragons meets and events;
6. Supporting the coaching staff as needed;
7. Electing the Board of Directors.

D. All members of Dundee Dragons are required to uphold and support all of the activities listed in Article IV, Section 1 (C). Failure to do so constitutes grounds for review by the Board of Directors and possible dismissal from Dundee Dragons membership. See Behavior Expectations and Disciplinary Policy.

E. Adult Members whose swimmers move away or transfer to another swim team or who give notice of permanently quitting competitive swimming are automatically dropped from membership at that time. Families who have child(ren) participating on another U.S.A. swimming team while their other child(ren) continue with Dundee Dragons are eligible to vote at general membership meetings, but not to hold office.

F. Adult Members are eligible to hold elective office after at least six (6) months of their child(ren)'s Dundee Dragons Membership while in good standing.

Section 2. SWIMMERS

- A. Swim team membership is comprised of those swimmers admitted to the team and whose team financial obligations and eligibility requirements are current.
- B. Standards for admission to the team and placement within groups are at the discretion of coaching staff.

- C. All disciplinary action is governed by policy. See Swimmer Behavior and Disciplinary Policy.

Article V -- BOARD OF DIRECTORS

Section 1. MEMBERS

The Board shall be comprised of the elected Officers and the Head Coach.

Section 2. DUTIES

The Board of Directors shall have general charge and supervision of the affairs of the Dundee Dragons throughout the year, fix the hour and place of all meetings, hire and fire the Head Coach, and shall perform such other duties as specified in these Bylaws. The Board shall represent the interest of the membership as set forth at the General Membership Meetings. Decisions made by the Board shall be communicated to the membership via the website and any other appropriate means as seen fit by the Board.

Section 3. MEETINGS

Board meetings shall be held every 4-8 weeks at such time and place as scheduled by the Board. Special Board meetings may be called by the President or by the Secretary upon receipt of a written petition by four (4) board members. Advance notice of meetings shall be posted by secretary. General membership meetings will be scheduled twice per season and additionally as needed.

Section 4. QUORUM

A quorum of the Board is a majority of the Board.

Section 5. PROCEDURE

When not in conflict with these Bylaws, procedure for all meetings shall be governed by the latest edition of Robert's Rules of Order.

Article VI -- OFFICERS

Section 1. DESIGNATION

- A. Officers - The Officers of this organization shall consist of the President, Vice President/Volunteer Coordinator, Secretary, Treasurer and Swimming Apparel/Spiritwear/ Fundraising.

- B. Coaches – The Coaches are encouraged to actively participate in board meetings.

- C. Eligibility

1. All officers must have an active swimmer for at least one season of the last twelve (12) months prior to election. No one person may serve in more than one elected office at one time.

Section 2. DUTIES

A. Qualifications:

- a. One member per family can run for ONLY one position on the board.
- b. Must be 21 or older to run.
- c. Must have a child on the Dundee Dragons Swim Club when running for any board position).
- d. Must have a child on the Dundee Dragons Swim Club at least one season within the year while serving on the board.
- e. Must be willing to commit to 2-5 hours/week (adjusted as needed).

B. President

- a. Term ends/may be renewed EVEN years.
- b. Good working relationship with coaches, parents, board, Dundee Superintendent Office.
- c. Responsible for seasonal facilities scheduling.
 - i. This includes scheduling pool usage with the pool manager(currently Karla Rodziewicz) for practices, home meets and other special events.
 - ii. Communicate with pool manager regarding special concerns such as water quality.
 - iii. Renew the Facilities Use Contract when requested.
- d. In the name of Dundee Dragons and with the Secretary and as directed by action of the Board of Directors, the President shall sign all written contracts and obligations of Dundee Dragons pursuant to Board approval.
- e. Lead ADMIN for Active Swim Manager. Be the liaison between the team and Active when necessary.
- f. Organizing and running board and parent meetings.
- g. Managing parent complaints, questions, concerns, and compliments.
- h. Work with school counselor for two \$1000 senior scholarship(s). Update requirements, receive applications and review with the the Board. Inform school of the winner. Attend awards night if possible.
- i. Creating flyers with head coach. Order copies and coordinate school distribution.
- j. Assist head coach with team website management.
- k. Availability to help promote the club (Homecoming Parade, etc.)
- l. Committed to attending the majority of the swim meets and championships.
- m. The President will participate in the annual review of the Head Coach.

