

# By-Laws of the West Chicago Sharks, Inc.

## Article I - Name

Section 1 The name shall be the West Chicago Sharks, Inc. (hereinafter referred to as WCS)

## Article II – Purpose and Objectives

Section 1. The purpose of the WCS shall be to teach team members good sportsmanship, promote physical health, and to develop, govern, and promote the sport of swimming.

Section 2. The objective of the WCS shall be to provide competition with the intent to stimulate interest and provide experience for all swimmers on all levels.

Section 3. In furtherance of these purposes and objectives, the WCS shall sponsor, organize, and govern regularly scheduled Illinois Swimming, Inc. (hereinafter referred to as ISI) sanctioned swim meets.

Section 4. The WCS is not a social club. It shall be non-profit, apolitical, and nonsectarian.

## Article III - Affiliation

Section 1 The WCS shall be members of a swimming conference in both the winter and in the summer seasons as recommended by the Head Coach and approved by the Board of Directors.

Section 2. The WCS shall be a chartered member of ISI

## Article IV - Headquarters

Section 1 The WCS shall be located at P. O. Box 593, West Chicago, IL 60186-0593. The home of the WCS President is where the files, records, and previous minutes of meetings shall be kept.

## Article V - Boundaries

Section 1. All athletes participating in the water during WCS practices are current USA Swimming members.

Section 2. All coaches and assistant coaches coaching during WCS practices or at USA Swimming/ISI meets must be current USA Swimming non-athlete members.

Section 3. The WCS will abide by all USA Swimming/ISI Rules and Regulations during practices and while representing your USA Swimming/ISI club.

## Article VI - Membership

Section 1. The WCS shall be made up of swim team members, parents or guardians.

Section 2. (a) A registered swim team member shall meet all of the qualification requirements of ISI; all membership fees and registration forms must be in a current status; certain members, such as athletes participating in Illinois High School Athletic programs or members incapacitated by injury or illness, need not be active members.

(b) High school graduates who wish to join the WCS on a limited basis shall be nonvoting members who will pay a reduced fee as determined by the Board of Directors. Limited basis shall be defined as no more than 10 weeks during the summer season and 5 weeks during the winter season.

Section 3. Each parent or guardian of a registered swim team member with the WCS shall be a member. Membership expires for each parent or guardian when their child is no longer registered with the WCS.

- Section 4. The WCS Board of Directors shall have the authority to levy membership fees.
- Section 5. At the beginning of each season the WCS Board of Directors shall state the due dates for all fees for that season. In addition, the proposed budget for that season shall be made available to all members. Membership is subject to payment of membership fees.
- Section 6. (a) The Board of Directors of the WCS is authorized to designate fundraisers for each season. All families are required to participate in the fundraisers, as the membership fees do not cover the operational costs for each swimmer. Each family shall work a number of fundraisers as determined to cover the operational costs per family.  
(b) If there are families who do not participate in fund raisers they shall pay additional fees equal to an amount of the lesser of (i)\$500.00, or (ii) the actual amount required to meet the operational costs, per family, of the WCS for that season.

## Article VII – Officers and Chairpersons

- Section 1. The Business, property, and activities of the WCS shall be managed by an elected and appointed Board of Directors. The Head Coach of the WCS shall serve as an ex-officio member of the Board.
- Section 2. An Executive Officer is an elected representative of the WCS.
- Section 3. The Board of Directors shall include Executive Officers, all appointed Chairpersons and the Head Coach.
- Section 4. The executive officers shall be elected and consist of the President, the Vice President, the Vice President of Ways and Means, the Secretary and the Treasurer. Chairpersons shall be appointed by the Board of Directors and shall consist of the following committees: Membership, , Publicity, Awards/Ribbons, Swim Equipment, Concessions, Safety Coordinator, Budget Analyst, ISI Meet Director, Special Functions, and any other such position as the Board of Directors of the WCS may deem necessary for any given swim season.
- Section 5. Elected officers and Chairpersons shall receive no compensation for their services.
- Section 6. Chairpersons shall be appointed by the Board of Directors pursuant to Article XIII.

