

DUNLAP DOLPHIN SWIM TEAM

EXECUTIVE BOARD

**OFFICERS DUTIES
CONSTITUTION AND BYLAWS**

Officers Duties Created- June 11, 2007
Constitution and Bylaws Revised- February 2, 2008
Handbook Revised- July 31, 2006

DDST BOARD DUTIES

DDST CALENDAR YEAR: JULY-AUGUST

JULY

- Fall Recruitment Begins! VP Membership begins mailings to parents/schools.
- Annual Budget is presented to the Board for approval by Treasurer.
- DDST Board Meeting to plan Winter Season with New Board.
- Summer JO's for qualifying swimmers.

AUGUST

- Summer Dolphins ends. VP Booster Activities holds Summer Awards Night
- DDST Winter Registration is held.
- End of year financials are presented for review and approval by Treasurer.
- VP of Meet Management will propose Fall Meet Schedule at this month's Board meeting.
- DDST Board Meeting

SEPTEMBER

- Winter Swim Season Practices Begin
- VP Communications will add new swimmers to website and will set up email distribution list.
- VP Membership will update the Hy-tech database with new team members.
- VP of Booster Activities to coordinate Intersquad Meet.
- Parent Orientation Night is held by President and Head Coach.
- DDST Board Meeting.
- Safety Chair will conduct first safety meeting with coaches and swimmers.

OCTOBER

- DDST Board Meeting.
- Sanctioned swim meet.

NOVEMBER

- DDST Board Meeting.
- Sanctioned swim meet.

DECEMBER

- VP of Booster Activities to coordinate annual Christmas Party.
- Sanctioned swim meet.
- DDST Board Meeting.

JANUARY

- Annual Decatur Pizza Party is held.

- Sanctioned swim meet.
- Additional sanctioned swim meet is planned to help swimmers hit qualifying times.
- DDST Board Meeting. The board members will decide which positions will be open for nominations.
- DDST parents must be notified of open positions two weeks prior to the nomination period.

FEBRUARY

- All Parent Meeting is held to review progress and conduct open Board elections
- Final sanctioned swim meet(s) of Winter Season are held
- Winter Swim Season ends for non time-cut swimmers
- Award Night is held.
- VP of Membership begins recruitment for Summer Season.
- DDST Board Meeting. A slate of board positions will be presented.
- Peoria Regional Meet for qualifying swimmers.

MARCH

- Practice continues for qualifying swimmers. Season ends at the conclusion of JO meet for qualifying swimmers.
- Treasurer to submit budget for Summer Season.
- DDST Board Meeting.

APRIL

- DDST Board Meeting. Board positions that have two or more nominees must be voted on during April's Board meeting.
- Planning meeting for Summer Dolphins.

MAY

- DDST Board Meeting.
- Summer Dolphins Begins
- Summer Team Potluck is held.

JUNE

- Swim Meets/One sanctioned meet and at least 2 "fun" meets.
- DDST Board Meeting.

DUNLAP DOLPHIN SWIM TEAM

BY-LAWS

The Dunlap Dolphin Swim Team (“DDST”) is administrated by the Head Coach with the support of the Board of Directors (the “Board”) of the Dunlap Dolphin Swim Team Parent Organization in conjunction with the Dunlap, District #323 School system.

Name: The name of this organization shall be Dunlap Dolphin Swim Team, hereinafter referred to as the DDST.

Mission: TEACH, TRAIN and MOTIVATE.

Purpose: The purpose of the organization shall be to TEACH, TRAIN and MOTIVATE young people to achieve their ultimate potential in swimming, in the belief that this experience will prove valuable to them as they grow and develop. Our team is an age group and senior competitive swimming team offering instruction, training and competition to people of all ages and abilities. The team competes in local, regional, state and national competition sanctioned by USA Swimming. The DDST will provide support in the form of volunteers to the Dunlap School District in its operation of a swim team program for the Community Schools to provide swimmers of all ages, through training and guidance, the opportunity to develop skills necessary to formulate and attain their goals.

