

BYLAWS OF TIGER SHARKS, INC.

November 20, 2017

Article I – NAME & DEFINITIONS

The name of this organization shall be "Tiger Sharks, Inc."

Tiger Sharks, Inc., is a not-for-profit association of members with the purpose of managing an aquatics team and teaching and educating children about swimming fundamentals. The aquatics team managed by Tiger Sharks, Inc. may be commonly referred to as "Pickerington Tiger Sharks," "Tiger Sharks," "Tiger Sharks Aquatics Team," "Tiger Sharks Swim & Dive Team," "Tiger Sharks Swim Club" or "Tiger Sharks Swim Team."

Tiger Sharks, Inc. is managed by a partially elected and partially appointed Executive Committee. The Executive Committee is this corporation's Board of Directors.

Officers are voting or non-voting members of the Executive Committee.

Members in good standing are members who meet all of the following requirements:

1. Properly registered and agreed to the Tiger Sharks, Inc. terms and conditions of membership
2. Paid their fees in full
3. Have current contact information on file with the corporation
4. Have not been convicted of any crimes against children
5. Fulfilled their volunteer obligation to the team

Article II - OBJECTIVES

The objectives of the Tiger Sharks shall be to develop skills in the youth of the Pickerington and surrounding areas. These will focus on competitive aquatic sports. There will be emphasis on swim technique, education, sportsmanship and goal setting, self-discipline, physical fitness, motivation and goal achievement, together with general team development.

Article III - MEMBERSHIP

- A. Team Membership** in the Tiger Sharks shall be available to all youth of the families who are members in good standing of Tiger Sharks, Inc. Prospective members shall complete a registration application and pay membership fees prescribed by the Executive Committee. This will grant membership to the families and entitle registered swimmers to participate with the Tiger Sharks in all functions. Member families shall have one vote in any business or election brought before the general membership, and obligate the parents of the registered swimmers to participate as volunteers in the functions of a competitive aquatics team. The rights and responsibilities of membership shall expire on July 1st of the season following that season for which the swimmer was last registered.
- B. Ejection or Rejection of a Member** - A member who is not in good standing can be ejected from the association by a unanimous vote of the Executive Committee with all Officers voting. If a member is ejected, the member's fees paid for the current year shall be refunded in full.

The Executive Committee shall have the right to reject the registration application of a member who did not fulfill their volunteer obligation in a prior year. Rejection shall be made by a unanimous vote of all Officers of the Executive Committee. Any fees paid for the current year shall be refunded in full. Parents of older (15-18) swimmers can be relieved of their volunteer obligation if instead the swimmer volunteers to significantly help with the coaching and operation of the team. Such a volunteer arrangement must be agreed to with the team in advance.

- C. League Membership** - The Executive Committee shall have the power to determine the team's league affiliation. The team shall obey and implement all rules as prescribed by the team's affiliated league, including:
1. Age Groups
 2. Event Participation
 3. Championship Eligibility

Article IV - FINANCES

- A.** Fees associated with membership in the Tiger Sharks shall be required of all members of the organization. The fees shall be set by the Executive Committee for the purpose of enabling the organization to operate and meet its financial obligations. The organization will also accept donations from third party donors not associated with the organization. The Tiger Sharks shall be a strictly non-profit organization which may hold but not distribute assets except as a part of dissolution.

The Executive Committee may authorize waiver of fees for specific circumstances, such as for someone providing substantial assistance to the coaching of the team, or someone in an extreme hardship situation.

After the end of the season and after reviewing the team's finances, the Executive Committee may offer membership fee refunds for any member or set of members. Refunds can be considered if they do not in any way impact next season's start-up and operations funding. Valid reasons for refund are, exceptional service to the team either through outstanding volunteer commitment, or by serving as a Voting Executive Committee Member. Such refunds are to be approved by a majority vote of the Executive Committee. The refund does not affect a member's status in regards to active membership in good standing. The Executive Committee can limit the number of swimmers per EC Member/Volunteer eligible for a refund.

