

CASC Bylaws

BYLAWS OF THE CASPER SWIM CLUB Amended August 2025

ARTICLE I- ORGANIZATION AND PHILOSOPHY

1.1 Name: The name of this organization shall be the Casper Area Swim Club dba Casper Swim Club hereinafter referred to as CASC.

1.2 Mission Statement: The mission of CASC is to develop competitive swimmers with a committed and strong work ethic through a program that emphasizes their character, leadership, and teamwork skills.

1.3 The philosophy of CASC is for the promotion and well-being of all athletes who are wanting to develop and improve their personal swimming skills. We believe that "personal bests" are the individual goal and strive to enhance and complement skills to achieve a stronger, competent and more competitive athlete. The coaches strive to promote good-will while fostering a positive team spirit amongst all athletes. Swimming is not just about the sport, but involves life-long lessons, goal setting skills and achievements. Our goal is to allow the swimmers to develop their skill into a lifelong experience.

1.4 Principal Office: The principal mailing address shall be: P.O. Box 50093, Casper, WY 82605.

1.5 Transaction of Business (Location). The transaction of CASC business may be held at such locations as the presiding President may from time to time give notice.

1.6 Bylaws. These bylaws shall serve as the guiding document for the CASC and its board. The bylaws can be amended, as necessary, by a 2/3 vote of board members.

ARTICLE II- ACTIVE MEMBERSHIP

2.1 Description: Active members are families who have paid their current USA Athlete dues for their swimmer(s), and are financially reconciled to date with CASC. An active membership entitles each parent to attend all parent meetings as voting members with one vote per family.

2.2 Termination of Membership. The membership of a member shall terminate upon occurrence of any of the following events:

- A. The resignation of the member,
- B. The failure of the member to pay dues or assessments, if required, within the times set forth by the Board of Directors,

C. The determination by the Board of Directors or a committee designated to make such determination that the member has failed in a material and serious degree to observe the rules of conduct of the organization or has engaged in conduct materially and seriously prejudicial to the interests and purposes of the organization.

2.3 Reinstatement of Membership. Board terminated members need to write a letter requesting reinstatement to then be considered by the Board of Directors.

2.4 Obligations of Members. Resignation or termination of membership will not relieve the former members of their obligation to pay any dues, assessments, or other charges previously accrued and unpaid.

2.5 Voting. Active membership will vote on the following matters: election of Board officers, and those items that the Board deems necessary to put forth to the active membership.

ARTICLE III - BOARD OFFICERS

3.1 Composition and Terms. The Board of Directors shall consist of eleven (11) officers who are elected by the active membership of CASC and any ex-officio members that the Board deems appropriate. The term of each Board officer shall be two (2) year duration and shall be staggered as follows:

President	Elected even years
Vice President	Elected odd years
Secretary/Communications	Elected even years
Treasurer	Elected odd years
Meet Director	Elected even years
Volunteer Coordinator	Elected odd years
Coaches	Decided by coaching staff
Senior Athlete Rep	Elected even years
Junior Athlete Rep	Elected odd years

Officers are limited to serve on two two (2) year terms in any one office. He/she may continue in consecutive terms in another office. The position of Secretary/Communications can be separated into two board positions and both positions would then be up for elections in the even years.

3.2 Duties of the Board. The Board shall interview, hire and fire Head Coach(es)/ oversee fiscal responsibilities (including fundraising) /work with team governments/ communicate with the active membership/ assist with team building / removal of Board officers with cause. The Board also has the responsibility to update and review any legal documents concerning CASC. Any changes will require a 2/3 vote of the Board Members.

3.3 Election of Officers. Nomination of Board of Directors shall be conducted annually beginning in the month preceding the annual meeting using a process delineated by the Board of

Directors. Election of officers will be held following the annual meeting with positions commencing on April 1 of that same year, the interim period between elections and commencement providing a period of time for newly elected officers to be mentored on the functioning of the Board and responsibilities of the position.

