BYLAWS OF THE
Calverton Chargers Swim Team
Approved December 8, 2022

ARTICLE 1. NAME

The name of this organization shall be the Calverton Chargers Swim Team, hereinafter referred to as the "Chargers." The Chargers is a summer league recreational swim team affiliated with the Calverton Swim Club (CSC). The team is a member of the Montgomery County Swim League (League). The Chargers is an association governed by its bylaws and is a non-profit organization, operating in accordance with the meaning and provisions of Section 501(c)(3) of the Internal Revenue Code and the regulations issued thereunder.

ARTICLE 2. PRIMARY PURPOSE

The Chargers is organized for the purpose of offering, through a well-organized competitive swim program, the opportunity for all its members to develop their individual capabilities at all levels of swimming. The Chargers will provide a safe atmosphere where young people can develop confidence, personal responsibility, positive self-image, a healthy body, and an optimistic attitude towards life while having fun. The coaches and parents will work together to nurture a quality swim team community.

ARTICLE 3. MEMBERSHIP

Membership on the Chargers is open to all swimmers through age 18, subject to MCSL rules, who can meet the basic stroke requirements as developed by the coaching staff. Parents of these swimmers are considered members by virtue of their child's participation and shall hereinafter be referred to as ***General Members***. General Members who are in good standing with the team are authorized one (1) vote per Family in elections and other membership referenda, including bylaw changes. General Members that do not have at least one returning swimmer during the next swim season will conclude their General Member privileges at the conclusion of the current season. An annual registration fee is charged to each swimmer in order to pay coaches' salaries and yearly operating expenses. These fees will be adjusted as needed to meet the financial needs of the team, and will be posted on the Chargers website. A pool membership in good standing at Calverton Swim Club is also a requirement.

Families have both financial and volunteer obligations to the team. The season's obligations will be established by the Calverton Chargers Swim Team Board of Directors ("Board") prior to registration and will be publicized at registration and on the Chargers website. Failure to meet these obligations will result in the family losing their good standing on the team. The Board may establish policies for dealing with families that are not in good standing. Any such policy must be established prior to registration and publicized on the Chargers website.

Parents in good standing have the right, subject to the rules and procedures of the Chargers, to announce and compete for election to the Board. Parents in good standing may also be appointed by the Board to committee chairs of the swim team. They also have the right to serve on the committees and otherwise participate in Chargers programs to the extent determined by and under the direction of the Board, Titled Officers, and head coach of the Chargers. To maintain good standing, parents must:

A. Be the parent or guardian of a swim team member(s) in good standing.
B. Make timely payments of all dues, fees, and financial obligations for their children.

C. Fulfill volunteer requirements and support swim meets as volunteers or officials, as required, except as exempted by Board actions and votes.
D. Have at least one swimmer who is eligible for the next swim season.

ARTICLE 4. BOARD OF DIRECTORS

SECTION 1. General Powers & Responsibilities

The Chargers will establish a functioning Calverton Chargers Swim Team Board of Directors ("Board") responsible to the swimmers and parents for the operation of the swim team. All corporate powers and governance responsibilities will be exercised under the authority of the Board, subject to any limitations set forth in these Bylaws, to include managing and conducting the business and financial affairs of the Chargers. The Board or a Board-appointed designee will be responsible for ensuring that volunteer positions are filled for swim meets and social events. The Board will be responsible for evaluating and hiring of the coaching staff. The Board will be responsible for naming A and B Team Representatives. The Board will also be responsible for the management of the official team social media.

SECTION 2. BOARD OFFICERS

The Titled Officers of the Board shall consist of a President, Vice President, Secretary, Treasurer, and Swim Team Liaison. The Board of Directors may appoint such other untitled officers as it may deem necessary or desirable and may prescribe the powers and duties of each. In some cases, at the discretion of the Board, A and B Team Representatives and/or Committee Chairs may be asked to join the Board as Members-at-Large in an official voting capacity.