Membership and Meet Fees:

Membership Fees: All members shall pay a membership fee as prescribed by the Board and approved by a Resolution passed by a majority of the votes cast by the Board Members based upon the budget requirements put forth by the Treasurer.

Meet Fees: All members attending meets shall pay meet fees as prescribed by the Board and approved by a Resolution passed by a majority of the votes cast by the Board Members based upon the budget requirements put forth by the Treasurer.

Non-payment of Fees:

A member whose Membership Fees remain unpaid on the 1st day of October shall not be entitled to swim with the team until said fees are paid to the Treasurer.

All Meet Fees must be paid prior to the deadline set forth by the Board for said Meet entry. If the fees are not paid by the deadline the swimmer will not be entered into the meet and thus will not swim at the meet.

Membership & Responsibilities:

Membership: A member in good standing shall be any swimmer who has paid membership and meet fees by the prescribed deadline put forth by the Board. All swimmers and parents of swimmers with membership and meet fees in good standing shall be members of the DDST.

Responsibilities: Having a swimmer on the DDST implies a willingness to serve as a member of the Board or its Committees and/or actively assist in the administrative support required in the operation of the DDST.

By-Laws: A set of rules adopted by an organization chiefly for the government of its members and the regulation of its affairs. The by-laws of an organization should be used as an article put in place to be followed stringently.

ARTICLE I: Officers and Committee Chair Persons

Section 1: The Officers shall be President, Secretary and Treasurer. These officers shall be the Executive Board. All Executive Board positions are a two-year term.

Section 2: The Head Coach will attend the Executive Board meetings as a non-voting member, and will be reimbursed for his/her time.

Section 3: The standing Committee Chairpersons shall be Vice President of Meet Management, Vice President of Membership, Vice President of Communications/Media Relations and Vice President of Booster Activities.

Section 4: The Board shall comprise of at least one representative from each of the following swimming age groups: ten and under, eleven to thirteen and fourteen and up. If there is no representative able or willing to serve on the Board from one of the listed age groups the Board will request a vote from the General Membership to allow another age group representative to serve in that position. The General Membership will be given five days to place their vote by written ballot. Notification of the vote will be posted on the website and in the swimming pool area. One ballot will be placed in each family's mail folder. After the ballot is placed in the mailbox it will be the responsibility of each family to check their mailbox and vote. The representative change shall be approved by simple majority of those voting.

Section 5: An Executive Officer may elect to maintain their position for a second term. If they elect to do so the Board for approval will hold an election. If another party is interested in the position an election for the position will be held. No person shall hold an Executive position for more than four years consecutively.

Section 6: A Chairperson may elect to maintain their position for a second year without election as determined by the President based on previous year's performance. An election for the position will be held during the third or fourth year if another candidate is interested. No person shall hold a Committee Chair position for more than four years consecutively.

Section 7: The Nominating Committee, appointed by the Board, shall consist of the President, one current board member, and one non board member. The Committee will present a slate of nominees for the offices of President, Secretary and Treasurer, and the standing Committee Chairpersons. During January's Board meeting the board members will decide which positions

will be open for nominations. DDST parents must be notified of open positions two weeks prior to the nomination period. In February a slate of board positions will be presented. Positions that have two or more nominees must be voted on during April's Board meeting. Voting rights are given to all those DDST board members.

Section 8: Terms for Board members will begin August 1 and end on July 31.

Section 9: If vacancies occur on the Board, the President shall appoint replacements subject to the approval of the Board. In the event the President's Office becomes vacant, the Board will call an emergency session. At that session nominees will be considered. A motion will be made to elect the new nominee and may be approved by a 2/3 vote of the Board members.

Section 10: The Board may by a resolution passed by a majority of not less than two-thirds of the votes cast by Board voting in respect of a resolution at a meeting called for the purpose to remove an Officer from office.