Nominations and elections of the Junior and Senior Athlete Rep will take place at the meeting of the Standing Athlete Committee in the month following the annual meeting using a process delineated by the Senior Athlete Rep.

3.4 Eligibility. Active members of the organization are eligible for office if they are willing to become USA Non-Athlete members. Coaches are ineligible to serve as Board Officers, however collectively are entitled to one vote in Board decisions. The annual USA Non-Athlete fee is paid by CASC for all Board Officers.

Board officers may serve as a couple or individual, but no couple or individual may hold more than one office at any one time. Each Board Office has only one vote. All Board positions are voluntary and unpaid, but a Board Officer may be simultaneously involved in the compensated Learn to Swim program.

Junior Athlete Reps must be an athlete in good standing attached to CASC for at least two (2) years, and at least 13 years of age. Senior Athlete Reps must be an athlete in good standing attached to CASC for at least two (2) years, and at least 15 years of age.

3.5 Vacancies. In the event of a vacancy in any Board officer position, the Board of Directors shall appoint a qualified individual to fill the vacancy by a two-thirds vote of the remaining Board officers. The appointed Officer shall serve for the remainder of the unexpired term associated with the vacancy.

If the appointed Officer chooses to run for election to the same office at the conclusion of the unexpired term, their time spent serving in the appointed capacity shall not count toward the two term limit set forth in Section 3.1. Term limits will only apply to full elected terms.

3.6 Removal. The board may remove any Board Officer upon the assenting vote of two-thirds of the remaining Board Officers whenever, in its judgment, the best interests of the Board and CASC will be served thereby. The active membership may, with the presentation of a petition with the signatures of two-thirds majority of the active membership's votes, remove a Board Officer whenever in its judgment the best interests of CASC will be served thereby. Any removed board member may not serve for two (2) consecutive terms following their removal.

3.7 Description of Officers.

A. President shall:

- a. Assume active executive management of the operations of the Board, subject, however to control of Board Officers.
- b. Preside over all meetings of the Board and set the agenda for each meeting.
- c. Be familiar with articles of incorporation, bylaws, rules and procedures of CASC.

- d. Establish committees and appoint chair-persons in order to administer and manage programs of CASC.
 - e. Execute contracts and other legal documents on behalf of the CASC, after receiving approval/direction from the Board. These may include, but not be limited to, pool rental contracts, employee contracts, insurance contracts, USA Swimming insurance coverage changes, and non-profit corporation entity paperwork with the state.
 - f. Serve as the CASC delegate to attend and vote at all Wyoming State USA meetings and act as spokesperson for CASC as directed by the Board. A report of the meeting attended and votes shall be made at the next regularly scheduled meeting of the CASC.
 - g. Make decisions for CASC which must be made prior to Board meetings and mediate problems as they arise.
 - h. Coordinate and schedule pool times and sign contracts for pool usage after receiving approval/direction of the Board and consultation with the coaching staff.
 - i. Lead the Board in interviewing and hiring of Head Coach(es) in CASC positions.
 - j. Perform such other duties as the bylaws or the Board may prescribe.
 - k. Recruit individuals who appear appropriate for consideration of CASC Board Positions.
- B. Vice President shall:
- a. In the absence or disability of the President, perform all duties of the President, and when so acting, shall have all the power of, and be subject to all the restrictions of the President.
 - b. Have the other powers and perform other duties and may from time to time be assigned by the President or Board officers.
 - c. Have charge over the fund raising activities of CASC.
 - d. Oversee and coordinate USA swim card enrollment.
 - e. Send CASC Charter renewal list and fee to WYO USA officials by December 15 of each year.
 - f. Set up the registration for winter and summer season.
 - g. Answer emails, texts and phone calls regarding registration and billing issues.
 - h. Be responsible for the dissemination of USA Swimming safety information to members of CASC and coaches.
 - i. Coordinate with the Meet Director to ensure compliance with USA Swimming and Wyoming Swimming safety regulations for swim meets.
 - j. Maintain coaching certification records.
 - k. Serve as the SafeSport coordinator and actively work toward CASC's SafeSport certification.
- C. Secretary/Communication Director shall:
- a. Maintain minutes of all meetings as directed by the Board.
 - b. Hold a copy of names and addresses of all members.
 - c. Maintain historical records.
 - d. Conduct organizational correspondence, thank you notes, and gifts.
 - e. Update policies on the club website. Compile the information needed for the CASC information on Commit Swimming. Ensure that the information is drafted and posted electronically on the website.