SECTION 3. PRESIDENT

The President will be the Chief Executive Officer of the Chargers and the President and the other Titled Officers will have such powers and duties as generally pertain to their respective positions as well as such powers and duties as may be assigned or delegated to them from time to time by the Board. The President, or acting President, will vote on only those board votes that result in a tie and that require a vote from the President or acting President to establish a majority. The president ensures the Board acts consistently with Board policies. The president will chair and set the agenda for Board meetings. The president plans for leadership (officer) perpetuation. The president may represent the Board to outside parties. The board delegates certain tasks to the President and the President is thus empowered by and accountable to the board.

SECTION 4. VICE-PRESIDENT

The Vice-President will assume the duties of the President in the President's absence and perform such duties as directed by the President and the Board. The Vice-President will oversee the committees to support the team operations (including but not limited to the fulfillment of meet volunteers). The Vice-President will ensure families abide by the Basic Policies set forth in Article 3.

SECTION 5. SECRETARY

The Secretary will prepare and maintain custody of the official minutes of board meetings and other meetings and discussions as deemed appropriate and authenticate the records of the Chargers. The Secretary will maintain records of the members, directors and committee members and give notice of all meetings of the Chargers and the Board.

SECTION 6. TREASURER

It is preferred that the Treasurer shall be a person with a professional financial background. The Treasurer receives and disburses the organization's funds as directed by the Board, remits such funds for

deposit in the regular accounts maintained in the name of the organization, and keeps records of such transactions. The Treasurer will be responsible for any financial obligations, including tax filings, on behalf of the Chargers. The Treasurer will prepare a copy of the annual budget for approval by the Board.

SECTION 7. SWIM TEAM LIAISON

The Swim Team Liaison must be a member of the Calverton Swim Club Board of Directors (CSC BOD) and will be appointed by the President of the CSC BOD. The Swim Team Liaison represents the Chargers' interests at CSC BOD meetings and serves as the primary contact between the team and the club. The Club Liaison shall regularly attend CSC BOD meetings and inform the Board as to the agenda items discussed, any votes taken, and the position he/she took on said items. The Swim Team Liaison will be a full voting member of the Calverton Chargers Swim Team Board of Directors.

SECTION 8. QUALIFICATIONS AND LIMITATIONS

A. To be eligible to apply and/or be nominated for a position on the Board, a member must be in good standing and meet Membership requirements as stated in Article 3. If a Board member is terminated for any reason, they are not eligible to serve on the Board for a period of 3 years.
B. Only one parent per family may serve on the Board at any given time.
C. Any qualifications or limitations in these Bylaws may be waived or modified for any election and Board position by a majority affirmative vote of currently serving Board members.

SECTION 9. ELECTIONS AND TERMS OF OFFICE

A. The term of office for an officer on the Board shall be a 2 year term. The swim team year will run September 1 through August 31 of each year. All board members may hold their offices for any number of consecutive terms, provided they are nominated and elected by a majority of the members.
B. All candidates for the Board must be members in good standing as outlined in Article 3: Membership. They must be parents or guardians of an active member of the Calverton Chargers Swim Team. They must have been members for at least the one swim season prior to the commencement of the balloting.
C. Elections occur at the conclusion of the swim season and prior to the end of officer terms. Officers are elected by a plurality of votes cast by parents eligible and entitled to vote in the election. Elections can be held either during a scheduled Parents' Meeting at which a quorum is present or using an online voting system. To be elected or appointed as an officer the member must consent to the election or appointment process and be willing to serve. Nominations for officer positions will be open throughout the swim season and finalized a week prior to the election.
D. Candidates are elected to the Board of Directors. The elected candidates will then determine who will serve in the roles of President, Vice-President, Secretary and Treasurer.
E. Officer positions that become vacant during a term may be filled by an eligible member at a Special Board meeting providing the position vacancy and election to the position are announced in advance and included on the official agenda for that meeting.

SECTION 10. TERMINATIONS, VACANCIES AND RESIGNATIONS

A. The Board may terminate any officer or team representative, with or without cause, but only at a meeting called for that purpose. The advance notice of the meeting must state that one purpose of the meeting is to discuss and vote on the possible termination of the officer. Any such terminations will be effective by a majority vote of currently serving titled officers in a meeting with a quorum present.