- B.** Disbursement of Funds - The President, with the approval of one other officer, may authorize single expenditures of up to \$200.00 without prior Executive Committee approval. All expenditures exceeding this amount must be approved by a majority of the Executive Committee prior to the expenditure. Committee chairs and officers can spend, without prior approval, up to \$25.00 for the benefit of the team and while executing their duty. Reimbursement by the team shall be made upon submission of paper receipts for money spent.
- C.** Call for Audit – The membership shall have the right to call for an audit of the finances by submitting to the Executive Committee a petition with the signature of at least 10 (ten) current members in good standing. The audit shall be conducted by 3 (three) members of the Executive Committee and 3 (three) petitioners.

Article V - EXECUTIVE COMMITTEE

- A. Eligibility** - Any adult member in good standing of Tiger Sharks, Inc. may be an officer in the organization. Exceptions to this eligibility requirement may be authorized by vote of the Executive Committee. Additionally, the Team Captain will be a member of the Executive Committee.
- B. Term** - The officers shall serve from the date of their election until the date of the subsequent election of officers. An exception may be made in the case of the league representative if the term of an office he or she holds in the league is for longer than this term. Offices vacated before the end of a term may be filled at the direction of the President by his or her appointee.
- C. Officers of the Executive Committee:**

President (Elected) - The president is responsible for the overall direction of the Tiger Sharks in compliance with these Bylaws. This direction will include: planning, organizing, and operating the team during the course of a season. The President is responsible for scheduling both general and Executive Committee meetings and shall

preside over such meetings. The President shall have the right to vote on issues in order to break a tie vote among the other voting officers. The President is also the primary contact between the coaching staff and the Executive Committee.

Vice - President (Elected) - The Vice-President is responsible for assisting the President with his or her duties and for acting on behalf of the President if the President directs, is unable to preside, or is unable to complete his or her term. The Vice - President may be assigned other specific responsibilities by the President as necessary, such as chairing committees, etc.

Secretary (Elected) - The Secretary is responsible for recording, keeping and reporting minutes of all Executive Committee and General meetings. He or she shall also be responsible for working with the Treasurer to maintain records of name, address, and telephone number for each registered swimmer by age group. These records must be kept current and available throughout the season for use by the coaches and the team. The Secretary is also responsible for maintaining available current copies of these bylaws. The Secretary will be responsible for any publicity communications that the Executive Committee feels is appropriate.

Treasurer (Elected) - The Treasurer is responsible for collecting and disbursing all monies associated with the operation of the Tiger Sharks. He or she is responsible for maintaining accurate and up-to-date records of finances and for publishing an accurate financial statement for each general meeting held near the end of a swimming season (around August 1). The Treasurer shall also report a financial summary at each meeting of the Executive Committee. He or she is responsible for issuing checks to the coaching staff and for filing all required tax information with the IRS, and for filing for periodic renewal of incorporation with the Ohio Secretary of State's Office.

League Representative (Appointed by President) - The League Representative is responsible for representing the team at all league meetings and for voting on league issues on behalf of the Tiger Sharks. He or she should consider the significance of issues before the league for the effect on both the league in general and the Tiger Sharks. The League Representative shall report league matters to the team and shall be a coordinator of the team/league activities required. The League Representative may also be an officer of the league with duties described within the league bylaws.

Meet Director (Appointed by President) The Meet Director is responsible for properly staffing and equipping all home and away swim meets. The meet director recruits and coordinates all volunteers and their training as needed. The Meet Director coordinates with the team committees and other officers to make sure: 1) all equipment is ready for the meet and 2) operators and volunteers are available and ready to properly run the meet. **This position may be appointed by the President or by a collective Executive Committee decision.**

Immediate past President (Ex-Officio) - The immediate past President of the Tiger Sharks shall be a voting member of the Executive Committee to assure some measure of continuity of the committee from one year to the next. If the immediate past President is holding one of the other offices described in this section, he or she shall still have only one vote.

Team Captain (Selection Process Determined by Head Coach) - One representative of the team will be selected from the varsity age group swimmers of the team. The selection process shall be determined by the Head Coach and may be appointed by the coach or elected by the team. This representative may participate in all Tiger Sharks Executive Committee meetings. The Team Captain is a non-voting officer of the Executive Committee.

Marketing Director (Appointed by President) - The Marketing Director shall be responsible for effectively marketing and publicizing the team to the community for the purpose of increasing the level of interest in competitive swimming and the Tiger Sharks. The Marketing Director's primary goal is to help in the recruitment and retention of swimmers.