- f. Be responsible for media publicity and promotion.
- D. Treasurer shall:
 - a. Account for and deposit all checks.
 - b. Prepare and communicate monthly/seasonal billings of members for dues and other CASC fees.
 - c. Verify meet entries against the active membership. Charge membership for meet entries.
 - d. Maintain attendance rosters from coaches for monthly billing.
 - e. Account for all monies of CASC which shall be deposited in recognized insured financial institutions.
 - f. Pay all outstanding bills incurred by CASC.
 - g. Regularly pick up and distribute organization's mail
- E. Accountant Shall (non-board member):
 - a. Prepare monthly financial statements for presentation at the regularly scheduled board meetings.
 - b. Make monthly employment checks to all CASC employees.
 - c. Make tax deposits (941), as required by law.
 - d. Complete employee W2s as required by law.
 - e. Prepare an annual financial statement at fiscal year end for presentation to the Board.
 - f. Be responsible for maintaining the tax exempt status of CASC.
 - g. Be responsible for filing all tax returns required of CASC.
 - h. Maintain financial records and accounts for CASC.
 - i. Be responsible for annual filing with the state of Wyoming for the non-profit status of CASC.
- F. Meet Director shall:
 - a. Be responsible for bidding sanctioned meet dates.
 - b. Be responsible for the coordination of all team entries.
 - c. Verify swimmer eligibility and collect meet entry fees for home meets from participating clubs.
 - d. Assume the responsibilities for each swim meet as described in Section 102.23 USA Rules and Regulations.
 - e. Organize and coordinate all home meets as prescribed by the Board.
 - f. Keep the board informed of ongoing legislation as it pertains to officiating.
 - g. Oversee recruitment, training, and tracking of new officials as necessary to help run CASC swim meets.
- G. Volunteer Coordinator shall:
 - a. Coordinate assistance at all home meets.
 - b. Email membership when assistance is needed.
 - c. Assemble goody bags for state qualifiers.
 - d. Assist with social media as needed.
 - e. Answer social media messages as needed.
- H. Senior Athlete Rep shall:
 - a. Keep the Board informed of ongoing swimmer related business.
 - b. Speak on behalf of *all* CASC athletes when needed.
 - c. Assist with team bonding activities.

- d. Hold an athlete meeting once a month.
- e. Facilitate nominations and elections of the Junior and Senior Athlete Rep.
- I. Junior Athlete Rep shall:
 - a. Keep the Board informed of ongoing swimmer related business.
 - b. Speak on behalf of *all* CASC athletes when needed.
 - c. Assist with team bonding activities.
 - d. Assist the Senior Athlete Rep in the monthly athlete meeting.
 - e. Assume the Senior Athlete Rep position when possible.

Article IV – MEETINGS AND QUORUM

4.1 Conducting. All meetings of CASC shall be conducted in accordance with Roberts Rules of Order, latest edition, and in accordance with these bylaws.

4.2 Notification. All matters of meeting notification, location, and order of business shall be determined by the Board.

4.3 Business Meetings. Regular business meetings shall be held monthly at a time and location determined by the Board. The President of 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.

4.4 Special Meetings. Special meeting of the Board may be called at any time by the President or the officer in charge as prescribed by the President. Reasonable notification of such special meetings must be made to all Board officers. There must be at least five (5) 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. The purpose of the special meeting must be of a nature that requires immediate action and that can not wait to be added by the board to the next regularly scheduled board meeting. Complete minutes will be kept and decisions made must be fully reported at the next regularly scheduled meeting so they become part of the permanent minutes. These meetings can be conducted in person or via email. If the meeting is conducted via email all emails must include all members of the board. The final thread of all emails will be used as the minutes for the meeting and added to the official records as such.