- n. Perform additional duties as needed and agreed by the board.

C. Vice President/Volunteer Coordinator

- a. Term ends/may be renewed ODD years.
- b. Good working relationship with coaches, parents, board, Dundee School Staff.
- c. Responsible for communicating with volunteers (using Active Swim Manager and/or other communication tools as necessary).
- d. Responsible for organizing volunteers at meets to ensure we have all roles filled.
- e. Order supplies (ribbons, labels, cards).
- f. Managing parent complaints, questions, concerns, and compliments.
- g. Distributing team flyers to schools (Ida, Summerfield, Dundee).
- h. Availability to help promote the club (Homecoming Parade, etc.).
- i. Organizing supplies, locker, and etc.
- j. Committed to attending the majority of the swim meets and championships.
- k. Attend Board Meetings and Parent Meetings.
- l. The Vice President will participate in the annual review of the Head Coach.
- m. Perform additional duties as needed and agreed by the board.

D. Secretary

- a. Term ends/may be renewed ODD years.
- b. The Secretary shall have custody of all Dundee Dragons records including disciplinary documentation and independent financial audit records.
- c. Good working relationship with coaches, board members, and parents.
- d. Committed to attending the majority of the swim meets and championships.
- e. Responsible for sending out electronic communications (via Active Swim Manager/email/Remind app/or other tools as needed).
- f. Managing parent complaints, questions, concerns and compliments.
- g. Together with Head Coach and President, create seasonal flyers to be distributed to schools.
- h. Creates and maintains monthly online calendars of practices, swim meets, and other events.
- i. Document and archive Board meeting minutes and other substantive meetings as required.
- j. Attend Board Meetings and Parent Meetings.
- k. Committed to attending the majority of the swim meets and championships.
- l. Work closely with Head Coach to manage team related communications.
- m. Responsible for making copies of registration, schedules, flyers, etc.

- n. The Secretary will participate in the annual review of the Head Coach.
 - o. Perform additional duties as needed and agreed by the board.
- E. Swimming Apparel/Spiritwear/Fundraising
- a. Term ends/may be renewed EVEN years.
 - b. Committed to attending the majority of the swim meets and championships.
 - c. Organizing team fundraisers including sponsorship posters/flyers.
 - d. Good communication with parents, board, and coaches.
 - e. Researching Vendors.
 - f. Ordering swim apparel.
 - g. Organizing apparel table at swim meets.
 - h. Determining pricing of equipment or apparel with board members.
 - i. Attend Board Meetings and Parent Meetings.
 - j. Keep an accurate inventory of all spirit wear when needed.
 - k. The Swimming Apparel/Spiritwear/Fundraising person will participate in the annual review of the Head Coach.
 - l. Managing parent complaints, questions, concerns, and compliments.
 - m. Perform additional duties as needed and agreed by the board.
- F. Treasurer
- a. Term ends/may be renewed EVEN years.
 - b. Good working relationships with coaches, board members, and parents.
 - c. Managing money that comes in and out.
 - d. Collecting Fees.
 - e. Keeping spreadsheet of expenses (fees, registration, spirit wear, concessions, 50/50 raffles).
 - f. Bank deposits.
 - g. Supplying change for concessions.
 - h. Settling Monetary Discrepancies with parents.
 - i. Remitting to vendors.
 - j. Collecting receipts.
 - k. Balancing account.
 - l. Managing parent complaints, questions, concerns, and compliments.
 - m. Refunds.
 - n. Availability to help promote the club (Homecoming Parade, etc.).
 - o. Committed to attending the majority of the swim meets and championships.
 - p. Attend Board Meetings and Parent Meetings.
 - q. Shall be responsible for maintenance and custody of all of the financial records of Dundee Dragons.

- r. The Treasurer shall be responsible for the collection and safekeeping of all monies due to the organization and the creation and safeguarding of records pertaining to such transactions.
- s. The Treasurer shall provide a report of all financial transactions, a complete list of checks written, a monthly bank statement and a current financial report to the Board as requested
- t. The Treasurer shall cooperate in any independent audit and shall provide a copy of the audit records as requested..
- u. The Treasurer will participate in the annual review of the Head Coach.
- v. Perform additional duties as needed and agreed by the board.

