



Bylaws of Souderton Dolphins

Article I - Name

The organization shall be known as the Souderton Dolphins, hereafter referred to as the “team”. The team operates in partnership with Souderton Borough.

Article II - Mission

The mission of the team is to sponsor competitive and developmental swimming and diving events as part of the Bux-Mont League in order to develop in the children a love for the sport, advanced aquatic skills, teamwork, and the principles of good sportsmanship. The Souderton Dolphins strive to provide a fun and supportive environment to promote the growth and success of the team as well as individuals as athlete.

Article III - Membership

Section 1 - Eligibility Membership is open to all families provided the family supports the Team Mission and pays its dues and fees.

Section 2 - Team Status A participant may obtain team status by demonstrating his/her ability to the satisfaction of the Coach in compliance with Bux-Mont League requirements.

Section 3 - Termination of Team Status If the conduct of any participant shall be found detrimental to the best interest of the team or the host pool/facility, the Board may after due investigation and process, request his/her resignation, suspend, or terminate his/her Team Status.

Section 4 - Termination of a Membership The membership of a participant or family may be terminated in one of four ways:

1. A participant may resign upon submitting written notice to the Board.
2. If any participant shall fail to pay dues or fees the Board may terminate membership.
3. Membership may be terminated voluntarily by the participants' failure to return.
4. If the conduct of any family/participant shall be found detrimental to the best interest of the team or the host pool/facility, the Board may after due investigation and process, request resignation, suspend or terminate family/participant membership.

Section 5 - Reinstatement A membership that has been terminated may be reinstated by the Board upon approval of the participant's written request.

Section 6 - Privileges of Membership An adult member in good standing may hold office, bring matters before the Board, serve on committees and participate fully in team functions.

Section 7 - Membership Obligation Adult members of the team are obligated to assist the Board in the running of meets, including any invitationals, championships, and fund raising events hosted by the team. Each family is obligated to volunteer in accordance with policy. The Board may, in its discretion, increase the participation obligation required pursuant to policy.

Article IV - Dues/Fees

Section 1 - Dues & Fees Participants shall pay all team fees charged for the season, at the time of registration. The amount of this fee and due date shall be determined by the Board.

Section 2 - Pool Membership Participants shall pay all pool membership fees charged by Souderton Borough.

Section 3 - Refunds Refunds will be considered when applicable in accordance with policy, review, and approval of the Board.

Article V - Board

Section 1 – Elected Officers There shall be four elected officers to the governing body of the organization:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section 2 – Appointed Officers There shall be seven appointed officers to the governing body of this organization:

1. Bux-Mont League Rep- Swim
2. Bux-Mont League Rep- Dive
3. Meet Director- Swim
4. Meet Director- Dive
5. Equipment Manager/Meet Coordinator Swim/Dive (may be filled by separate individuals)
6. Volunteer Coordinator- Swim
7. Volunteer Coordinator- Dive

These officers comprise the Board and will hereinafter be referred to as the Board. Each officer must be a current dues paying member in good standing with the team. Board members will not receive any salary or compensation for their services to the organization.

Each member of the Board is entitled to one vote at any Board meeting. Membership to the Board will be terminated by resignation, expiration of the term of office, or by dismissal by a majority vote of the Board for failure to perform duties as set forth in the Bylaws.

Section 3 – Advisors The Souderton Dolphins Head Coach and the Souderton Community Pool Manager may serve as non-voting advisors to the Board. As well, the chair of any Standing Committees will serve in an advisory capacity to the Board in matters related to that specific committee.

Article VI – Duties

Section 1 – Primary Duties of All Officers

1. Attend Dolphins Board and Membership meetings.
2. Operate as the governing body of Souderton Dolphins.
3. Exercise appropriate stewardship in governing the finances of Souderton Dolphins.
4. Select all Dolphins team equipment, uniforms, and spirit apparel.
5. Partner with the coaching staff to ensure the operation of the team is fulfilling the clubs mission.
6. Serve as advocates for the parent membership in all Souderton Dolphins related matters.
7. Establish and appoint, as deemed necessary, committees to support the growth and development of the organization.

Section 2 – Duties of Individual Officers

President – shall preside at all meetings of the membership and the Board, and shall have responsibility for the active management of the business of the organization. The President provides supervision of all other Board members and shall see to the proper performance of their duties. The President is authorized to sign checks on

behalf of the organization.

Vice President – shall act as an aide to the President. In the absence or inability of the President to serve, the Vice President shall carry out the duties of the President. Shall assist Board members in fulfilling their duties. The Vice President is authorized to sign checks on behalf of the organization

Secretary – shall record, maintain and post the minutes of all meetings of the Board and the general membership. The Secretary shall manage incoming and outgoing correspondence of the club and shall maintain a copy of such correspondence. The Secretary is authorized to sign checks on behalf of the organization

Treasurer – shall have charge and custody of all funds of the organization and shall keep an accurate record of receipts and disbursements of all monies authorized by the Board. All authorized disbursement over \$1000 shall be signed by the President or the Treasurer and shall be approved by both. The Treasurer shall maintain a bank account in the name of the organization and make deposits in a timely manner. The Treasurer shall present a financial statement at each Board meeting, or as deemed necessary by the Board. The Treasurer is authorized to sign checks on behalf of the organization.