B. A vacancy on the Board resulting from either a termination, resignation, or increase in the number of officer positions may be filled by the currently serving officers until the next annual election or may be filled by a discussion and vote at either a Regular or Special meeting providing the position and vote are announced in advance and the issue is on the meeting agenda. The new incoming officer will commence serving on the Board on a date determined by the Board. Although officers may normally serve in only one position at a time, under these circumstances an officer may temporarily hold more than one position.

C. Officers may resign their position at any time with a written notice to the Board. The resignation will be effective when the written notice is received by the Board or on a date discussed and voted upon by the Board.

SECTION 11. COMPENSATION
No salary or other compensation shall be paid to any officer of the Board.

ARTICLE 5. TEAM REPRESENTATIVES AND COACHES

SECTION 1. A AND B SWIM TEAM REPRESENTATIVE (A and B Meet Representatives)

The Board will name members in good standing to fill the roles of A Swim Team Representative(s) and B Swim Team Representative(s).

The A Swim Team Representative represents the Chargers interests at League meetings and serves as liaison between the team and the League. The Representative shall be responsible for attending all League meetings and informing the Board as to the agenda items discussed, any votes taken, and the position he/she took on said items. The League Representative shall bear in mind that certain issues should be determined by the Board and seek tabling our vote to the League when it appears that circumstances warrant.

The A Swim Team Representative (A Rep) shall oversee and run the A Swim Meets and perform other duties as deemed necessary by the Board.

The B Swim Team Representative (B Rep) shall oversee and run the B Swim Meets and perform other duties as deemed necessary by the Board.

SECTION 2. HEAD COACH

The Head Coach may be asked to participate in Board discussions, however, the Head Coach will not hold a Board position, thus not having any voting rights. The Head Coach will be excused from those proceedings on issues that involve compensation for coaches. Head Coaches must be high school graduates, non- swim team members, and have appropriate certifications and credentials as approved by the Board.

The Head Coach and Assistant Coaches are employees of the Calverton Swim Club and the CSC BOD must approve the addition of these employees. The Head Coach is accountable directly to the Board. The primary functions of the Head Coach are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their swimming skills, and to develop and run a structured swimming program, which is approved by the Board. In addition, the Head Coach is responsible for running practices, scheduling swimmers for meets, and maintaining team discipline at practices and meets. The Head Coach must provide credentials as to his/her skills and experience.

Assistant Coaches must exhibit the same basic credentials as the Head Coach. They will take direction from the Head Coach.

Expectations for both the Head Coach and Assistant Coaches shall be clearly outlined in each coach's contract.

ARTICLE 6. MEETINGS

SECTION 1. REGULAR BOARD OF DIRECTORS MEETINGS

The Board will meet at a regularly scheduled date and time, which may be modified by appropriate advance notice, as discussed and approved by the Board. The Board will meet no less than six (6) times per year. The regularly scheduled meetings will be known as Regular Meetings. The President will preside, if present, at all meetings of the Board. If the President is absent, the Vice-President, Secretary, or Treasurer, in that order, will preside at board meetings. In the event the President, Vice-President, Secretary, and Treasurer are absent, the meeting will either be delayed until the arrival of one of these Officers or rescheduled and no official business will be conducted and no votes taken.

SECTION 2. ANNUAL PARENTS' MEETING

The parents will meet annually at a minimum of twice per year at a date and time discussed and approved by the Board.

SECTION 3. SPECIAL MEETINGS

A Special Meeting of the Board may be called by the President, or a majority of the officers, to discuss issues and concerns of the Board or the parents. Meetings so called will adhere to the advance notification requirements and to a specific agenda and no other issues or business may be discussed at the meeting.

SECTION 4. NOTICE OF MEETINGS

Regular Board and Annual Parent Meetings will be announced in advance on the Chargers website and by email. The notice will include the date, time, and location of the meeting and a summary of the agenda or issues to be discussed. The notice should be published at least 10 days before the meetings and no more than 60 days. Members are responsible for monitoring the Chargers team website and ensuring their email listing is correct and up to date.