## Article VIII - Committees

- Section 1. The Executive Committee shall consist of the elected officers and the Head Coach.
- Section 2. The immediate past President shall serve as consultant to the Executive Board for a period of six (6) months following the election of a new President.
- Section 3. The President shall nominate and the Executive Committee approves all chairpersons as detailed in Article XIII.
- Section 4. Meetings of the Executive Committee may be called at the discretion of the President. A quorum shall consist of 2/3 of the elected officers.
- Section 5. Monthly meeting of the Board of Directors shall be posted in the season calendar and shall be open to all members of the WCS There shall be at least eight (8) meetings of the Board of Directors in any given calendar year. A quorum of the Board of Directors shall be a simple majority of board members.

## Article IX – Meetings of WCS

- Section 1. DELETED
- Section 2. Special Meetings may be called by the executive committee. A fourteen (14) calendar day notice shall be posted as to the purpose, the time and place of the meeting. The special meeting shall take up only the specified business for which the meeting is called.
- Section 3. A special meeting shall require a quorum of at least fifteen (15) voting members.

- Section 4. Each family with a registered swim team member(s) shall be represented by one vote of either a parent or a guardian.
- Section 5. The Secretary of the Board of Directors of the WCS shall record suitable minutes of each Special meeting, Executive Committee meeting or Board of Directors meeting. Said minutes shall be offered, reproduced and distributed at the following meeting. Said minutes shall be offered by the Secretary, amended as necessary by the membership and approved. After approval, said minutes shall be made available to the general membership. A complete set of minutes of each meeting shall be preserved as part of the WCS records.
- Section 6. The order of business for any WCS meeting shall be set by the President. Each meeting, other than a special meeting, must include a reading and approval of the minutes of the last meeting.
- Section 7. The Executive Officers and Chairpersons are expected to be in regular attendance at WCS meetings. The Secretary shall maintain records of attendance.
- Section 8. Roberts' Rules of Order (current edition) shall govern the conduct and procedure of all WCS meetings.

#### Article X – Election of Officers

- Section 1. Election of Officers of the WCS shall take place during the Winter Swim Season, no later than the second week of February.
- Section 2. The officers shall be elected for a two (2) year term. The President, and the Secretary shall be elected in even numbered years. The Vice President, the Vice President of Ways and Means, and the Treasurer shall be elected in odd numbered years. The term for new officers shall begin at the March Board of Directors meeting. The first order of business for the new officers will be the summer season. The last order of business for the outgoing officers will be the concluding winter season.
- Section 3. The Executive Committee shall appoint a Nominating Committee of three (3) persons by January 15<sup>th</sup> of each calendar year. The Nominating Committee shall seek out qualified candidates for officers for the coming year. The Nominating Committee shall have the duty to ascertain for each nominee that if elected, he/she shall be willing to serve. The Nominating Committee shall nominate at least one (1) person for each open office.
- Section 4. Nominations from the membership will be accepted by the Nominating Committee until January 28<sup>th</sup> of each calendar year with the provision that persons nominated from the membership shall affirm their willingness to serve if elected or appointed.
- Section 5. The Nominating Committee shall report its results by February 1st. The list of nominees shall be posted to all members, prior to the February election.
- Section 6. One vote, as described in Article IX, Section 4, may be cast for each officer on the ballot. Said votes shall be on a written ballot as provided by the Nominating Committee.
- Section 7. When vacancies occur in any elected office of the WCS, except the office of the President, the following shall apply:
- a) if the vacancy is for a term of less than one year, the President shall nominate a person to fill the vacancy and the nomination shall be approved by the Executive Committee. Should the Executive Committee fail to approve the nomination, the President shall select again, and the process shall continue until a successor satisfactory to the Executive Committee has been confirmed.
  - b) if the vacancy is for a term of more than one year, the President shall nominate a person to fill the vacancy for the time period prior to the next election. Said nomination and approval shall follow the procedure as set forth in Article X, Section 7 (a) above. The balance of the vacancy shall be filled by election as set forth in Article X, Sections 1 through 6 inclusive.

