

# **BYLAWS OF THE GANANDA RACING AQUATIC TEAM**

**Revised: March 26, 2010**

## **ARTICLE ONE-ORGANIZATION AND PURPOSE**

### **1.1 NAME**

The name of this organization shall be the Gananda Racing Aquatic Team hereinafter referred to as "GRAT"

### **1.2 PHILOSOPHY**

The Gananda Racing Aquatic Team program is a USA Swimming team dedicated to educating and developing swimmers into the best that they can and want to be in the sport of swimming. In the process of doing so we also teach our athletes the life values of teamwork, sportsmanship, goals, respect, responsibility, hard work, dedication, and self-discipline. These values are learned through their experiences in practice and during competitions.

### **1.3 PRINCIPAL OFFICE**

The principal mailing address shall be:

P.O. Box 174  
Walworth, NY 14568

The principal office of GRAT shall be at the address of the presiding President.

### **1.4 TRANSACTION OF BUSINEES (LOCATION)**

The transaction of GRAT business may be held at such locations as the President of the Board may from time to time give notice

## **ARTICLE TWO-GENERAL MEMBERSHIP**

### **2.1 DESCRIPTION**

Each family of actively enrolled swimmers, defined as those families who have paid their annual club membership fee, shall be recognized as constituting general membership. An active membership entitles each parent to attend all general meetings as voting members with one vote per USA Swimming swimmer and it entitles their children to participate in the swimming program.

General membership will vote on the following matters: election of Board officers, removal of Board officers, and those issues that the Board deems necessary to put forth to the general membership.

Swim team membership shall be available within various levels. These levels shall be designated by the Head Coach in coordination with the other GRAT coaches. Swimmers will be placed in advanced levels as they meet the qualifications as set forth by the coaching staff.

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## **ARTICLE THREE-COACHES**

### **3.1 COACHES**

Head Coach shall report to the Board and attend Board meetings but shall not have voting rights. The Board shall hire the Head Coach who in turn runs the swim program in accordance to the club mission and hires assistant coaches. The Head Coach shall also be responsible for:

- Overseeing and coordinating USA Swimming enrollment and ensuring that USA Swimming memberships are renewed each year.
- Renewal of LSC charter and coach / official USA Swimming memberships.
- Maintain a current list of all registered athletes.
- Long range planning for the swimming program.
- Interfacing with the LSC, swim facility director, and athlete's parents / guardians.
- Any additional tasks or responsibilities set forth by the Head Coach's contract.

## **ARTICLE FOUR – BOARD MEMBERS**

### **4.1 BOARD OFFICERS-COMPOSTION AND TERMS**

The board shall consist of five (5) officers who are elected by the general membership of GRAT. The term of each board shall be for a two (2) year duration with no term limit and shall be staggered as follows:

President	Elected odd year
Vice President	Elected even year
Secretary	Elected odd year
Treasurer	Elected even year
Committee Chair Head	Elected odd year

### **4.2 ELECTION OF OFFICERS**

Nominations of Board officers shall be conducted annually during a designated monthly club meeting, after soliciting requests for nominations from the membership.

Nominations will be made prior to the end of the regular season (usually June) and new board members will take office at the start of the next regular season (usually September). All Board positions are voluntary and nonpaid.

### **4.3 VACANCIES**

Vacancies for unexpired Board officer terms shall be filled by appointment resulting from the action of the remaining Board officers.

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## 4.4 REMOVAL

The Board may remove any Board member whenever, in its judgment, the best interests of the Board and GRAT will be served thereby. The general membership may, with a two-thirds majority vote, remove a Board member whenever in its judgment the best interest of GRAT will be served thereby.

## 4.5 DESCRIPTION OF OFFICERS

### (A) PRESIDENT – The President shall:

- Assume active executive management of the operations of the Board, subject, however, to control of the Board officers.
- Preside at all meetings of the Board and set the agenda for each meeting.
- Be familiar with the articles of incorporation, bylaws, rules and procedures of GRAT.
- Establish committees and appoint chairpersons in order to administer and manage programs of GRAT.
- Execute contracts and other legal documents on behalf of the GRAT, after receiving approval/direction from the Board. These may include, but not be limited to; pool rent contracts, employee contracts, and insurance contracts.
- Serve as the GRAT delegate to attend and vote at all LSC meetings and act as spokesperson for GRAT as directed by the Board. A report of the meetings attended and votes made shall be made at the next regularly scheduled meeting of GRAT.
- Make decisions for GRAT which must be made prior to Board meetings and mediate problems as they arise.
- Lead the Board in the interviewing and hiring of all paid GRAT positions as well as coordinated employee evaluations with the Board.
- Perform such other duties as the bylaws or the Board may prescribe.

### (B) VICE PRESIDENT – The Vice President shall:

- In the absence or disability of the President, the Vice President shall perform all duties of the President, and when so acting, shall have all the power of, and be subject to, all the restrictions on the President.
- Have other powers and perform other duties as may time to time be assigned to him/her by the President or Board officers.

### (C) SECRETARY – The Secretary shall:

- Keep minutes of all regular and special meetings as directed by the Board.
- Compile the information needed for the monthly GRAT newsletter. Ensure that the newsletter is drafted, printed and delivered to the swimming pool and is available for e-mail distribution by the end of each month.

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- Perform all duties commonly incident to the office of Secretary and such other duties as may from time to time be assigned by the President or as the bylaws or the Board may prescribe.

