



Valencia Summit Swim Team, Inc.

BYLAWS

Mission Statement

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The mission of the Valencia Summit Swim Team including coaches and families is to promote participation in competitive swimming by providing a safe, enjoyable, well-organized program for all swimmers.

Vision Statement

The vision of the Valencia Summit Swim Team is to offer, through a well-organized competitive swim program, the opportunity for all its swimmers to develop their individual capabilities at all levels of swimming. In addition, swimmers will develop a deep respect for the traditions of teamwork, friendship, and athletic ability to their fullest potential. Valencia Summit Swim Team will provide a safe atmosphere where young people can develop confidence, personal responsibility, positive self-image, a healthy body, and an optimistic attitude towards life while having fun. Valencia Summit Swim Team will employ a highly trained and qualified coaching staff and will strive to achieve club excellence. The coaches and parents will work together to nurture a quality swim team community and thereby achieve the goals of the entire Valencia Summit Swim Team.

ARTICLE 1

Name and Location

Section 1 – The name of the Corporation shall be the VALENCIA SUMMIT SWIM TEAM, INC., a California non-profit corporation. For the purposes of this document, VALENCIA SUMMIT SWIM TEAM, INC. shall be referred to as the “CLUB”.

Section 2 – The principal office of the Club for its transaction of business is located in the city of Santa Clarita and county of Los Angeles, California.

Section 3 – The Board of Directors is hereby granted full power and authority to change the principal office of the Club from one location to another in the city of Santa Clarita, California. Any such change shall be noted by the Secretary and placed on in the minutes approved and filed.

Valencia Summit Swim Team Bylaws Amended July 2019

ARTICLE II

Membership

Section 1 – The Club shall have one class of regular members.

Section 2 – Any person, over the age of 18 years, who resides in the Valencia Summit Homeowners

Association, is eligible to be a member of the Club.

Section 3 – Any person, qualified for membership, shall be admitted to membership only on the approval of the Board of Directors. The approval shall be based on an application submitted by such person in such form and in such manner as prescribed by the Board of Directors, and on the payment of the first annual dues as specified.

Section 4 – The Board of Directors has the power to suspend Club privileges for the violation of Club rules and regulations. The Board of Directors may delegate to one or more employees of the Club the power to suspend pool privileges during practice to any swimmer for a period not exceeding three (3) days for a violation of the pool rules. A written report of such suspension and the reasons therefore shall be submitted to the President of the Board of Directors within twenty-four (24) hours of the suspension.

Section 5 — The annual dues payable to the Club by members shall be in such amounts as shall be determined by resolution of the Board of Directors. Dues shall be payable for the first year on admission to membership and annually thereafter at such time or times as may be fixed by the Board of Directors.

Section 8 – A member of the Club shall not solely because of such membership be personally liable for the debts, obligations, or liabilities of the Club.

Section 9 – Neither the membership in the Club nor any rights in the membership may be transferred for value or otherwise.

Section 10 – Memberships shall be nonassessable.

Section 11– There shall be no limit on the number of members the Club may admit.

Section 12 – The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes and will not relieve the member from any obligation for charges incurred, services or benefits actually rendered, dues, or fees, arising from contract or otherwise. The Club shall retain the right to enforce any such obligation or obtain damages for its breach.

- a. The voluntary resignation of a member with a written request for such termination delivered to the President or Secretary of the Club;
- b. The death of a member;
- c. The dissolution of club members;

- d. Violation of Club rules as well as those of the Valencia Summit Homeowners Association pool rules; and
- e. The nonpayment of dues within thirty (30) days and after personally receiving or having sent via first-class mail a notice of the termination stating the reason therefore.

Section 13 – A thirty-five (35) dollar fee will be assessed for any returned check.

ARTICLE III

Meetings of Members

Section 1 – The Members shall meet annually on the Sunday following the Championship Meet to conduct business that will include the election of Board of Directors during even numbered years.

Section 2 – A quorum at any meeting of members shall consist of thirty-five (35) percent of the voting power.

Section 3 – Members will be notified of any meeting (15) Fifteen days in advance.

Section 4 – In the absence of a quorum, any meeting of members may be adjourned

Section 5 – The order of business at the annual Meeting of Members shall be as follows:

- Review of Minutes of Last Preceding Meeting
- Report of the President
- Report of the Vice President
- Report of the Secretary
- Report of the Treasurer
- Reports from the Committees
- Any New Business
- Election of Directors (if required)
- Adjournment

Section 1 – The officers of this Club shall be President, Vice-President, Secretary, Treasurer and Member at Large, and shall be considered the Board of Directors.

Section 2 – The term of office is (2) two years with elections held during odd numbered years for (2) officers and even numbered years for (3) officers.

Section 3 – Officer Positions will be determined during the first board meeting and will be decided by a majority vote.