Section 8. When the office of President becomes vacant, the Vice President shall succeed to the office of President, and the vacancy for Vice President shall be filled as above.

#### Article XI – Review of Members, Officers, Directors & Coaches

Section 1. If problems arise relative to the actions of a member of the Board of Directors, a parent, a Coach, or swimmers, said problems being conflict with the stated purposes and objectives of the WCS as defined in Article II, said problems will be dealt with as follows:

An initial meeting to discuss the inappropriate or excessive behavior with the offending party will be conducted by a coach and a Board member. If the offending party is a swimmer, a parent or guardian shall be part of the initial meeting. If the behavior continues, the offender will be warned of losing his/her membership by written warning from the President. If said behavior persists, the Executive Committee shall vote on revoking the offender's membership. Upon a vote of a simple majority of the Executive Committee the member shall be removed from the WCS

#### Article XII – Amending the By-Laws

Section 1. The By-Laws may be amended, altered, or repealed by a special meeting as defined in Article IX, Section 2. Such action must carry a two-thirds (2/3) majority of votes as defined in Article X, Section 3 and Article IX, Section 4 provided a written notice of the proposed change(s) has been sent to all members at least fourteen 14 days prior to the said special meeting. Further, should any substantive change be proposed in the proposed amendment change at this meeting, the matter must be deferred. Said notice will be deemed sent on the date postmarked at a U. S. post office and sent first class mail.

#### Article XIII – Board of Directors Duties

Section 1. The President - shall be the presiding officer of the Board and shall administer and exercise general supervision over all of its affairs. The President shall preside at all meetings of members, Executive Committee and the Board of Directors. The President and the Head Coach shall have the authority to sign all contracts and other obligations, as well as all licenses, applications and, in general, all other instruments incident of the affairs of the WCS with the prior approval of the Executive Committee. The President may issue checks, not to exceed one per cent (1 %) of the annual budget, in the name of the WCS. The President must be a non-athlete member of USA Swimming, Inc.

Section 2. The Vice President - shall assist and advise the President on the affairs of the WCS. In absence of the President, the Vice President shall preside at meetings of members, Executive Committee and the Board of Directors. The Vice President must be a non-athlete member of USA Swimming, Inc.

Section 3. DELETED.

Section 4. The Vice President, Ways and Means - is responsible for developing and organizing all WCS fund raising activities, except for regular membership dues. Responsible for seeking meet sponsorship from businesses and corporations.

Section 5. The Treasurer - shall cause to be kept complete and correct records of account, accurately showing the financial condition of the WCS and shall furnish the Board a monthly statement of such financial condition. The Treasurer shall be the legal custodian of the funds of the WCS All funds received by or in the name of the WCS shall be maintained on deposit with a responsible banking institution. The Treasurer shall have the authority to issue checks in the name of the corporation as authorized by the