SECTION 5. Conduct of meetings will be under the direction of the President, or in his or her absence, the Vice-President. All committee meetings will be under the direction of the Committee Chair. The Secretary or someone to act as a recorder will keep complete minutes, all meetings of this organization will be under the general guidelines of Robert's Rules of Order.

ARTICLE 7. VOTING

SECTION 1. BOARD VOTES

The presence of a majority of the Titled Officers is required for a quorum and for the transaction of business and the casting of votes at a meeting of the Board. Any business decisions or proposed changes that would impact the team must be brought to the attention of the Board (including but not limited to suit selection, management of coaching staff, rule changes, schedule, establishing and maintaining social media presence, budget and expenditures). An affirmative vote of a majority of the officers present is an act of the Board provided the affirmative votes represent a majority of the total number of officers. Each board member shall have only one vote, regardless of the number of positions occupied.

SECTION 2. PARENT VOTES

A. Each Family in good standing is entitled to one vote per family for any election or business agenda item that calls for a vote, regardless of how many of their children are swimmers on the team.

B. Swim team members under the age of 18 (children enrolled on the team) have no voting rights.

SECTION 3. QUORUM

Ten (10) percent of the total membership of the Chargers in good standing shall constitute a quorum.

ARTICLE 8. BOARD COMMITTEES

SECTION 1. STANDING COMMITTEES

The Board may establish various committees to assist in the support of the Chargers swim team. The type and number of committees may vary depending upon requirements. The committees will have a Committee Chair and Assistant Chairs as required. The Committee Chairs and assistants are solicited from parent volunteers and may serve by a nomination from the parents or by appointment by the Board, both of which require a vote by the Board. The procedures for nomination, appointment, election, extension, and replacement of those serving on committees will be determined by the Board.

ARTICLE 9. CONFLICT RESOLUTION – ISSUES, CONCERNS AND GRIEVANCES

Swimmers or parents desiring to express an issue, concern, or grievance should do so professionally and personally. The initial action may be, for example, to talk politely and privately with the person believed best able to resolve the situation. In matters pertaining to coaches or coaching, for example, the Head Coach may be the initial contact. In matters pertaining to governance, for example, one of the Titled Officers may be the initial contact. In matters pertaining to a particular committee, for example, the Committee Chair may be the initial contact. If the situation is neither resolved nor corrected, a written letter to the Board with all relevant facts may be submitted so that it may be placed on the agenda for a discussion and a vote, as required. If resolution can still not be reached, a formal address held during a public meeting will be made by the Swim Team Liaison to the CSC BOD. After this formal address, the CSC BOD will make a final decision for the resolution of the issue.

It is rarely, if ever, appropriate for a mass or broadcast email to be forwarded to all members without first attempting to resolve the situation in an informal personal forum or venue prior to initiating a formal or official letter or discussions with the Board.

ARTICLE 10. DISSOLUTION

The properties and assets of the Chargers are irrevocably dedicated to its tax-exempt purposes. No part of the net earnings, properties, or assets of the Chargers on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member, officer, or director of the Chargers. In the event of liquidation or dissolution, after paying or adequately providing for the debts and obligations of the Chargers, all remaining assets shall be distributed to organization(s) that are dedicated to the exempt purpose as specified in Internal Revenue Code, Section 501 (c) (3).

ARTICLE 11. AMENDMENT TO THE BYLAWS

SECTION 1. The Board or the General Membership may propose amendments to the Bylaws. A request for amendments to the bylaws by the membership must be submitted to the Board in writing, accompanied by a petition signed by a minimum of ten (10) active members in good standing as determined by the bylaws.

SECTION 2. An email notification of the proposed amendment shall be sent to each General Member at least ten (10) days prior to the scheduled vote. Voting may be via email, website, or at a scheduled Chargers parent meeting. Online voting shall be open for no less than seven (7) days unless a simple

majority of the registered families either approve or reject the amendment before the seven (7) day period elapses.

SECTION 3. Amendments and revisions to the bylaws shall be made by a simple majority vote of registered families for the current swim season. The current swim season is defined as the period beginning when registration opens for that season until the end of the day prior to the start of the following year's registration opening.