ARTICLE II: MEETINGS

Board meetings shall be held every month with the exception of December. It is up to the Board to decide a regular schedule of dates when meetings will be held. A quorum must exist for meetings to be held. All Board members, including co-chairs, are voting members. A majority of the members of the Board of Directors shall constitute a quorum. Each meeting must have at least two executive board members and one member of the DDST coaching staff present. Members in good standing are welcome at all Board meetings. The exception will be executive sessions, which could be announced ahead of time.

ARTICLE III: PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order, Revised Edition" shall govern in all cases, to which they are applicable, provided they are not inconsistent with the Constitution and Bylaws and Policies and Procedures.

ARTICLE IV: AMENDMENTS OF BYLAWS

These by-laws may be amended or abolished in whole or in part at any regular meeting by a two-thirds (2/3) vote of the members of the DDST Board.

ARTICLE V: DISSOLUTION CLAUSE:

The DDST may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the board members. Upon dissolution or other termination of the DDST, all remaining assets of the DDST, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such organizations (with purposes similar to those of the DDST) as shall be chosen by the then existing Board of Directors of the DDST.

ARTICLE VI: INDEMNIFICATION OF OFFICERS AND EMPLOYEES

Section 1: Right to Indemnify Directors, Officers, and Employees.

The DDST shall indemnify any person and shall pay in advance the defense expenses of any person, who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, excluding claims alleging intentional, willful and wanton misconduct, intentional torts and violations of criminal law, by reason of the fact that such person is or was an officer, employee or agent of the DDST, or is or was serving at the request of the DDST as an officer, employee, or agent whether for profit or not for profit, as the same exists or hereafter may be amended, against all expenses, including attorneys' fees, liability (including without limitation liability for money damages for breach of fiduciary duty) and loss reasonably incurred or suffered by such person in connection therewith. No repeal or modification of this Article shall adversely affect any right or protection of any person existing at the time of or with respect to any acts or omissions occurring before such appeal or modification.

Section 2: Insurance

The DDST, DDST coaching staff, DDST Directors, Officers and other employees and the DDST swimmers will be members of USA swimming. As a member of USA Swimming, insurance is maintained on behalf of the Board, Staff and swimmers of DDST.

ARTICLE VII: MISCELLANEOUS PROVISIONS

Section 1: Fiscal Year

The fiscal year of the DDST shall be from the first day of August to the last day of July.

Section 2: Scholarship Approval.

Up to two scholarships to the DDST can be granted in any given swim season, pending Board approval. A letter stating need must be presented to the Board at least 2 weeks prior to the start of the swim season for consideration.

Section 3: Administrative Policies

Only the Head Coach, Treasurer or President may sign contracts or letters of agreement on behalf of the DDST.

ARTICLE VIII: FISCAL POLICIES

Section 1: Budget Overages

The Board of Directors shall vote to approve expenses in excess of twenty-five dollars (\$25.00) above the approved line item in the budget as well as items which were not included in the original budget. This includes all budget line items, including payroll.

Section 2: Check Signing Authorization

The Board members will submit what is necessary in order to sign checks on behalf of the DDST.

Section 3: Membership Financial Obligations

Any action, which affects the financial obligations of membership, such as dues, meet fees, late fees or special assessments, shall be approved by a two-thirds vote of members present at the Board meeting. Notice of meeting date when financial obligations are discussed shall require a 10 day advance notice to the current membership inviting their participation at the meeting.

ARTICLE VIII: DUTIES AND RESPONSIBILITIES

Section 1: General duties for all Board members.

- Shall work to TEACH, TRAIN and MOTIVATE parents and swimmers to promote meet attendance.
- He/she shall be required to attend and help where needed at all DDST functions
- He/she shall be required to attend all monthly Board meetings. At least one representative from each position should attend the meeting. If attendance isn't possible the board member must notify the President prior to the meeting.
- He/she shall be required to update a manual and keep notes on key areas of responsibility. This will be used to train your successor. Is also responsible for meeting with this person to turnover the position at the end of term.
- He/she shall read the current treasurer's report prior to the board meeting in order to provide necessary corrections or approval of said report.
- He/she shall read the previous month's board meeting minutes prior to the board meeting in order to provide necessary corrections or approval of said report.
- He/she shall submit items for the agenda the week prior to the board meeting.
- He/she shall remit money to treasurer within five days after collection process is completed.