Section 3 – Duties:

- a) The President shall be the chief executive officer of the Club and shall preside at all meetings of the Club and the Board of Directors. The President shall establish the agenda for meetings and give to the Secretary for distribution. The President shall be an ex-officio member of all committees and entitled to one vote at all meetings of such committees.
- b) The Vice President shall act as President in the place and stead of the President during the latter's absence or inability to act or when a vacancy shall exist in the office of President. The Vice President shall exercise such additional duties and responsibilities as may be assigned by the President or the Board of Directors.
- c) The Secretary shall maintain and keep records of the Club. Develop and distribute minutes of the Board of Directors as well as General Membership within seven (7) days of the meeting. The minutes will be reviewed for approval at the following Board of Directors or General Membership meeting. The Secretary shall be custodian of all corporate records and correspondence except the financial records and shall maintain permanent files of all documents relating to the history or affairs of the Club and shall perform such other duties as may be designated from time to time by the President or Board of Directors.
- d) The Treasurer shall:
 - 1. Maintain the financial books of the Club and all records pertaining thereto;
 - 2. Upon direction of the Board of Directors, to pay on a timely basis all bills, invoices, vouchers and other obligations of the Club to maintain records of such payment;
 - 3. To maintain records of receipts of all monies and other assets coming to the Treasurer for the account of Club and to maintain suitable vaults or depositories for such records and not to disburse any monies or dispose of any assets except with the express permission of the Board of Directors or membership;
 - 4. To submit at the General Membership Meeting an Annual Statement of the financial position of the Club;
 - 5. To submit monthly financial reports to the Board of Directors
 - 6. It is preferred the Treasurer shall be a person with a professional financial background and must have been with the club for at least (2) two full seasons prior to election
- e) The Member at Large shall maintain the staff of the Club. Meets with the Head Coach to discuss problems concerning staff and/or the membership, reports to the board items that

relate to the staff; communicates the wishes of the board to the staff, arbitrates problems between staff and others, conducts year end interviews and assists the President with

agenda formation, policy concerns and goal setting.

Section 4 – Eligibility for office

- A) The Directors of the Club shall be residents of the Valencia Summit Homeowners Association.
- B) A Director of the Club may not have a family member as paid employees while on the Board.

Section 5 – A Director may be removed from office by a unanimous vote of all the Directors excluding the Director in question.

Section 6 – The Board may fill any vacancy in the Board of Directors for the unexpired term thereof, by accepting nomination for the position and filling vacant positions with any candidate receiving a simple majority on a ballot of the remaining Board members.

Section 7 – A majority of the authorized number of Directors constitutes a quorum of the Board for the transaction of business.

Section 8 – The directors shall serve without compensation

Section 1 – In all meetings of the Club each household shall be entitled to a single vote, even if more than one named member for a single household is present at such meeting.

Section 2 – During voting to elect officers each household may be allowed the number of votes per vacancy. There will be one vote per candidate.

Section 3 – Officers will be appointed by a majority of the vote. For uncontested elections, a voice vote by acclamation will occur.

Article VI

Inspectors of Election

Section 1 – In advance of any meeting of members, the Board may appoint any persons, other than candidates for office as Inspectors of Election to act at the meeting. The number of inspectors shall be either (1) one or (3) three.

Section 2 – The duties of the inspectors shall be:

- a) Determine the number of voting memberships outstanding and the voting power of each, the number represented at the meeting, the existence of a quorum, and the authenticity validity;
- b) Receive votes and ballots;
- c) Hear and determine all challenges and questions in any way arising in connection with the right to vote;
- d) Count and tabulate all votes;
- e) Determine when the polls shall close;
- f) Determine the result; and
- g) Do such acts as may proper to conduct the election or vote with fairness to all members.

The Inspectors shall perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical.

Article VII

Keeping Records

Section 1 – The Club shall keep adequate and correct records of account and minutes of the proceedings of its members, board, and committees of the board. The Club shall also keep a record of its members. The minutes and other books and records shall be kept in either written form or in any other form capable of printing.

Standing Committees

Section 1 – The standing committees of the Club as shall be changed from time to time by the Board of Directors, shall be:

- a) League Representative
- b) Program Manager
- c) Meet Director
- d) Volunteer Coordinator
- e) Swim Lesson Coordinator
- f) Daily Canteen Coordinator
- g) Meet Canteen Coordinator

Section 2 – The League Representative shall attend Board of Directors meetings as needed; Act as the liaison between the Santa Clarita Valley Swim League and the Board of Directors; and Prepare summary reports at the end of the swim season.

Section 3 – The Program Manager Shall attend Board of Directors meetings as needed; oversee points and scoring during home meets; and report information to the opposing team and league representatives.

Section 4 – The Meet Director shall be responsible for the preparation of all meets as well as all administration and physical preparation of the pool area.

Section 5 – The Volunteer Coordinator shall be responsible that all volunteer areas are filled; track all families' volunteer hours; and report that information to the Board of Directors.

Section 6 – The Swim Lesson Coordinator shall be responsible for tracking all lessons; insuring that payments for lessons have been received; and coaches' hours are accounted for.

Section 7 – The Daily Canteen Coordinator shall exercise supervision over the operation of the daily canteen; shall have authority over; and shall procure the needed supplies and concessions.

Section 8 – The Meet Canteen Coordinator shall exercise supervision over the operation of the meet canteen; shall have authority over; and shall procure the needed supplies and concessions.

Section 9 – The Board of Directors may from time to time, in their discretion, designate and create such other standing committees as necessity may dictate.

Section 10 – Each standing committee will be chaired by a Director with formal responsibility for that function area.

Section 11 – The Board of Directors may also form, constitute and appoint any temporary committee and define the powers and duties of the same.

Section 12 – Each Committee may adopt rules and regulations appropriate to the carrying out of its function, but such rules and regulations shall in all cases be approved by the Board of Directors; shall not conflict with the Bylaws in force; before their enforcement.

I hereby certify that I am the duly elected and acting Secretary of the Club and that the foregoing Bylaws, comprising of (9) nine pages, constitute the Bylaws of the Club as duly adopted at the annual Meeting of Members on Sunday, July 14, 2019.

Dated: July 14, 2019 _____ Alicia Stella, Secretary