

**BYLAWS OF THE
COLLEGE PARK SWIM TEAM**

Revised and Amended on March 28, 2006

ARTICLE 1

NAME

The name of this organization is the College Park Swim Team (“CPST”), a chartered Member Swim Team of the Irvine Swim League (“ISL”), a nonprofit mutual benefit corporation organized under the California Nonprofit Mutual Benefit Corporation Law.

ARTICLE 2

POWERS

The powers of this organization shall be to direct, manage, supervise, and control its business, property and funds in carrying out its objectives.

ARTICLE 3

PURPOSES AND OBJECTIVES

Section 3.1. This CPST is formed to operate as a Chartered Member Swim Team of the ISL.

Section 3.2. The CPST is organized and operated exclusively for providing substantially all of its activities for pleasure, recreational and other non-profitable purposes, including recreational, competitive swimming for children in the College Park Community of Irvine, within the meaning of Section 501(c)(7) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, and its corresponding provisions in the California Corporations Code, and to engage in any other lawful activities permitted under the California Nonprofit Mutual Benefit Corporation Law. Notwithstanding any other provision of these Bylaws, the CPST shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the purposes of the CPST, and the CPST shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(7) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States internal revenue law, and its corresponding provisions in the California Corporations Code.

Section 3.3. The objective of the CPST is to provide a fun and safe environment where boys and girls can improve swim techniques and be introduced to swim competition.

ARTICLE 4

GEOGRAPHICAL AREA

The geographical area shall be Irvine or as permitted by the ISL.

ARTICLE 5

MEMBERSHIP

Section 5.1. The classification of membership in this organization shall be “Team Members”. There shall be no less than ten (10) Team Members nor greater than one hundred and twenty (120) Team Members at any one time.

Section 5.2. Team Members shall be children, ages five (5) through eighteen (18), whose parent(s) or legal guardians(s) reside in the geographical area of the College Park Community of Irvine. Non-College Park Community residents may become members of the CPST given the following (in this order):

1. Returning residents willing to do a large job;
2. Siblings of returning residents willing to do a large job;
3. New residents willing to do a large job;
4. Returning non-residents willing to do a large job;
5. Siblings of returning non-residents willing to do a large job;
6. Returning residents;
7. Returning residents siblings;
8. New residents;
9. Returning non-residents;
10. Siblings of returning non-residents;
11. New non-residents.

Performing a large job is a parent on the Board of Directors, a committee chairman, or has committed to performing a “Large Job” for the next season. This also includes a Head or Assistant coach sibling.

Section 5.3. Any member may be suspended or expelled from membership for any of the reasons noted in section 5.4 only by a three-fourths (3/4) vote of the Board of Directors, provided that such member shall receive thirty (10) days notice of such contemplated action and shall be entitled to be heard before action is taken.

Section 5.4. Membership of any Team Member shall terminate on the happening of any of the following events:

- (a) The failure of a Team Member or a Team Member's parent(s) or guardian(s) to actively participate in the activities of the organization, including volunteer positions, as required by the CPST;
- (b) If membership dues or a general assessment remains unpaid for a period of ten (10) days after written notice by the Board of Directors of such delinquency;
- (c) The resignation of the Team Member;
- (d) A violation of the CPST Bylaws, Code of Conduct, CPST Policies and Procedures or other rules violations of the ISL.

ARTICLE 6

BOARD OF DIRECTORS AND OFFICERS

Section 6.1. The Board of Directors of the CPST shall be composed of the officers and such other directors as described, elected by the general membership of the CPST at its annual election meeting. The Immediate past President of the CPST shall be an ex-officio member of the Board with the right of voting for a period of one (1) year.

Section 6.2. The officers of the CPST shall consist of a President, a Vice President, a Secretary, a Treasurer and a Director-at-Large. These officers shall be elected at the annual meeting of the CPST at the end of the regular swim season, usually at the end of July or beginning of August of each year.

The officers elected at the organizing meeting shall serve until replaced.

Section 6.3. The Board of Directors and each of the Officers shall have the powers and duties usually attached to said offices and shall, in addition, have the powers and duties assigned to them by these Bylaws and by the CPST. Officers and Directors of the CPST shall consist only of Team Members' parent(s) or guardian(s) residents or non-residents in good standing

- (a) **President.** It shall be the duty of the President to preside at all meetings of the Board of Directors and of the CPST, to call such meetings, and to serve as the Chairman of the Board. He/she shall see that the Bylaws and other rules and regulations are diligently enforced, shall supervise generally the affairs of the CPST, and, at the annual election meeting, shall make a general report of its business during the previous year. He/she shall perform such other duties as usually pertain to the office of President. The President must be a resident of College Park.
- (b) **Vice President.** It shall be the duty of the Vice President to assist the President as pertains to such Vice President duties, e.g., program, membership, etc. The ranking Vice President shall accede to the Presidency when that office is vacated by resignation, expulsion, or death. He/she shall perform all the duties of the President in the absence of the President.
- (c) **Secretary.** The Secretary shall keep the minutes of the CPST meetings and Board of Directors' meetings. The Secretary shall keep record of all Team Members' names and addresses and perform all such activities as the President may require. The Secretary shall

cause a copy of these Bylaws and all such minutes of all previous meetings to be available at every CPST meeting. It shall be the duty of the Secretary to do all the correspondence requested by the President and fulfill the obligation pertaining to the records of the CPST and any obligation for information required by the ISL.