**(D) TREASURER – The Treasurer shall:**

- Collect all mail and account for and deposit all checks.
- Track and record billings of members for dues and other GRAT fees.
- Collect and process meet fee checks.
- Obtain attendance rosters from coaches for monthly billing.
- Assist the Board in establishing a proposed budget.
- Account for all moneys of GRAT, which shall be deposited in accounts approved and established by the Board.
- Prepare monthly financial statements for presentation at the regularly scheduled board meetings.
- Make monthly employment checks to all GRAT employees.
- Be responsible for filing all tax returns required of GRAT.
- Pay all outstanding bills incurred by GRAT.
- Maintain financial records and accounts of GRAT.

## ARTICLE FIVE-MEETINGS AND QUORUM

### 5.1 CONDUCTING

All meetings of GRAT shall be conducted in accordance with these bylaws.

### 5.2 NOTIFICATION

The Board shall determine all matters of meeting notification, location, and order of business.

### 5.3 BUSINESS MEETINGS

Regular business meetings shall be held monthly at a time and location to be determined by the Board. The President or the Board officers may change the time and location of the meeting with reasonable notice given to each Board member. The general membership is encouraged to attend the business meetings and participate in the discussions.

### 5.4 SPECIAL MEETINGS

The President or the officer in charge as prescribed by the President may call special meetings of the Board at any time. Reasonable notification of such special meetings must be made to all Board members. There must be at least three (3) officers present to hold a special meeting. The business to be transacted at a special meeting of the Board must be specified in the notice and only that business shall be transacted. Complete

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minutes will be kept and any decisions made must be fully reported at the next regularly scheduled business meeting so they become part of the permanent minutes.

## **5.5 QUORUM**

Notwithstanding other provisions of these bylaws, at a regular scheduled Board meeting, a majority of the Board members shall constitute a quorum for the transaction of business. If less than a majority of members are present at any regular business meeting, those members present may discuss but may not act upon business.

## **5.6 ABSENCE OF OFFICERS**

In case of the absence of any officer at a Board meeting, or for any other reason that the Board may deem sufficient, the Board may transfer the powers and duties of that officer to any other officer.

## **ARTICLE SIX-COMMITTEES**

### **6.1 APPOINTMENT**

The President may appoint one or more members of the general membership to a committee for the purpose of carrying out specific responsibilities as set forth by the Board. The formation of Standing Committees (long-term) will be at the discretion of the Board.

### **6.2 DURATION**

The committee(s) shall be in existence for the time necessary to carry out the responsibilities assigned it or until terminated by the President. The duration of Standing Committees (long-term) will be at the discretion of the Board.

## **ARTICLE SEVEN-CONTRACTS, FUNDS AND ACCOUNTING PROCEDURES**

### **7.1 FISCAL RESPONSIBILITIES**

The fiscal year of GRAT shall be from January 1 to December 31.

The Board shall determine all fees, dues and annual family membership fee. The Board shall also be responsible for all fund raising activities.

All swimmers on the team who participate in meets must be members of USA Swimming and must have paid the registration fee or be enrolled in a payment plan before participating in any practice or meet. Cards are valid for one year, from January 1 to December 31. All officials, coaches, instructors, and meet directors must also have a USA Swimming card.

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Any swimmer who is not a member of the competitive swim program must pay into the GRAT Supplementary insurance to be covered by the team's secondary liability insurance.

## **7.2 CONTRACTS**

The Board may authorize the President to enter into any contract with paid employees of GRAT or execute and deliver any instrument in the name of the Board, and such authority may be general or confined to specific instances.

## **7.3 PROFESSIONAL SERVICES**

The Board may retain the services of a professional to assist and advise the Board in those matters that the Board deem necessary and appropriate. Should professional services be retained, compensation shall be as agreed upon by the Board and the professional.

## **7.4 FUNDS**

The moneys of the GRAT shall be deposited in the name of Gananda Racing Aquatic Team in such accounts approved and established by the Board. The moneys may be withdrawn out via checks signed by such individual(s) as the Board may designate, or via a GRAT Check / Debit card upon approval of the Board.

## **7.5 VISITOR SWIM POLICY**

Visiting swimmers may be charged a fee as determined by the GRAT board and must pay this fee in advance. Coaches will determine if there is enough pool space to permit nonmember swimmers in the pool. No one will be allowed to swim, except as described in 7.6 and 7.7 below, without a current USA Swimming membership. A copy of a visiting swimmer's current USA Swimming card must be included with his/her payment to GRAT, unless the swimmer's USA Registration can be verified through the LSC.

## **7.6 SWIM TEAM TRY-OUTS**

Swimmers are allowed to try-out for the Team without a current USA Swimming registration. However, when the swimmer's skills have been evaluated and recommendations have been made by the appropriate coach, the swimmer must complete the registration process for USA Swimming.

## **7.7 SECONDARY INSURANCE**

GRAT must hold secondary liability insurance. Upon approval of the GRAT coaching staff and / or Board, visiting swimmers, not registered with USA Swimming, may be allowed to swim with GRAT. Approved visitors must pay an insurance fee to be covered by the GRAT Secondary Insurance. The secondary insurance fee will be determined by the Board.

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## **ARTICLE EIGHT-NONPROFIT ORGANIZATION**

### **8.1 NONPROFIT STATUS**

The Gananda Racing Aquatic Team shall be a nonprofit organization.

## **ARTICLE NINE-AMENDMENT OF BYLAWS**

### **9.1 AMENDMENT**

This bylaw or any section thereof may be amended, repealed or adopt new bylaws by a majority vote of the GRAT membership. These bylaws may contain any provisions for the regulation and management of the affairs of the GRAT consistent with the law.

### **SIGNATURES:**

\_\_\_\_\_  
**President**  
**Gananda Racing Aquatic Team**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary**  
**Gananda Racing Aquatic Team**

\_\_\_\_\_  
**Date**