

AUSTIN RIDGE RAPIDS SWIM TEAM

BY-LAWS

March 28, 2006

Purpose

The purpose of the Austin Ridge Rapids Swim Team (ARRST) By-Laws is to establish the team's mission and vision, establish membership rules and standards, describe the team's organization, outline the responsibilities for the Board of Directors (BOD), and provide general guidance on how to conduct ARRST and BOD business.

Mission Statement

Our mission is to create a fun and competitive environment where every swimmer is encouraged to excel, recognized for individual commitment, and rewarded for personal and team achievement.

Vision Statement

Our enduring goal is to be recognized by the Rappahannock Swim League for our quality swim program as measured by both our league competitiveness and the satisfaction of our swimmers and parents.

Article I - Swim Team Membership

Section 1: Residents. Any Austin Ridge resident between the ages of 5 and 18 (as of June 1 of current year). ARRST swimmers must possess a valid pool pass and shall be eligible for membership in accordance with criteria noted in Article II.

Section 2: Coaches. Current ARRST coaches under the age of 19 shall be extended free membership.

Section 3: Non-residents. Non-residents are not authorized membership on the ARRST. The only exceptions to this rule are (1) current coaches who do not live in Austin Ridge but have children or siblings who wish to swim on the team, and (2) swimmers who previously resided in Austin Ridge and wish to remain members, assuming there is no age group restriction (see Section 5).

Section 4: Obligations. By requesting and accepting ARRST members, swimmers and their parents agree to abide by these By-Laws as well as any other rules, procedures or policies established by the ARRST general membership, BOD, or coaches. All swimmers' parents are required to volunteer to support all swim meets. Failure to volunteer may jeopardize a swimmer's membership and the ability of the team or continue to function as a member of the RSL.

Section 5: Restrictions. The following ARRST restrictions will be enforced: All swimmers must be able to swim one length of the pool (any stroke) without touching the bottom of the pool or using the sides of the pool or lane ropes for assistance. The team's general goal is to get all swimmers over the age of six in at least two individual events, and one relay event, during regular swim meets. With the current RSL events and the average pool having six lanes, the optimal size per age group and gender is 14. ARRST will consist of the following number of swimmers per age group, split evenly between boys and girls: 16 – 6 & Under; 32 – 7/8 year olds; 32 – 9/10 year olds; 32 – 11/12 year olds; 32 – 13/14 year olds; 32 – 15/18 year olds. Once an age group has reached its cap, any additional swimmer in that particular age group will be required to register as a "restricted swimmer." A restricted swimmer registers with the understanding that he/she may be limited to one event at a swim meet. Returning swimmers from the previous year are guaranteed a spot on the team provided they register by the specified deadline. A restricted swimmer returning the next year will have the opportunity to register before new registrations are accepted, but will retain their restricted swimmer status unless a spot in their particular age group becomes available.

Article II - General Membership

Section 1: Composition. The general membership shall consist of all parents and guardians of swimmers in good standing. "Good standing" is defined as (1) having a valid ARRST registration on file with the ARRST BOD and (2) ARRST and ARHOA fees are paid in full, with no outstanding ARHOA liens against the member. Voting rights of returning general members will continue from one season to the next until the following spring registration deadline for payment of fees. General membership and voting rights of any new or lapsed members shall resume once good standing is established with all dues paid in full.

Section 2: Semi-Annual Meetings. There shall be a preseason meeting of the ARRST general membership prior to the first swim team practice of each season. This meeting will normally be held in late April, with all ARRST members encouraged to attend. The general membership shall also meet toward the end of the swim season to elect a new BOD. This meeting shall be held in conjunction with any post-season awards banquet if possible. The time and place of the meetings will be determined by the ARRST BOD and announced at least one month prior to the meeting.

Section 3: Special Meetings. Special meetings of the general membership shall be held when deemed necessary by a majority vote by the ARRST BOD.

Section 4: Notice. Advance notice of all general and special membership meetings shall be issued by the ARRST BOD at least one month in advance

using the best available media, including but not limited to the ARRST Web site, <http://arrst.org>, and via email to current ARRST members.

Section 5: Quorum. A quorum for either an annual or special meeting shall consist of those parents or guardians in attendance so long as notice has been provided in accordance with Article II, Section 4. A majority vote of eligible and present members shall be sufficient for any purpose unless otherwise specified herein.

Article III - Board of Directors (BOD)

Section 1: Members. Voting BOD members shall be elected by the general membership and comprise no more than seven Directors: President, Vice President, Secretary, Treasurer, RSL Representative, Volunteer Coordinator and Member-at-Large. All BOD members must be a parent or guardian of an ARRST swimmer in good standing. In order to encourage parents or guardians of swimmers to volunteer for and effectively serve in demanding BOD positions, each ARRST board member will be compensated the fee of one swimmer during their year(s) of BOD service. This compensated fee is limited to one swimmer per family and will not count toward discounted fees of other swimmers/siblings of the same family. Having more than one BOD member from the same family is also discouraged.

