

**BY-LAWS OF THE SOONER SWIM CLUB**  
**Norman, Oklahoma**

**ARTICLE I - NAME**

The name of this organization shall be The Sooner Swim Club, Inc., hereinafter referred to as SSC.

**ARTICLE II – PURPOSE**

The purpose of the SSC is to teach and develop the skills of beginning swimmers and to advance the opportunity for competitive swimming in Norman, Oklahoma and surrounding areas. The SSC may from time to time provide a master's program. The SSC, a non-profit organization, shall operate under the sanction of the United States Swimming.

**ARTICLE III – MEMBERSHIP**

- A. Swimming members of the SSC shall be young people participating in Club activities and shall be non-voting.
- B. Active members of the SSC are parents, guardians or custodians of swimmers who are current in payment of dues and fees. All active members and the Head Coach shall have voting privileges (one vote per family) and a responsibility for approving SSC policy.
- C. Memberships will be granted on a nondiscriminatory basis, without respect to a person's race, creed, color, national origin, religion, sex or political belief.
- D. In the event a master's program is developed, the participants may be considered active members as long as they are current in payment of dues.

**ARTICLE IV – GOVERNMENT, ORGANIZATION AND OFFICERS**

A. Executive Officers

- 1. The SSC's policies, business, personnel matters and affairs shall be managed by the Executive Officers.
- 2. The SSC's Executive Officers shall be made up of no more than eight members as follows:
  - a. President
  - b. President-Elect/Vice President
  - c. Secretary
  - d. Treasurer
  - e. Two At-Large Representatives

- f. Head Coach (non-elected officer)
  - g. Past President
3. Each Executive Officer shall hold office from October 1 through September 30 of each year and/or until such Officer's successor shall have been elected and qualified, or until such officer's death, resignation or removal for cause.
    - a. An Executive Officer may be removed for cause or whenever, in the judgment of the members, the interest of the SSC shall be served thereby, by a majority of members present at any regular or special meeting of the Executive Officers.
    - b. An Executive Officer may resign at any time by filing a written resignation with the President of the SSC who shall, in writing, accept or reject the resignation according to the dictate of a majority of members present.
    - c. Any vacancy occurring of the Executive Officers may be filled until the next succeeding annual election by a majority vote of the members present at the earliest possible SSC meeting.
  4. The nominating committee shall consist of two Executive Officers, one being the President-Elect/VP and three active members appointed by the Executive Officers and Head Coach.
    - a. Notice of the nominations shall be provided to the active members at least 30 days in advance of the election of officers.
    - b. Each of the nominees for the Executive Officers must be an active member.

#### B. General Business

1. General policies, business and affairs shall be organized by the Executive Officers and voted upon by the active members present at regularly scheduled monthly meetings. A majority vote of all members present shall be required for general business.
2. SSC meetings shall be held monthly at a date as agreed upon by the executive board members without further notice than this by-law, at a place to be designated at the preceding SSC meeting.
3. All meetings are open meetings and may be attended by active members or any interested person.
4. The SSC meeting agenda, location of upcoming meetings and previous month's minutes shall be posted on the SSC bulletin board at the practice pool area and the website.

5. A quorum of the Club shall consist of at least three executive officers for the purpose of transacting business.
  - a. All business impacting the SSC budget must be approved by 2/3 of the executive officers present.
  - b. All non-budget items must be approved by a majority vote of the executive officers present.

#### C. SpecialBusiness

1. A majority vote of the voting membership shall be required to:
  - a. Elect Executive Officers annually.
  - b. Approve the annual budget.
2. Notice shall be given 30 days prior to a vote, including slate of officers, proposed budget or proposed by-laws.
3. The Executive Officers may meet for the purpose of personal/financial problems of the swim families, disciplinary problems with the swimmers and/or coaches, and discussion of general business prior to monthly meetings.