League Representatives- shall attend all league meetings and act as liaison between team and league. The league representative will also be responsible for membership reporting to the league and will submit, or make arrangements for submission of home meet results to the league per Bux Mont Operating Procedures.

Meet Directors- shall be responsible to fill all needed positions for each meet during the season, and to be sure that all participants filling positions as timers, judges, scorekeepers and officials, are fully trained for their respective positions. It shall also be the duty of the meet director, at the end of the season, to report to the treasurer no later than one week after the last championship meet, those participants of the team who have not fulfilled their volunteer requirement.

Equipment Manager/Meet Coordinator- shall organize the physical logistics for all home meets during the season and all invitational or championship meets held at the team's home pool. This position shall coordinate identification and purchase of all equipment.

Volunteer Coordinators- shall be responsible for checking in meet volunteers and other assistance to the Meet Director at meets as needed.

Article VII – Terms, Elections, and Vacancies

Section 1 – Terms The term of office for elected Board members, in any one position, shall be two years. Elected officials may serve additional terms on the Board in another elected or appointed position. No elected or appointed member of the Board shall serve in any capacity for more than six consecutive years.

Section 2 – Elections Expiring elected Board positions and vacancies created through resignations of elected Board members will be identified to the Membership at the last regular meeting of the season (and/or through electronic communication with the general membership based on the season's registration). Nominations will be accepted for a period to be determined by the highest ranking remaining Board member.

Nominations for open, elected Board positions will be voted on by Membership. Candidates receiving the majority of votes will be elected to the respective positions. The newly complete Board will work with Membership to fill appointed Board member vacancies.

Section 3 – Vacancies In the event Membership does not provide enough nominations to fill elected Board positions, the Board will fill the vacant positions as it sees appropriate to maintain the operational status of the organization.

Section 4 – *Removal of a board member* can be made after formal, written documentation of grievance is submitted to the board. The board will convene a meeting and quorum vote will determine consequence of the complaint.

Article VIII – Quorum

One more than half the total number of officers (elected and appointed) shall constitute a quorum.

Article IX – Standing Committees

The Board will designate and assign, as needed, various committees to carry out the essential business of the team. All committees will be authorized and approved by a majority vote of the Board and shall serve at the discretion of the Board. The committees shall be chaired by a volunteer parent and shall be appointed by the Board (in quorum). At any given time, one person may not lead more than two (2) committees. Each committee chair will report to a designated Board Member. No committee chairs will receive salary or compensation for their services.

Section 1 – Nominating Committee

1. Thirty days prior to the election, a Nominating Committee will be selected via a majority vote of the Board.
2. Prior to this, the Board will enact a public search of the team for membership interested in volunteering for the Nominating Committee.
3. The committee will be responsible for handling the election process.
4. Nominations may be received from the floor at the final general membership meeting.

Article X – Coaches

The primary functions of the Coaching staff are to teach proper swimming techniques and good sportsmanship, to assist and encourage swimmers in improving their skills, and to develop and run a structured swimming program which is approved by the Board. Successful candidates must meet all Federal, State, and Local requirements and provide credentials as to his/her skills and experience.

Section 1 – Coaching Positions The following coaching positions are made available based on adequate experience, qualifications, and approval by the Board:

1. Head Team Coach
2. Head Diving Coach
3. Swim Coach
4. Assistant Swim Coach / Assistant Diving Coach

Section 2 – Staffing Staffing at each level is subject to the requirements established by the Head Team Coach and the Board, and will account for membership size and diversity of age and ability. The Head Team Coach and Head Diving Coach are hired by the Board on a year-to year basis and serve at the pleasure of the Board. Individuals seeking positions as Swim Coach, Assistant Swim Coach, or Assistant Diving Coach shall submit a written letter of interest to the Head Team Coach or the Board. Thereafter, in consultation with the Board, the Head Coach shall determine which individuals will serve.

The Head Team Coach in coordination with the Board may secure the assistance of whatever volunteer assistant coaches he or she deems appropriate. High School students who successfully fill these for two years and have completed 10th grade, may apply to serve as Assistant Swim Coaches or Assistant Diving Coaches.

All coaches over the age of eighteen shall agree to undergo criminal background and/or child safety clearance (at their expense), and shall cooperate with the Board in the providing of information so as to allow for such investigations.

Removal of a coach can be made after formal, written documentation of grievance is submitted to the board. The involved coach, head coach and board will convene a meeting and quorum vote will determine consequence of the complaint.