- He/she shall submit all receipts for current swim season no later than April 15 for the winter season and August 15 for the summer season for reimbursement.
- He/she shall receive prior Board approval for any expense in excess of the budget in order to receive reimbursement.

Section 2: The Head Coach:

As a school chartered team, our head coach is also the head coach of the Dunlap High School Swim Team. His employment is with the Dunlap High School District.

1. The Head Coach is responsible to developing a capable staff and orchestrating staff functions. This includes:
 - i. Organization of program and staff
 - ii. Harmonious relationship with staff
 - iii. Conducts staff meetings
 - iv. Communication with the assistants
 - v. Evaluation of assistants
 - vi. Assists with inventory and budget
2. The Head Coach is responsible to establishing plans for club operations including:
 - i. Supervising facilities before and after activities
 - ii. Demonstrates care of equipment and facilities
 - iii. Maintains team discipline and control
 - iv. Provides supervision at swim meets
 - v. Organization of practices
 - vi. Having a good working relationship with parents
 - vii. Having a good working relationship with athletes
 - viii. Preparation for the start of the seasons
3. The Head Coach shall demonstrate the following characteristics:
 - i. Self-control, poise
 - ii. Loyalty within the organization
 - iii. Enthusiasm while coaching
 - iv. Punctuality in attendance
 - v. Attitude for criticism and feedback
 - vi. Well versed in sport matter content and stays current in the field of swimming
 - vii. Practices safety procedures
 - viii. Shows interest in athletes, and works to keep athletes interested and motivated
 - ix. Makes efficient use of practice time
 - x. Is sympathetic, fair and patient with athletes
4. The Head Coach is responsible for managing club resources with the Board and assisting with inventory and budgets.
5. The Head Coach is responsible for positively representing the club in the community.
6. The Head Coach is responsible for identifying internal and external issues that will have an impact on the organization's strategic direction and accomplishments.

7. The Head Coach shall assist the Board in its governance functions by providing information and guidance to the Board.

Section 3: The President:

It shall be the duty of the President to conduct all meetings in an orderly manner. He/she will call special meetings; appoint committees and chairpersons as needed during the year. He/she may also appoint a special committee to review and interpret all rules and bylaws of the DDST.

He/she will be elected for a two (2) year term. One year of prior DDST Board experience is required.

1. The President shall be the liaison from the Board and parents to the head coach/coaching staff.
2. The President is responsible for running scheduled Board meetings and planning the agenda. The agenda and all relevant reports shall be made available for posting to the website a minimum of one week prior to scheduled Board meetings, and per Board schedule for key DDST events.
3. The President is responsible for ensuring that the bylaws and duties are reviewed and updated (if needed), on an annual basis. It is his/her responsibility to provide current copies upon request to all DDST members, and to ensure that a current copy is on file at the district offices.
4. The President is responsible for maintaining the DDST calendar and providing copies to the coaches, the Board, and school district, as changes are made.
5. The President shall develop a proposed budget with the Treasurer and one other volunteer Board member for each fiscal year.
6. Shall conduct an orientation meeting for parents prior to the first team meet to answer questions, welcome families to DDST, explain the *meet* philosophy and what to expect during the swim season.
7. Shall learn website administration and serve as a back-up to the VP of Communications on website related duties.

Section 4: The Secretary:

It shall be the duty of the Secretary to record the minutes at monthly DDST Board meetings. This is a two year term.