4.5 Annual Meeting. The annual meeting of the members shall be held in the month of November unless the Board of Directors fixes another date and so notifies the members.

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

4.7 Conflict of Interest. Any member of the Board must declare a conflict of interest and abstain from voting on any issue that arises that the Board member believes or reasonably should believe would involve a pecuniary interest to that Board member or a member of that Board

member's family that is pecuniarily different from the other members of CASC. The Secretary should ensure that the declared conflict of interest and voting abstention is noted in the minutes.

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

4.9 Voting. Voting shall be run by the president, and votes shall pass by a simple majority of board members present at the meeting. Should there be a tie vote, the president's vote will decide the tie.

ARTICLE V - COMMITTEES

5.1 Appointment. The President may appoint one or more members of the general Membership to committees for the purpose of carrying out specific responsibilities as set forth by the Board. All committees will have 20% athlete representation.

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

5.3 Standing Committees. Standing Committees (long term) will be developed at the discretion of the Board. The current standing committees and their chairs are as follows:

A. Athlete Committee

1. Chair - The Senior Athlete Rep or their designee shall be the Chair of the Committee.
2. Members - All CASC in good standing are considered members of the standing Athlete Committee.
3. Duties - Have general charge of the business and affairs of the Athletes of CASC, and nominate and elect the Junior and Senior Athlete Rep.

B. Meet Planning Committee

1. Chair - The Volunteer Coordinator and Meet Director shall be the Chair of the Committee.
2. Members - The members of the Meet Planning Committee shall be the Volunteer Coordinator, Meet Director, up to an additional three (3) Non-Athlete members, and a sufficient number of additional Athlete Representatives so as to constitute at least 20% of the voting membership of the Committee.
3. Duties - Determine the necessary hospitality requirements for home meets and delegate the responsibility of obtaining the items required, assist with award preparation, and coordinate volunteers for home and away meets.

C. Fundraising Committee

1. Chair - The Vice President or their designee shall be the Chair of the Committee.
2. Members - The members of the Fundraising Committee shall be the Vice President, up to an additional four (4) Non-Athlete members, and a sufficient number of additional Athlete Representatives so as to constitute at least 20% of the voting membership of the Committee.

3. Duties - Determine and coordinate CASC fundraising activities at the discretion of the Chair.
- D. Community Engagement & Outreach Committee
1. Chair - The President or their designee shall be the Chair of the Committee.
 2. Members - The members of the Community Engagement & Outreach Committee shall be the President, Head Coach, up to an additional three (3) Non-Athlete members, and a sufficient number of additional Athlete Representatives so as to constitute at least 20% of the voting membership of the Committee.
 3. Duties - Determine and coordinate various community outreach and engagement activities for CASC at the discretion of the Chair.

All committee meetings are open to members of CASC. By a majority vote, a committee may decide to go into a closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee.

5.4 Quorum. A quorum of a committee meeting shall consist of those members present.

5.5 Voting. All motions, orders and other propositions coming before a committee shall be determined by a majority vote. Each Committee member shall have both vote and vote in their respective meetings.

5.6 Notification. All matters of meeting notification, location, and order of business shall be determined by the Committee Chair.

ARTICLE VI - MISCELLANEOUS

6.1 Fiscal Responsibilities. The fiscal year of CASC shall be Oct. 1 to Sept. 30. The Board shall determine all fees, dues, and annual family administration fees, and shall be responsible for the proper disbursement of all funds.

All swimmers, Board officers, officials, and coaches must maintain a USA Swimming membership in good standing.

6.2 Contracts. The board may authorize the President to enter any contract with paid Employees of CASC or execute and deliver any instrument in the name of the Board, and such authority may be general or confined to specific instances. The President shall report back to the board all action taken within a timely manner.

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

6.4 Learn to Swim Program. The Learn to Swim Program will be responsible for maintaining all activities associated with the program and communicate with the Board on a regular basis.

