

BY-LAWS
OF THE
MUNSTER SWIM CLUB, INC.
(An Indiana not-for-profit Club)

ARTICLE I
IDENTIFICATION

The name of the Club (hereinafter referred to as the "Club") is MUNSTER SWIM CLUB, INC.

ARTICLE II
PURPOSE

The purposes of this Club are:

1. To promote, encourage and develop competitive swimming in Munster, Indiana, through a comprehensive aquatic program;
2. To operate a swim program that promotes not only skill development, but also sportsmanship, teamwork, self-discipline, and character;
3. To promote, support and encourage the Munster High School aquatics program;
4. To implement a collaborative relationship between the Club and the local school corporation(s).

ARTICLE III
MEMBERSHIP

1. Membership shall consist of parents and/or legal guardians of any swimmer whose application for membership with the Munster Swim Club has been approved by the Board of Directors (hereinafter referred to as the "Board"). Membership may be revoked for failure to adhere to club rules and policies upon unanimous vote of the Board.

2. Active participation by all Members in the operation of the club is essential to providing a high quality competitive swim program and achieving the overall purposes of the

Club. In order to remain in good standing all members must meet minimum participation requirements according to guidelines issued by the Board.

3. Members shall pay such dues as shall be determined by the Board from time to time. The President, with the consent of the Board, may alter or waive the applicable dues for good cause upon written request.

4. All outstanding fees and dues owed by a member, including without limitation USA Swimming or other fees imposed by the Club's sanctioning body for the current season, must be paid in full prior to commencing a new season.

ARTICLE IV

OFFICERS AND DIRECTORS

The officers of the Club shall consist of a President, Vice President, Treasurer, Secretary, the immediate Past President and three directors mentioned below. They shall constitute the Board of Directors who shall govern the Club. The term "directors" when used herein shall include all members of the Board of Directors. All directors may appoint such assistants or establish committees as they consider are necessary to accomplish their duties and responsibilities. The directors' responsibilities are defined as follows:

1. PRESIDENT

- A. Provides overall direction to each Board member and committee to insure implementation of the goals and objectives of the Board.
- B. Acts as presiding officer at all Board of Directors Meetings and General Meetings and is *ex officio* member of all committees.
- C. Prepares an agenda for all Board of Directors Meetings and General Meetings.
- D. Acts as official representative of the Club in meetings and discussions with the local school corporation (Munster), and all other outside groups, associations, etc.
- E. Acts to ensure that the charter of the Club is kept current and in force.
- F. Responsible for maintaining records of coaches' accreditation and certification.
- G. Can cosign checks along with one of three other authorized signatories.
- H. Appoints, with the approval of a majority of the Board's members, replacement directors if a director resigns, is unwilling to serve in his/her elected capacity or fails to perform the responsibilities of the office.
- I. Appoints, with the approval of a majority of the Board's members, a Nominating Committee to submit proposed new Board members for June election of officers and

directors.

- J. Acts as a liaison between the Board and coaching staff, and together with the other Board members conducts performance reviews and makes decisions regarding compensation levels.
- K. Appoints, with the approval of a majority of the Board, an Audit Committee to review the seasonal financial report of the Club.
- L. Responsible for the long range planning and implementation of Club goals.
- M. Coordinates the activities of the Board in taking all necessary steps to set membership dues and register swimmers at the beginning of each swim season.

2. VICE PRESIDENT

- A. Acts in the place of and with full authority of the President in the absence of the President.
- B. Can cosign checks along with one of three other authorized signatories.
- C. Appoints, with the approval of a majority of the Board, Parent Representatives from each of the training teams.
- D. Maintains records of Club equipment and other inventory.
- E. Acts as liaison to each of the training teams' Parent Representatives.
- F. Responsible for securing facilities for the Club, including applications for all use permits and providing appropriate certificates of insurance required by facilities providers.
- G. Establishes and maintains a job description for all employees of the Club.
- H. Arranges for the training and continuing education for all employees of the Club.

3. TREASURER

- A. Arranges and supervises checking accounts for deposit of Club funds.
- B. Arranges, verifies and supervises the payment of all Club expenses (including employee payroll and expense reimbursement requests) and collection of all receivables owed to the Club.
- C. Maintains financial records of the Club, including payroll, USA Swimming and meet obligations.
- D. Files all required tax returns on behalf of the Club.
- E. Can cosign checks along with one of three other authorized signatories.

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- F. Submits monthly and annual reports to the Board on fiscal status of the Club including income and expenses in the Club's accounts.
- G. Prior to the beginning of each season, appoints and chairs a Budget Committee to establish a proposed budget and fee structure to be presented to the Board for consideration.
- H. May not disburse money for any non-budgeted purpose in an amount greater than \$500.00 without having a resolution authorizing said expenditure passed by the Board.
- I. Maintains the Club's insurance programs, including without limitation workman's compensation and officer/director liability policies.

4. SECRETARY

- A. Prepares and submits for Board approval the minutes of each meeting.
- B. Coordinates with the Coaches, assembling, publishing and distribution of the Directory/Handbook containing a roster, schedule, rules, and other information requested by the Board of Directors and coaches, for distribution to members as directed by the Board.
- C. Compiles and maintains a policy manual of all policies approved by the Board.
- D. Maintains the By-Laws of the Club.
- E. Prepares and dispatches official letters of congratulations, sympathy, etc., on behalf of the Club.
- F. Keeps a record of attendance at Board Meetings.
- G. Coordinates the voice-mail, web site, mailboxes, and other methods of communication within the Club.
- H. Maintains the historical records of the Club.
- I. Coordinates the preparation and distribution of the Club's newsletter, *Lane 7*.
- J. Can cosign checks along with one of three other authorized signatories.
- K. Provides all information to and registers swimmers with the Club's governing/sanctioning body.

5. DIRECTOR OF MEET ACTIVITIES:

- A. Coordinates collection of all meet entries and transmittal of same to the Head Coach.
- B. Acts as or coordinates the activities of the Meet Director(s) to supervise and plan all of the Club's hosted meets and time trials.

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- C. Supervises and implements, along with other Club personnel and membership, all aspects of meet hosting and invitational, including but not limited to scoring, awards, announcing, clerk, hospitality, concessions, clean-up, timers, cards, computer room and security.
- D. Acts as chairperson of the Swim Committee, which shall meet prior to the beginning of each season to create a team meet schedule.
- E. Obtains sanctions for all meets sponsored by the Club.
- F. Encourages and assists individuals to become certified officials and to maintain and improve their skill levels.

6. DIRECTOR OF FUNDRAISING ACTIVITIES

- A. Establishes and coordinates a program to solicit advertisements and sponsorships from vendors, local businesses and patrons.
- B. Compiles and publishes heat sheets for all home invitational meets.
- C. Establishes, coordinates, and supervises the Club's fundraising activities.

7. DIRECTOR OF RECOGNITION ACTIVITIES

- A. Responsible for public relations and publicity relating to Club activities, including sign-ups, team pictures, press releases and other activities.
- B. Maintains and updates the record boards at the Munster High School Pool pursuant to Club policy.
- C. Coordinates and supervises social activities of the Club, including without limitation team parties, annual team banquet, and hotel accommodations at away meets.
- D. Supervises and implements an orientation program for new members of the Club.
- E. Supervises the sale of Club apparel through the Team Clothing Coordinator.

8. PAST PRESIDENT

- A. Facilitates the transition from the old Board to the new Board.
- B. Acts as a consultant and works on projects as requested by the Board.
- C. Obtains and disseminates information about USA Swimming benefits available to the Club.