Section 3 – Salary Salaries of the coaches are paid by Souderton Borough and/or the Team and are determined on a year-to-year basis depending upon such factors as available funding, team membership, projected account balances, anticipated expenses, coaching experience/qualifications, tenure and dedication, and availability for team events. Beyond yearly-established salaries, there shall be no additional payments, compensation, bonuses or gifts paid by the Borough or Team. Membership may, in their sole discretion, present a gift or gifts to the coaching staff. No Board member shall be involved in the planning or purchase of such gift(s).

Section 4 – Description of Positions

Head Team Coach The goal of the Head team Coach is to create a safe, adequately supervised, and competitive environment to foster the growth of the athlete and team. The Head Team Coach is responsible to hire Swim Coaches and Assistant Swim Coaches in conjunction with Board consultation and with Board approval. The Head Team Coach shall, no later than June 1st of each year, specify to the Board the Swim and Assistant Swim Coaches he/she would like to hire and their respective availability for practice and meets.

The Head Team Coach is responsible for completing all duties necessary to run a safe and competitive swim team at practice, in preparation for meets, and during meets. These tasks include, at a minimum, scheduling practice, and scheduling swimmers for meet events, maintaining team discipline, supervising and delegating responsibilities to Swim Coaches and Assistant Swim Coaches, and communicating with the Board as necessary. Additional tasks may be asked of the Head Team Coach based on specific needs of the membership. The Board will communicate these needs with the Head Team Coach and work to minimize the impact of these responsibilities.

The Head Team Coach may be an ex officio member of the Board. Except for general supervision through the president of the Board, the Head Coach shall have full direction of the swimming program without outside interference. This authority will extend to all swim practice and meet activities, including the right to establish and enforce rules he/she deems necessary and appropriate. Any serious complaints by the participants about coaching shall be presented in writing to the Board for consideration and disposal.

Head Diving Coach The Head Diving Coach is responsible to hire Assistant Diving Coaches in conjunction with Board consultation and with Board approval. The Head Diving Coach shall, no later than June 1st of each year, specify to the Board the Assistant Coaches he/she would like to hire and their respective availability for practice and meets.

The Head Diving Coach is responsible for running practices, scheduling Divers for meets, maintaining team discipline, and supervising and delegating responsibilities to Assistant Diving Coaches. Additional tasks may be asked of the Head Diving Coach based on specific needs of the membership. The Board will communicate these needs with the Head Diving Coach and work to minimize the impact of these responsibilities.

Swim Coaches, Assistant Swim Coaches, and Assistant Diving Coaches must exhibit the same basic credentials as the Head Team and Diving Coach. Assignment of coaches to one of these categories is based on an individual's qualifications, experience, tenure and dedication to the team, availability for team events, and the discretion of the Head Team Coach with Board consultation.

Swim Coaches and Assistant Swim Coaches will take direction from and report to the Head Team Coach. They will aid in completing all duties required to run a safe and competitive swim team at practice, during preparation for meets, and at meets. Assistant Diving Coaches will take direction from and report to the Head Diving Coach. They will aid in completing all duties to run a safe and competitive diving team at practice, during preparation for meets, and at meets.

Article XI – Meetings

Section 1 – *General Meetings of the Board* A General Meeting of the Board to plan the beginning of the calendar year swim season shall be held no later than March 15 of the year. Meetings shall be held thereafter to support the beginning of the season.

Between the conclusion of the Bux-Mont Swim League Season, and March 15 of the following calendar year, the Board shall hold at least one General Meeting. Additional General Meetings can be held at the discretion of the President.

General Meetings of the Board shall be open to Membership and as such will be advertised on the team's website at least seven (7) days in advance. If participants of the team choose to attend meetings of the Board, the Board has the discretion to insist certain portions of the meeting be held in private and to the exclusion of the participants in attendance.

Section 2 – *Special Meetings of the Board* Special Meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two Board members, due notice having been given to all Board members. Special meetings are called to discuss legal, salary, discipline issue and other such personnel matters. Special meetings of the Board do not require membership notification or participation. Membership attendance can be requested by the Board if their presence is relevant to the Special Meeting.

Section 3 – *Routine Business of the Board* Routine Business of the Board necessary to promote the operation of the team may be conducted by electronic mail.

Section 4 – *Membership Meetings* Two Membership Meetings will be held each year. While membership participation is voluntary, it is strongly encouraged to build team spirit, welcome new members, introduce Board members and coaching staff, as well as discuss highlights of the previous and upcoming season, policy changes, and identify important dates. Board Member and Coaching staff attendance is required.

The first Membership Meeting will be held following registration and prior to the start of the competition season. The second Membership Meeting will be held as soon as possible following the end of the League season.

Article XII – Bylaw Amendments Procedure

Section 1 – *Procedure*

1. Any member in good standing may propose an amendment to the Bylaws by submission of such amendment in writing to the Board.
2. Any proposed amendment to the bylaws shall come up for a vote at the next regularly scheduled Board meeting. If approved by majority of the Board (in quorum), the amendment will then be presented to the General Membership for approval at a regular or special meeting duly convened after notice to the members of that purpose.
3. Amendments require a majority vote of the membership present at this meeting.