Section 2: Nomination and Election of BOD Members. The nomination and voting of BOD members will be administered by an Election Committee appointed by the ARRST President and composed of at least two general members who are not seeking election. At the post-season, semi-annual general membership meeting, the general membership shall elect a new ARRST BOD by majority vote. Nominations for BOD positions may be submitted by any ARRST member in good standing for another general member in good standing provided the nominee consents. A final nominee list shall be announced by the BOD to the general membership for consideration prior to the election. Final nominees may notify the general membership through a short presentation immediately prior to the election process of their positions and visions for the new term. The ballots will be distributed at the beginning of the meeting. Each nominee, or his or her designated representative, will be given the opportunity to speak. Ballots will be collected and votes counted by the Election Committee, with results announced before the meeting is adjourned. In the case of any ties, a run-off election will be held between the two nominees.

Section 3: Term of Office. Any BOD member may be removed by a majority vote of the full membership of the ARRST BOD. BOD members may resign by providing written notice to the ARRST President one month in advance of their effective resignation date. Any resignation that occurs during the swim season will nullify the BOD member's compensated swimmer fee. Unplanned vacancies will be filled by volunteers selected by majority vote of the remaining BOD or until

a replacement can be elected by the general membership. A special meeting of the general membership is not required to fill vacancies so long as at least four elected members remain on the BOD. If and when only three or fewer elected members of the BOD remain, the President shall immediately order a special meeting held within one month, and will retain no authority to act further until vacancies and at least five BOD positions have been filled by vote of the general membership.

Section 4: Board of Directors Positions. The ARRST BOD will be comprised of seven voting members as follows: President, Vice President, Secretary, Treasurer, RSL Representative, Volunteer Coordinator and Member-at-Large.

A. President. The President will serve as the chief member of the BOD. During recess, the BOD President shall have general control and management of the ARRST business and affairs. The President shall act as the intermediary and primary liaison between and among the ARRST general membership, BOD, ARHOA and coaches for the purpose of handling and resolving contentious issues. The President shall appoint chairpersons of any established committee. The President shall preside at all meetings of the ARRST BOD and the ARRST general membership unless delegated to the Vice President in the President's absence.

B. Vice President. The Vice President shall act in lieu of the President in the event the President is incapable of presiding at board meetings. The Vice President shall act as meeting Parliamentarian in order to ensure proper order is maintained. *Roberts' Rules of Order* shall be used as a guide when executing these duties. The Vice President shall be responsible for general oversight of all committees unless the BOD assigns oversight of a specific committee to another member. The Vice President shall also serve a critical collateral duty as Fundraising Coordinator, directing ARRST sponsorship and fundraising activities as required. The Vice President shall perform other duties as delegated by the BOD or the President.

C. Secretary. The Secretary shall draft, edit and maintain approved minutes of all BOD and the general membership meetings using a standard format and the following process. A draft of the minutes shall be distributed to the ARRST BOD within one week of the meeting. The BOD shall review these minutes in advance of the next meeting. During the ensuing meeting, the previous meetings minutes will be modified as required and approved by majority vote. The approved minutes will then be distributed to the ARRST BOD within one week of approval and posted on the ARRST Web site, <http://arrst.org>. The Secretary shall distribute approved copies of all meeting minutes to all BOD members via email. The Secretary shall maintain a directory of all participating ARRST members with name, address, telephone number, email address, and names and ages of swimmers. The Secretary shall also serve a critical collateral duty as the ARRST Registration Coordinator. The Secretary shall maintain a

comprehensive record of all documentation created or used by the BOD in order to maintain an archive of important documents and decisions. The Secretary shall perform other duties as delegated by the BOD or the President.

D. Treasurer. The Treasurer shall have primary custody of and maintain detailed records of all ARRST-related financial transactions. The Treasurer shall inform the BOD of total receipts, specific expenditures and remaining balances at each regular BOD meeting. The President shall designate one additional ARRST BOD member to be the account's Co-Owner in the event the Treasurer is not available to brief account activity. Expenses shall be paid by check only and shall not be paid from cash on hand. The Treasurer shall maintain all required tax records and file reports as appropriate. ARRST funds cannot be obligated nor payments made from the ARRST account unless approved by the ARRST BOD in the annual budget or voted upon as emergent or unplanned requirements. The Treasurer shall maintain a detailed ARRST Treasurer's binder consisting of all financial statements, receipts, reports and other information deemed appropriate by the Treasurer or BOD. The outgoing Treasurer shall account to the incoming Treasurer for all financial reports, records and accounts within 60 days of the election of a new Treasurer. The Treasurer shall perform other duties as delegated by the BOD or the President.

E. RSL Representative. The RSL Representative shall be the official representative of ARRST to the RSL and shall have voting authority of the ARRST at RSL meetings. The RSL Representative shall be responsible for attending all RSL meetings and advising the ARRST BOD as to the agenda items discussed, votes taken, and the ARRST position represented. The RSL Representative shall consider all issues that warrant BOD consideration and, as appropriate, seek deferral of any such vote by the RSL. The RSL Representative shall perform other duties as delegated by the BOD or the President.