Section 3. ELECTION

A. Officers of Dundee Dragons shall be elected annually (based on Even or Odd year elections per each position noted within the Duties section of these bylaws) in January and take office in the Spring/Summer season of the same year.

B. Qualified members may be nominated by any board member or submit his/her name directly for each elective office. This list shall be submitted to two board members no later than 15 days after the 1st General Membership Meeting of the Winter Season.. Such candidates shall have given their consent prior to nomination. The offices for which nominations can be accepted are President, Vice President, Secretary, Treasurer, and Swimming Apparel/Spiritwear/Fundraising. The Board will determine and communicate the voting method to be used. Election is determined by majority of ballots returned to Secretary by the posted due date. Each Adult Member in good standing has one vote. The winning candidates shall be announced via email within a week of the election.

Section 4. TERMS

A. Officers shall hold office for a term of two (2) years. No person shall be eligible to serve for more than two (2) consecutive terms in the same office.

Section 5. VACANCIES

Vacancies shall be declared by the Board upon acceptance of a written resignation, and may be declared upon absence from duties of any officer or director for more than two (2) months. Upon declaration of a vacancy, an interim replacement shall be appointed by the Board to serve until the next election. In the event a board member is not available to fill the interim roll, the board has the option to chose an adult member of the general membership.

Article VII -- PROCEDURES

Section 1. REGULAR GENERAL MEETINGS

There will be two(2) General Meetings each season. One at the beginning of each season and one mid-season which are open to all Members in good standing.. The meetings will be used to introduce anynewly elected officers, welcome new swim families, and answer any questions. The Head Coach and President preside over this meeting.

Section 2. SPECIAL MEETINGS

Special meetings of the General Membership may be called by the President or by a quorum of the Board, and shall be called by the Secretary upon receipt of written petition by twelve (12) members in good standing.

Article VIII -- COACHING STAFF

Section 1. EMPLOYMENT STATUS

All Coaches shall be employed as agreed upon by the Board of Directors and the Head Coach. They will either serve under contract with Dundee Dragons as an independent contractor or as an employee of Dundee Dragons.

Section 2. HEAD COACH

A. Qualifications for Head Coach and Assistant Coaches shall be set forth by the Board. The Head Coach shall meet all background check, lifeguarding, CPR and first aid certification requirements.

B. The Head Coach sets the swim team calendar in conjunction with the board and whenever possible attends or assigns coaches for all meets. Prepares, conducts, and/or oversees all training programs; directs and supervises Assistant Coaches and ensures that annual performance reviews are completed; maintains time records; serves as a voting Board Member; communicates team happenings to the Board, including disciplinary concerns; is to be supportive of parent activities and those activities set forth by the Board that fall within the realm of the Head Coach's responsibilities and these Bylaws; generally to perform all duties normally pertinent to the position. The Head Coach will participate in an annual review from the Board.

C. The Head Coach evaluation tool shall be approved by a majority of the Board. All Board members shall complete the evaluation tool. The tally of evaluation forms shall be compiled by the Secretary and a copy provided to each Board member and the Head Coach. The evaluation shall be presented to the Head Coach at a special meeting of the Board. The Board's review is final. The Head Coach may submit a self evaluation and/or a response to be attached to the final review.

Section 3. Assistant Coaches

Assistant Coaches are contracted as needed. All Assistant Coaches shall meet background check, CPR and first aid certification requirements. The Head Coach is responsible for all hiring and firing of Assistant Coaches, upon approval of the board. All

Assistant Coaches work under the direction of the Head Coach. Assistant Coaches are encouraged to participate in Board meetings and have voting rights.

Article IX -- FEES

Fees are set by the Board of Directors according to the budget and expenses necessary for the successful operation of the team.

Article X -- AFFILIATIONS

Dundee Dragons shall maintain an active membership in the following organizations:

A. Southern Michigan Swim League (SMSL), the regional governing body for the Dundee Dragons Swim Club, in charge of coordinating local swim meets and managing a season-end championship event. The Dundee Dragons adheres to the SMSL bylaws, rules and regulations;

Article XI -- AMENDMENTS

These Bylaws may be amended as necessary by the Board with all changes given in writing to the Membership via email and by posting them on our team website.

Article XII -- DISSOLUTION

In the event that Dundee Dragons shall dissolve itself for any reason, assets remaining after payment of all obligations shall be donated to Dundee Community Schools Athletic Department.