- President or approved by the Board. The Treasurer shall issue a year-end financial statement, which will be available to the general membership. The WCS fiscal year shall be April 1 through March 31.
- Section 6. The Secretary - shall attend all meetings of the members, Executive Committee and the Board and shall keep, or cause to be kept, a true and correct record of the proceeding of such meetings. The Secretary shall issue calls for meetings, assist committees with correspondence or make reports and statements as requested.
- Section 7. Budget Analyst - is responsible for gathering budget information and to develop the proposed two seasonal budgets. Responsible for obtaining financial statements from the Treasurer to assess and plan the financial health of the WCS As requested, will audit the financial records of the WCS
- Section 8. DELETED
- Section 9. ISI Meet Director - The WCS will sponsor a fund raising meet each season. Responsible for the organization and implementation of an invitational swim meet. The ISI Meet Director's Manual must be followed. Must be a non-athlete member of USA Swimming, Inc. Is responsible for organizing and implementing all WCS sponsored dual swim meets through the organization of the support work force.
- Section 10. DELETED
- Section 11. Membership Chairperson - responsible for collecting registration forms from each family. Responsible for cross-checking team roster with the Treasurer and will ensure the accuracy of the team roster for the season, and that ISI governing rules are applied.
- Section 12. Publicity Chairperson - responsible for publicizing the results of WCS activities in area newspapers. Participates in the design, duplication and distribution of team fliers. Arrange for cable television advertising.
- Section 13. Ribbons/Awards Chairperson - responsible for the development and purchase of awards. Prepares ribbons for dual meets. Coordinates the distribution of ribbons or awards to team members on a timely basis. Orders team pins, trophies, plaques, engraving, etc. to be awarded at the end of each season.
- Section 14. Swim Equipment Chairperson - responsible for advice and guidance in the purchase of swim equipment and the sizing of swimsuits. Recommends and designs WCS clothing and other swim items. Responsible for placing orders, keeping inventory, recording sales and receipt of money.
- Section 15. Concessions Chairperson - responsible for concessions that are operative at all meets. Responsible for planning a food menu, concession area setup, coordinating workers, maintaining inventory, recording sales and receipt of money.
- Section 16. Safety Coordinator - Responsible for maintaining ISI and USA Swimming, Inc. safety rules. Responsible for filing Report of Occurrence forms. Must be a non-athlete member of USA Swimming, Inc.
- Section 17. DELETED
- Section 18. DELETED
- Section 19. DELETED
- Section 20. Special Functions Chairperson - responsible for coordinating and implementing all picnics, hospitality area, awards parties and all other social events as required.
- Section 21. DELETED
- Section 22. All Chairpersons and committee members will work with the Head Coach and report to the President on an as needed basis. The above descriptions are general and other related duties will be assigned as needed.

## Article XIV – Head Coach

Section 1. As an ex-officio member of the Board, the Head Coach is responsible for advising the Executive Committee and the Board of Directors on swimming rules, swimming policies and regulations, and their interpretation and application to WCS activities. Considering Board recommendations, the Head Coach will determine the meet schedule, meets to be attended by swimmers and workout hours. The Head Coach will recommend to the Board an operating budget, which will include salaries, pool rental fees, travel expenses, proposed equipment and other related budget items. Responsibilities include the organization of daily swim workouts, the management of assistant coaches and other personnel, the control of swimmers at swim meets, the teaching of swim stroke and technique, the processing of all required clerical duties, the relationships with swimmers concerning their progress in the program and general communication on such matters. Establishes relationships on behalf of the WCS with their peers locally and nationally. Functions as the expert in this area and provides leadership and direction to the swimming program by keeping abreast of developments in swim technique and training. Coordinates all new or renewed athlete memberships to USA Swimming, Inc. Responsible for processing team transfers. Prepare annual team charter. The Head Coach will be responsible for arranging facilities for holding home meets, practices, or programs including space, price, and delivery of all physical equipment needed to operate the program or activity. In performance of these responsibilities the Head Coach will communicate regularly with the President.

## Article XV – Enactment

Section 1. When the By-Laws are adopted by the WCS, this shall supersede previous Constitutions, By-Laws, and enactments of WCS

## Article XVI – Dissolution or Merger

Section 1. The WCS may be voluntarily dissolved or merged into another corporation by a two-thirds majority of the total representative vote of the general membership, provided that each member has received written notice of the proposed action fourteen (14) calendar days prior to the meeting called for such purpose. If dissolved or merged, the assets of the WCS will become the property of the membership. Disbursement will be in accordance with Article VI, Section 6.

## Article XVII – Items Not Covered

Section 1. If not directly addressed in these By-Laws, the WCS will follow the Constitution and By-Laws of the USA Swimming, and ISI.

Constitution Approved 1-13-86, amended 9/89, amended 4/93, amended 1/2000