Treasurer. The Treasurer shall receive, collect, and deposit all monies received by the CPST. He/she shall keep the usual book of accounts and such records and books as directed by the Board of Directors. He/she shall report on income, disbursements, and liabilities. He/she shall originate all disbursements on orders of the Board of Directors. All drafts are to be signed by the Treasurer and the President or Secretary, or two of the three. He/she shall be bonded at the expense of the CPST if requested by the Board of Directors.

(d) **Director at Large.** The Director at Large shall be a voting member of the CPST Board of Directors and shall perform duties as assigned by the board.

(e) **Board of Directors.**

- 1) Board of Directors. The Board of Directors shall have the power to solicit and receive dues from Team Members.
- 2) The Board of Directors shall cause the Treasurer to remit promptly to the Treasurer of the ISL all dues or assessments payable to the ISL in the amounts and at the time such payments may be due.
- 3) The Board of Directors shall be vested with the power and the duty of transacting all business of the CPST. It shall be responsible for carrying out the objectives and purposes of the CPST.
- 4) The Board of Directors shall have such authority to make all such rules and regulations, Policies and Procedures, as shall be deemed advisable in accordance with Section 6.3.f.3, provided only that such rules, regulations, Policies and Procedures are not in conflict with these Bylaws or those of the ISL.

Section 6.4. Any officer may be removed by a vote of four (4) members of the Board of Directors, including the past President, at any Board meeting where a quorum is present, but only after ten (10) days written notice to all Team Members informing them that the removal is pending and with an opportunity to be heard on the matter.

Section 6.5. Vacancies, however created, shall be filled by an interim person appointed by the Board of Directors until the next annual election, except as specified in 6.3 (b). Whenever a vacancy shall occur in any of the elective offices of the CPST, the duties pertaining to the office becoming vacant shall be performed by the next succeeding officer until such vacancy shall be filled by an election called by the Board of Directors.

Section 6.6. One (1) CPST representative either appointed or volunteering shall attend the Regular ISL Meetings, the Regular ISL Annual Meeting and any special meeting of the ISL and to

represent this organization and report back to the Board. If the representative cannot attend an ISL event and cannot find an alternate to attend in their place, one of the Board members will go in his/her place. The representative and alternates shall be required to vote as directed by the Board of Directors on any issue the Board so states, including nominations and ISL director and officers.

Section 6.7. All records of this organization shall be kept by the appropriate officers of the CPST.

Section 6.8. The annual term for all officers and directors of the CPST Board of Directors shall begin on October 1 and end the following year on September 30. This same time period is also considered the annual swim season. Terms for CPST Board of Director officers- and directors-elect start October 1 of each year. In the event that an outgoing Board Member resigns after elections, the newly elected member will assume the duties of this position immediately.

ARTICLE 7

COMMITTEES

Section 7.1. The Board of Directors shall have full power to create any and all CPST committees as it deems necessary and advisable. The Board shall also appoint all members of such committees. Such members shall hold committee membership at the will and pleasure of the Board of Directors. The President shall be an ex-officio member of all committees.

ARTICLE 8

MEETINGS

Section 8.1. Board of Directors' Meetings. The Board of Directors shall meet periodically during the year at a time and place to be designated by the President. All Team Members' parent(s) or guardian(s) shall be entitled to attend such meetings and to be heard but shall not have the right to vote. A quorum shall consist of a simple majority of the full Board of Directors. A Board meeting may be called at any time by the President or by request of one-third (1/3) of the full Board of Directors. Unless otherwise specified, Board resolution shall pass upon majority vote.

Special meetings may be called at any time by the President or by majority of the Board of Directors. A quorum shall consist of 50% plus one of families with at least one (1) Team Member ("Team Member's Family" or "Team Member's Families"). Notice of each general meeting of the CPST shall be given by the Secretary to each Team Member's Family in good standing prior to such meeting stating the time and place.

Section 8.2. CPST Meetings. Meetings of all the Team Member's Families of the CPST shall be held annually at the end of the regular swim season, usually at the end of July or the beginning of August, of each year as an election meeting at a time and place designated by the Board of Directors. Alternatively, elections may be conducted electronically by email or website at the discretion of the

Board of Directors. Electronic elections shall not be used if at least ten (10) Team Member's Families object to their use.