1. The Secretary will handle all necessary correspondence for DDST. This will include the distribution of incoming correspondence and remembering families on behalf of the DDST in times of personal events such as death and illness.
2. The Secretary will arrange for the Coaches gifts and cards for Christmas and our end of year celebration.
3. The Secretary will record the minutes at all monthly Board meetings. He/she will provide copies to the Board, and will provide one copy for posting on the DDST website within one week of the Board meeting.

Section 5: The Treasurer:

It shall be the duty of the Treasurer to be the custodian of the funds of the DDST. He/she shall keep full and accurate accounts and shall submit a monthly financial statement for the DDST. He/she shall oversee and implement the yearly budget preparation.

1. The Treasurer shall keep a record of all money received and disbursed.
2. The Treasurer will make a financial report at the monthly Board meeting.
3. The Treasurer shall be in charge of setting the budget for the upcoming year with the President and one other volunteer Board member, and will present this to the Board for approval at the July Board Meeting for the Winter season and at the March Board Meeting for the Summer season.
4. The Treasurer shall be responsible for completing the Year End Budget report, which shall be presented to the Board in August of each year.
5. The Treasurer is responsible for ensuring that adequate funding is available in the District payroll account for processing of payroll for coaches salaries.
6. The Treasurer will reimburse coaches for mileage after away meets.

7. The Treasurer shall reimburse coaches for meet expenses and providing cash for food stipend before the meet.
8. The Treasurer shall be responsible for paying club bills in a timely manner.

Section 6: The Vice President Meet Management:

It shall be the duty of the Vice-President of Meet Management to monitor USA Swimming activity and oversee the meet registration process. This is a two-year term.

1. The VP of Meet Management shall research upcoming meets via the ISI website and make recommendations at the August Board meeting (for winter season) and at the April Board meeting (for summer season) on which meets our team should attend.
2. The VP of Meet Management shall provide hotel arrangements for away meets for our families and coaches traveling to these events, in a timely manner. This information needs to be communicated to the VP of Communications for addition to the newsletter and website.
3. The VP of Meet Management shall be responsible for all “parent related” meet entry related duties, which includes: providing registration forms to parents in advance of the meet deadlines, working with the VP of Communications to ensure that information for upcoming meets is posted to the DDST website and that deadline dates are effectively communicated, and collecting the money for meets.
4. The VP of Meet Management shall work with a committee member to help with the following after a meet: distribution of ribbons, recording of swimmer’s times to their individual goal folders and reporting of times to VP of Communications for addition to the newsletter and website.
5. Shall learn the meet management software and will serve as a back-up resource to our Meet Entry Chairperson.

Section 7: Vice President Booster Activities:

It shall be the duty of the Vice-President of Booster Activities to create a sense of team pride and spirit within the DDST Dolphin Team. This is a two-year term.

1. The VP of Booster Activities shall work to plan an intrasquad meet to be held at the end of September. (We will ask for volunteers to assist with this meet at registration night).
2. The VP of Booster Activities shall work to come up with ideas to help swimmers get to know one another. This may include a team bulletin board, adding items of interest about swimmers to our newsletter or website, hosting spirit nights, etc.
3. The VP of Boosters shall work to recognize and motivate our swimmers competing at swim meets for DDST, as well as those that go on to compete at the regional, state and Senior level. This may include creating posters, creating a “secret swimmer” program, motivational notes in the inboxes, etc. The key here is creativity!
4. The VP of Boosters shall work in recruiting and overseeing the volunteers for the following team events:
 - i. Fall and Summer Season Opener Potlucks
 - ii. Annual Christmas Party
 - iii. Annual Decatur Pizza Party
 - iv. Annual Fall and Summer Awards Nights
5. The VP of Boosters shall work to provide spirit wear for the team. This may include, but is not limited to:
 - i. Sweatshirts/pants
 - ii. Team shirts
 - iii. Towels
6. The VP of Boosters shall be responsible for securing a parent to take pictures at swim meets and key team events and ensuring they are uploaded to our website on a timely basis.

Section 8: Vice President Membership:

It shall be the duty of the Vice-President of Membership to handle the recruitment of new team members and to ensure that accurate membership records are maintained for the team. This is a two-year term.