F. Volunteer Coordinator. The Volunteer Coordinator shall actively recruit volunteers to fill positions needed to ensure the ARRST meets function smoothly. The Volunteer Coordinator shall develop and maintain volunteer assignment lists for every ARRST meet and enforce accountability. The Volunteer Coordinator shall perform other duties as delegated by the BOD or the President.

G. Member-at-Large. The Member-at-Large should chair any established committees (described in Section 5 below) at the direction of the BOD. The Member-at-Large shall assist the Vice President with administration of sponsorship and fundraising activities. The Member-at-Large shall oversee the Concessions Coordinator and report to the BOD any outstanding issues or resources required. The Member-at-Large shall perform other duties as delegated by the BOD or the President.

Section 5: Committees. Permanent and ad hoc committees may be established by and under the direction of the ARRST BOD. The BOD may establish any committees it deems necessary to ensure the smooth operation and management of ARRST. The BOD President shall assign the chairperson(s) of all committees.

Section 6: Oversight of the ARRST BOD. The BOD shall be subject to oversight by the Austin Ridge Homeowners Association Board of Directors (ARHOA BOD). The BOD will give due regard to the authority of the HOA to terminate the rights of ARRST with respect to use of its facilities. The ARRST BOD will make every reasonable effort to comply with the schedules, procedures and policies delineated by the ARHOA Swimming Pool Committee.

Section 7: Duties and Authority of the ARRST BOD. The BOD shall manage the affairs of the ARRST. All voting powers not specifically reserved for the general membership herein shall be vested in the ARRST BOD. The ARRST BOD shall have the authority to take any action necessary for the safe and effective operation and financial management of the ARRST to include but not limited to expending ARRST funds as it deems appropriate. Under no circumstances will any board member agree or decide to commit funds not planned in the approved ARRST annual budget, or otherwise pre-approved by the BOD, unless the Treasurer has calculated and briefed the financial impact of the unplanned expenditure.

Section 8: ARRST Meetings. For administrative purposes, the official ARRST season runs from September 1 through August 31. All ARRST meetings shall be posted on the ARRST web calendar. Every reasonable effort shall be made to announce and advertise ARRST meetings well in advance of scheduled meeting dates. ARRST meetings will be monitored by the Vice President who shall function as the Parliamentarian. The acting Parliamentarian shall use *Robert's Rules of Order* as a guide to conduct all meetings in an organized fashion. Every reasonable effort shall be made to provide and follow meeting agendas and document meeting minutes as accurately as possible.

Section 9: Quorum and Voting. A quorum shall consist of a majority of the elected members of the ARRST BOD (normally four of seven elected members). A quorum is required in order for the BOD to vote on issues and make decisions affecting the ARRST. Once quorum has been established, a majority vote of those present shall be sufficient for all purposes unless otherwise specified herein. In the event of a tie, the President's vote shall be the deciding factor. If the President is not present, then any vote or decision must be deferred.

Article IV – Budget

The ARRST will pay for all operational expenses using ARRST funds unless ARHOA funds are approved by the HOA. The ARRST BOD will develop a budget for the financial operation of the ARRST under the direction of the President by April 15 of each year. The President will forward a copy of the annual ARRST Budget to the ARHOA BOD by April 30. The Treasurer will maintain a progressive comparison between the original budget submission and actual expenditures. The Treasurer will provide the ARRST BOD monthly financial reports during the swim season and a budget closeout report no later than August 31. Revised budgets shall be formally approved (or adjusted) by the ARRST BOD. The Treasurer will submit budget revisions to the ARHOA BOD within one week of their approval by the ARRST BOD. Current budget reports shall be posted on the ARRST Web site concurrent with release to the ARHOA BOD.

Article V - Amendment of the By-Laws

The power to alter, amend or repeal these By-Laws or adopt new By-Laws shall be vested in the ARRST BOD if approved by a two-thirds majority of BOD members at any regular or special meeting. All proposed changes to the By-Laws must be provided to ARRST BOD membership no later than one meeting prior to the meeting during which the changes will be approved. Once changes to the By-Laws are approved, the Vice President shall coordinate amendments and incorporate approved changes to the By-Laws. Updated By-Laws shall be signed by all ARRST BOD members. The Secretary shall maintain the original signed copy of the signed By-Laws and ensure posting to the ASSRT Web site, <http://arrst.org>.

These by-Laws are hereby approved by all members of the ARRST BOD as of July 31, 2007.

Date _____
Wuzzer Rader, President

Date _____
Victoria Clark, Vice President

Date _____
Terri Monahan, Secretary

Date _____
Shari Miller, Treasurer

Date _____
Camilla Tierney, Volunteer Coordinator

Date _____

Lisa Ansley, RSL Coordinator

Date _____

Kent Wineinger, Member @ Large

Copies to:
ARRST Members
Austin Ridge Home Owners Association Board of Directors