

BYLAWS OF LOS ALAMOS AQUATOMICS, INCORPORATED

Revised July 1997

- I. The name of the corporation shall be the LOS ALAMOS AQUATOMICS, INC.
- II. The objects and purposes of this Corporation are to promote a competitive aquatic program through planned teaching and conditioning.
- III. Non-Profit Statement
 - A. No part of the net earnings of the Corporation shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws. No substantial part of the activities of the Corporation shall be the carrying of propaganda or otherwise attempting to influence legislation; and the Corporation shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding, any other provision of these articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this Corporation.
 - B. Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purpose of the Corporation in such a manner or to such organization, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)3 of the Internal Revenue Code of 1954 (or any amendment thereto).
- IV. Organization of the Corporation shall be as follows:
 - A. Membership shall consist of:
 1. Team members, who shall be aquatic sport competitors accepted by the Coaches and Corporation as bonafide members of the aquatic sports teams;
 2. Voting members; who shall be parents or guardians of team members in good standing;
 3. A member in good standing is one who has met the financial and policy obligations of the Corporation.
 - B. A Board of Directors is empowered to act for, and conduct the business of the Corporation in all matters.
 1. The Board shall consist of the following members:

- a. Officers
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 - b. Others
 1. Three Members-at-Large
 2. Head Coach
 3. Masters Swimmer Representative
 4. Diving Representative
2. The Board of Directors will consist of ten members. The Head Coach, Masters Swimmers Representative and Diving Representative will be non-elected members of the Board. The seven elected members will each serve two-year terms, three members being elected one year and four the following year with exceptions as provided in Section IV,c,2,b (Interim Vacancies).
- a. Board members will be elected at the General Membership Meeting and assume office at the first meeting of the year which is from September 1 to August 31.
 - b. The first order of business of the new Board at its first meeting will be election of officers.
3. The Board shall set the operating policies of the Corporation. Each member of the Corporation and team shall conform to these policies
4. Any Board member may be recalled at any general or special meeting by a two-third majority of the voting members of the Corporation.
- C. Meetings – All meetings will be conducted according to Robert's Rules of Order.
1. A General Membership Meeting will be held prior to the beginning of the season each year.
 - a. A quorum at a General Membership Meeting will consist of those members present.
 - b. All business at general meetings shall be transacted by a majority vote of the voting members present with the exceptions of recall and amendments to the Bylaws and dissolution of the Corporation.
 - c. Notification of general and special membership meetings must be mailed or delivered to the voting members at least 10 days and not more than 30 days before of the meeting.
 - d. Special membership meetings with a specified agenda may be called by the President at the petition of two Board Members or by five voting members.

2. Board Meetings.

- a. A regular scheduled Board Meeting will be held each month. Additional meetings may be held at the President's discretion.
- b. Interim vacancies on the Board may be filled by appointment. The President may nominate an appointee for Board approval. The appointment is to be binding until the next election of Board Members at which time the vacancy will be filled by membership vote.

V. Duties of Officers and Board Members

A. President

1. Shall preside over meetings.
2. Shall appoint team representatives as needed to local and national swimming organizations
3. Shall appoint committees necessary for the good of the Corporation.

B. Vice-President

1. In the absence of the President, shall assume the President's duties.
2. Shall be responsible for all meet entries, current national and/or local registration and swimmer's best times.

C. Secretary

1. Maintain a permanent file, past and present, of all Board and General Meeting minutes and all other meetings of the Corporation.
2. Handle correspondence as required by the Corporation and President.
3. Be responsible for maintaining all records and files of the Corporation except those specifically delegated to other officers.

D. Treasurer

1. Shall be responsible for financial records.
2. Shall be responsible for preparing a budget and fee schedule for each fiscal year to be recommended by the Board to the general membership for approval at the Annual Meeting.
3. Shall present a financial statement at each Board and General Meeting.
4. Shall be responsible for collection of all fees and payment of all Board-approved bills.

E. Members-at-Large

1. Assume the duties of any absent Board Officer as assigned by the President or Vice-President.
2. One shall be appointed by the President to act as parliamentarian for the Corporation at all meetings. The parliamentarian shall have a set of Robert's Rules of Order and settle disputes concerning the rules.
3. One shall be appointed by the President as meet coordinator. The meet coordinator shall arrange with the Coach and be responsible for all home meets.

F. Coach

1. Shall be employed by the Board of Directors of the Corporations.
2. Shall be responsible for a yearly aquatics program to obtain maximum improvement and development of aquatic competitors.
3. Shall assume basic responsibility for the selection and retention of team members, subject to approval of the Board of directors.

G. Masters Swimmers Representative

1. Shall be selected by the Masters Swimmers to serve on the Board.
2. Shall represent the interests of the Masters Swimmers.
3. Shall coordinate Masters Swimmers participation in team activities.

H. Diving Representative

1. Shall be selected by the Board of Directors.

VI. Fees

- A. Fees will be assessed as proposed by the Board and approved by the general membership.
- B. Each officer of the Board shall be authorized to sign checks, and either two signatures shall be required to validate each check or the signature of a single bonded Board Member.

VII. Voting

- A. Each member family shall have one vote. There shall be no split of fractional votes.
- B. Mail ballots may be taken only for business requiring a two-thirds majority vote of the voting membership.
- C. There shall be no proxy voting.

VIII. Amendments to Bylaws

- A. These Bylaws shall be amended by a two-thirds majority vote of members eligible to vote.
- B. Proposed Amendments shall be submitted in writing to each voting member at least 10 days and not more than 30 days prior to said vote.