#### D. Personnel

1. The Head Coach shall be hired by a selection committee appointed by the Executive Officers, to include the President Elect/VP, At-Large Representatives and at least three other active members.
2. The Head Coach's performance will be reviewed annually at the conclusion of the fiscal year, according to an established job description and self-evaluation. The Review Committee will consist of the President, President Elect/VP and at least one other active member selected jointly by the Head Coach and the remainder of the Executive Officers. The content of the performance review will be shared only between the Executive Officers, Review Committee and the Head Coach.
3. Decisions regarding the Head Coach's salary or salary adjustments shall be made by the Executive Officers.
4. Assistant coaches shall be hired by the Head Coach with the approval of the Executive Officers. The Head Coach shall be responsible for providing job training, feedback and salary adjustments for assistant coaches, according to criteria established by the Executive Officers.

## ARTICLE V – OFFICERS

The principal officers of the SSC shall not succeed themselves in any one office for more than three terms, and shall consist of a President, President-Elect/Vice President, Secretary, Treasurer, two At-Large Representatives and Past President. Their duties shall be those customarily performed by said officers, including but not limited to the following:

- A. President: The President shall preside over the SSC meetings. He/She shall serve as representative at USA/LSC meetings, or appoint a substitute, receive team correspondence, coordinate club activities and meet with the Executive Offices to report on activities of the LSC.
- B. President-Elect/Vice President: The President-Elect/Vice President shall assist the President and serve in his place during any temporary absence. He/She shall also attend meetings in order to become familiar with the policies, guidelines and operations of the SSC in preparation for the President's position the following term.
- C. Secretary: The Secretary shall keep the records of the SSC activities including minutes of all meetings and record of attendance. He/She shall post all approved minutes on the SSC bulletin board and provide a copy to the Webmaster. He shall post SSC Board Meeting notices on the bulletin board approximately one week prior to the meeting date and provide a copy to the Webmaster.
- D. Treasurer: The Treasurer shall collect all dues or other fees payable to the SSC, have custody of the team accounts and make disbursements as directed by the Executive Officers. Each month, the Treasurer shall provide a list of swimmers who have quit the team or have not made payment of Club or USA dues. He/She shall keep an account of all receipts and disbursements, give an account at each Club meeting, and sign all checks for payment of money by the team. The Treasurer shall post the approved financial report on the SSC bulletin board and provide a copy to the Webmaster. The books shall be audited at the end of the term by the Executive Officers. The Treasurer shall serve on the Budget Committee.
- E. At-Large Representatives: One At-Large Representative shall be the parent/guardian of an age-group swimmer. The second At-Large Representative may be the parent/guardian of a high school swimmer and be an active member of the Norman High School/Norman High School North Booster Club. If no parent/guardian of a high school swimmer is available or willing to serve or if one of the other Executive Officers is an active member of the Norman High School/Norman High School North Booster Club, then the second At-Large Representative may be a parent/guardian of an age-group swimmer.
- F. Past President: The Past President shall serve in an advisory function to the board

on procedures and SSC recent history.

## **ARTICLE VI – CONTRACTS, LOANS, CHECKS AND DEPOSITS**

- A. Contracts: The Executive Officers may authorize any officer or officers, agent or agents to enter into any lawful contract of to execute and deliver any instrument in the name of and on behalf of the SSC and such authority may be general or confined to specific instances.
- B. Loans: No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Officers.
- C. Checks, Drafts, etc.: All checks, drafts or other orders for the payment of money and all notes or other evidences of indebtedness issued in the name of the SSC shall be signed by such officer or officers, agent or agents of the SSC, and in such manner as shall from time to time be determined by resolution of the Executive Officers.
- D. Deposits: All funds of the SSC, other than petty cash, shall be deposited from time to time in the name of the SSC in such banks, trust companies, or other depositories as the Executive Officers may select. These deposits must be made in a timely manner.

## **ARTICLE VII – AMENDMENT**

The By-laws may be amended or repealed and new By-laws may be adopted by a quorum of the members present at a monthly or special meeting. Notice of proposed changes in the Constitution and By-laws shall be given 30 days in advance of the meeting by posting said change(s) or amendment(s) on the bulletin board at the practice pool areas.