1. The VP of Membership would be responsible for all recruitment and registration related duties for the DDST, including: creation of flyer with registration information, creating the swimmer registration form, distribution of forms to key target participants, staffing for registration night, setting up the swimmer folders once swimmers are registered, and securing a vendor at registration night to sell swim gear. As additional swimmers continue to register, this person is also responsible for ensuring that records are updated to the computer, ISI cards and folders. This person will also work with the VP of Communications to get copies of any recruitment related forms added to the website.
2. The VP of Membership will work with the VP of Communications to ensure all members are added to the Fall Team Handbook. They will also work together to establish an online registration process.
3. The VP of Membership will be responsible for the ISI registration and be responsible for updates throughout the year.
4. The VP of Membership will be responsible for recruiting new members. This will include a postcard mailing in the summer to all former team members from the prior two years advising them of the fall registration date. This will also include creating the recruitment flyer for the summer program which will be distributed at the February awards ceremony. This may also include researching new recruitment vehicles such as on the website, yard signs to promote awareness of our team, etc.

Section 9: Vice President Communications/Media Relations:

It shall be the duty of the Vice-President of Communications to ensure effective communication between the Board, the coaches, parents and our swimmers. This is a two year term.

1. The VP of Communication shall research an effective communication strategy in light of our new website development. This person will oversee the implementation of the new site with the assistance of the President. (Once the website is live- we will no longer produce a weekly newsletter. This will be replaced by the new home page.
2. The VP of Communications will develop a communication plan to introduce the new website and training on use of the members-only site.
3. The VP of Communications will work to develop a communication strategy for swimmers without e-mail access.
4. The VP of Communications will work with the VP of Membership to create the content of new handbook. The VP of Communications will then work with the President to produce a Winter Swim Team Handbook.
5. The VP of Communications will be the primary administrator of the website and will be responsible for all content contained within the website. This person is also responsible for all ongoing maintenance of the site and is responsible for ensuring accurate and up to date information is maintained on the site.
6. The VP of Communications will communicate with local publications in an effort to promote the DDST.

Section 10: Meet Entry Chairperson

This is a paid administrative position which reports to the Board.

1. This chairperson shall work with the VP of Meet Management to establish due dates for meet entry forms.
2. This person is also responsible for the following meet entry duties: entry of the meet data to the Hy-tech system, creation of the relay teams, mailing/emailing the meet entries to the hosting team with check and collecting and entering meet data after the meet has ended.

3. This chairperson shall work to cross-train the VP of Meet Management on this job function. (It is never in the best interest of our team to only have one person with knowledge of this software.)
4. This chairperson shall be accessible to the team in order to ensure all meet entries are entered and received on time to the host team.

Section 11: Standing Chairmanships

Committees are those representing functions responsible for key components of the DDST swim program. These positions are appointed by the President and report to a Board member. These may change year to year as determined by the Board.

- A. Bylaws – Responsible for revisions and review of Bylaws. Reports to the President.
- B. Party Chairs – Reports to the VP of Booster Activities. Currently responsible for the Christmas Party and the Decatur Pizza Party.
- C. Safety – Responsible for planning an annual safety communication meeting, updating the DDST safety plan and maintaining a workable safety plan.
- D. Spirit – Reports to the VP of Booster Activities. These parents will be responsible for promoting DDST spirit throughout the year. We will take as many parents as our interested.
- E. Team Picture Chair- Responsible for organizing an annual team photo.
- F. DDST Time Trial Meet Chair: This person (s) will be responsible for planning and coordinating an intersquad meet at the beginning of the swim season. The purpose of this meet is to: 1) Introduce swimmers to the format of a sanctioned meet, 2)Obtain times for our swimmers and 3)To allow the swimmers to meet the other team members and have fun!
- G. Post Meet Helpers- These people will be responsible for: 1)Helping distribute ribbons after a meet and 2)Posting swim times into the swimmers individual folders.