Technology Officer (Appointed by President) - The Technology Officer shall be responsible for supporting and maintaining all electronic data and technology systems necessary for team operation. This includes, but is not limited to:

1. Team website
2. Domain name registration

3. Online member registration
4. Team computer
5. Team Manager software
6. Meet Manager software
7. Electronic timing system
8. Stopwatches
9. Accounting system

D. Election of Officers:

An election of officers is to be conducted annually by the general membership of the Tiger Shark families. A nominating committee comprised of at least three individuals associated with the team will be appointed by the President with one member of the committee being appointed as chairperson.

The nominating committee will be responsible for:

- identifying suitable prospective candidates for each elective office, considering also the desire for some continuity on the Executive Committee and also the desire of involving as many individuals as practical over a period of time.
- obtaining the consent of the prospective candidates to put them on the ballot. The committee should strive to place at least two viable candidates for each elective office.
- prepare ballots to be used at the end-of-season election allowing a write-in candidate space for each office.
- At the election, the committee should introduce each candidate, invite floor nominations, provide voting instructions, distribute, collect, and count ballots, and should present the new officers.

Members of the nominating committee may themselves be candidates for the office, but if they are they must not participate in the ballot counting.

Families not attending the election may be given ballots to mark prior to the meeting and the committee will count any of these ballots along with those cast at the election. Members must not be present to vote. Electronic means for delivery and counting of ballots may be used.

The election of the Team Captain shall be done separately from the election of the adult officers. The method of selecting the Team Captain shall be determined by the Head Coach.

Article VI - Coaches

Head Coach (Swimming) There will be a head coach designated for Swimming. The head coach will be responsible for the day-to-day training and development of the swimmers in accordance with the objectives of the team. The head coach is responsible for providing direction to any assistant coaches and may be asked to recommend or approve of any assistant coaches. The head coach may delegate responsibility to assistant coaches but remains him/herself responsible for safe, orderly, and sportsman-like conduct of the team at all practices and meets. He or she is also responsible for determining which practice group is most appropriate for each swimmer and which swimmer should swim in each meet event. The coach shall be responsible for being present at each designated practice and meet. The coaches are to use positive motivation and encouragement with all swimmers. Coaches are not to use reprimands for swimming performance but may use them for unsafe, disorderly, or unsportsman-like behavior.

Assistant Coaches - Any Assistant Coaches are to carry out specific coaching responsibilities as delegated or directed by the head coach. Any differences between coaches are to be resolved by the appropriate head coach, if at all possible before seeking intervention by the team President.

Article VII - Appointed Committees

The Executive Committee may appoint committees and chairpersons as necessary to carry out various functions of the Tiger Sharks team.

Article VIII - Meetings

The Executive Committee shall meet as necessary during the year to conduct business. Meetings will be called by the President but may be suggested by any officer. A majority of officers voting will constitute a quorum. Meeting and voting may be conducted by electronic means. Only officers may vote in these meetings. Meetings of the Executive Committee are open to the members.

A general membership meeting must be held at the end of each season for the purpose of electing new officers and for conducting any other business appropriate for the general membership. Other general membership meetings may be called by the President as necessary. Each family may cast one vote for each issue or office at these meetings.

Article IX - Amendments

Amendments to these bylaws may be recommended by any member of the team to the Executive Committee. The Executive Committee will determine whether or not to pursue recommendations after considering their merit. The committee may modify the proposal for what it deems the best interest of the team. It will then communicate the proposed amendment to the General Membership at least 10 days prior to a General Membership Meeting which is also advertised for at least 10 days. Amendments will be adopted if approved by more than 50% of those voting, with a quorum of 50% of the families most recently registered required. Families will each be entitled to one vote and may vote by written proxy.

Article X - Dissolution

It takes a majority vote by the General Membership to either leave the current swimming facility or dissolve the Tiger Sharks Swim Team. The Tiger Sharks may be dissolved at any regular or special meeting called for that purpose by a vote of more than 50% of the General Membership as described in Article IX. Any assets existing at dissolution shall be distributed to other not for profit organizations with purposes similar to the Tiger Sharks although they may be involved in any youth sport so long as the youth sport qualified as an IRC §501(c)(3) organization.