## **ARTICLE VIII – INDEMNIFICATION**

The SSC shall indemnify any Executive Officer, member or employee or former director, officer or employee of the SSC or any person who may serve at its request as director, officer or employee of another club or corporation I which it owns share of stock, or of which it is a creditor, against expenses actually and necessarily incurred by him in connection with the defense of any action, suit of proceeding in which he is made a party by reason of having been an Executive Officer, member or employee, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty. The corporation may also reimburse to any Executive Office, member or employee the reasonable costs of settlement of any such action, suit or proceeding, if it shall be found by a majority of a

committee composed of Executive Officers not involved in the matter in controversy and it was to the interest of the SSC that settlement be made and that such Executive Officer, member or employee was not guilty of negligence or misconduct. Such rights of indemnification and reimbursement shall not be deemed exclusive or any other right to which such Executive Officer, member or employee may be entitled under By-law, agreement and vote of members or otherwise.

## **ARTICLE IX – FISCAL YEAR**

The fiscal year of the SSC shall begin on the first day of October in each year and end at the thirtieth day of September.

## **ARTICLE X – APPOINTED POSITIONS**

The appointed positions of the SSC shall be the following as well as any others approved from time to time by the Executive Officers. The chairpersons may select other members to assist them with their tasks.

- A. Entries Chairman: The Entries Chairman shall be responsible for posting meet information, signing up swimmers, collecting entry fees and surcharges, getting the entries to the meet director on time and posting the meet results in the results book.
- B. Meet Director: The Meet Director shall be responsible for securing meet workers, making assignments, checking out equipment and the general organization of all “home swim meets.”
- C. Membership/Scholarship/USA Chairman: The Membership Chairman shall be responsible for recruiting and signing up new members. He/She shall introduce new parents to the rest of the club and explain the SSC organization. He/She shall update the treasurer on the new members and the cost of their dues, update and file all medical and membership forms in the SSC Membership book. He/She shall collect all USA membership fees (new athletes, transfers, renewals, seasonal, non-athlete and club) and give said fees to the treasurer. He/She shall submit a SSC check and USA forms to the LSC USA chairman, make sure all swimmers in the water and on deck are USA registered at all times, make sure all coaches certifications are current and distribute, collect and review all scholarship application and propose applicants to the Executive Officers.
- D. Activities Chairman: The Activities Chairman shall meet with the coach to plan social activities. He/She shall propose to the Executive Officers a calendar of events of the year. He/She shall form committees with chairpersons to plan and implement these activities and involve new inactive parents from the SSC to chair and serve on these committees. Social activities may include, but are not limited

to the following: Winter Break Party, Welcoming/Going Away Party for Coaches, Awards Banquet, Pot Luck Suppers, Bartlesville Relay, and Independence Day Bash.

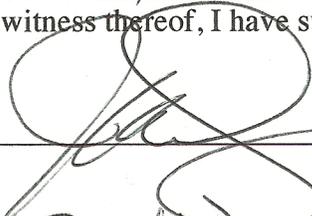
- E. Ways and Means Chairman: The Ways and Means Chairman shall be responsible for organizing with the coach all fund-raising activities for meeting the budget.
- F. Newsletter Editor: The Newsletter Editor shall publish a letter at least once every other month and distribute it to all members and coaches. He/She will meet with coaches, Executive Officers and committee chairman for information.
- G. SSC Store Manager: The Store Manager will order and sell swimming supplies for the swimmers' convenience. He/She shall order team caps, suits, parkas, T-Shirts, etc. He/She shall take inventory of merchandise, file receipts and deposit monies from sales to the Treasurer.

#### ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Roberts's Rules of Order, Revised, shall govern in all cases to which they are applicable and not inconsistent.

I, the undersigned President of the Sooner Swim Club, Inc. hereby certify that the foregoing Constitution of said corporation was duly adopted this 12 day of MAY, 2011.

As witness thereof, I have subscribed my name this day of 5/12/, 2011.

  
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SSC President

John W. Dyer  
term (Oct. 2010 - Oct. 2011)