ARTICLE 9

FINANCES

Section 9.1. Sources. The revenue of the CPST shall be derived from team member dues and donations/contributions.

Section 9.2. Dues. The dues shall be as follows: Annual membership dues of individual Team Members of the CPST may be \$170.00 per year for resident 5-14 year-olds, \$60.00 per year for 15-18 year olds, and a \$10 discount for each swimmer after the first swimmer within the same family (15-18 year-olds excluded), or such other amount as may be fixed by the Board of Directors in order to meet the purposes and objectives of the organization.

Team members that do not reside in the College Park Community shall be required to pay an additional annual fee of \$25.00 per individual Team Member, or such other amount as may be fixed by the Board of Directors for use of the College Park Community facilities. Non-swimming coaches will pay an annual ISL insurance of \$20.00, or such other amount as may be fixed by the Board of Directors in order to cover the costs of said insurance.

Section 9.3. Donations and Contributions. Funds may be contributed or pledged by any donor to the general fund or other fund as stipulated by the donor. It shall be clearly communicated in writing to any donor that contributions are tax deductible as the CPST is a "charitable organization" under section 501 (c)(3) of the Internal Revenue Code.

Section 9.4. Receipt of Funds. The CPST shall receive all monies, other properties, or both, transferred to it for the purpose for which the ISL was formed (as shown by the Articles of Incorporation). However, nothing shall require the Board of Directors to accept or receive any money or property of any kind if it shall determine in its discretion that receipt of the money or property is contrary to the expressed purposes of the ISL as shown by the Articles.

Section 9.5. Investment of Funds. The corporation shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of the ISL and the CPST. The Board of Directors shall designate the depositories of all funds of the organization; however, at no time shall any funds be invested in any interest bearing account(s).

Section 9.6. Disbursement of Funds. All disbursements shall be made solely by check, including all meet expenses such as payment to meet officials, reimbursements for the purchase of food items, etc. No disbursement of CPST money or property shall be made until it is first approved by the President of the CPST or by the Treasurer. The Directors shall have the authority to appropriate specific sums to fulfill the objects and purposes for which the ISL was formed and to direct the officers of the CPST from time to time to make disbursements to implement the appropriations. All disbursements require a receipt for business purposes.

Section 9.7. Signers of Checks. All checks, drafts, demands for money and notes of the corporation, and all written contracts of the corporation shall be signed by one (1) Board Member if the amount is less than or equal to \$250 or two (2) Board Members if the amount is greater than \$250 or as the Board of Directors may from time to time by resolution designate. Typically checks, drafts and demands for money are signed by the Treasurer and Vice President, President or Secretary.

ARTICLE 10

VOTING

Section 10.1. Only those Team Member's Families who have Team Members in good standing for more than thirty (30) days prior to the annual meeting for the election of officers and directors held at the end of the regular swim season, usually at the end of July or early August, shall be eligible to vote for such officers and directors. A Team Member's Family shall be entitled to (1) vote regardless of whether the Family has one or more Team Members.

Section 10.2. Nominations for Board of Director officers and directors shall be taken at least 30 days prior to the election date. All candidates shall be parent(s) or guardian(s) of Team Members in good standing. Additionally, all candidates are encouraged to provide a statement of candidacy 15 days prior to election for examination by all Team Members and their families.

Section 10.3. The process of the annual election of officers and directors shall be directed and created by the standing Board of Directors and may change from year to year. However, all voting shall be conducted in private (anonymously) and the results tallied by at least one existing board member and one candidate board member, or tallied by a reputable third party. All results will be announced as stated in section 8.2. Further explanation of the election process is stated in section 8.2 as well.

Section 10.4. In the event that all the elected positions are running unopposed then an election is not required for that year, unless ten (10) or more Team Member's Families request a vote.

ARTICLE 11

PARLIMINARY AUTHORITY

Section 11.1. All meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

Section 11.2. These Bylaws shall be subject to the provisions of the Articles and Bylaws as adopted and amended from time to time by the ISL, which provisions are incorporated and made a part, wherever appropriate. A copy of these Bylaws, as amended from time to time, shall be filed with and subject to approval of the ISL.

ARTICLE 12

AMENDMENTS

These Bylaws may be amended at any meeting of the CPST by a favorable vote of two-thirds (2/3) of the Team Member Families present (if a quorum), provided such amendment be proposed in writing and filed with the Secretary at least fifteen (15) days prior to such meeting. Any amendment becomes effective immediately, unless subsequently found to be in conflict with the ISL Bylaws. The Bylaws as amended must be submitted to the ISL.

ARTICLE 13

I certify that the foregoing Bylaws of the College Park Swim Team, as amended to date, were duly adopted by the Team Member's Families, on _____, 2006.

_____	President	_____	Vice President
_____	Print Name	_____	Print Name
_____	Secretary	_____	Treasurer
_____	Print Name	_____	Print Name
_____	Director at Large		
_____	Print Name		