



# Team By-laws

## Article I - Official name

The name of this organization is the Indian Lakes Stingrays, herein referred to as the Stingrays.

## Article II - Objectives

- A. To instill and promote swimming as a life-long activity, which contributes to the physical and emotional growth of swim team members while improving the swimmers technical abilities.
- B. To develop good sportsmanship, comradery, and a sense of team spirit in a friendly, safe, competitive environment.

## Article III – Membership

- A. Membership on the Stingrays shall be allowed regardless of nationality, race, religious views or creed.
  1. Eligibility. Membership is permitted per family; (“Swimmer”, parent, guardian, siblings, etc.)
    - a. Individual must not be in college and must not be eighteen (18) years of age by June 15<sup>th</sup> to participate.
    - b. Beginning swimmers are eligible to participate as a Stingray “guppy (defined in Article XIII)” but are not authorized to swim in a meet until the individual has successfully swam one length of the pool within four minutes, unassisted and has been approved by the Head coach.
  2. Fees. Each participant shall pay the membership fee in a timely manner. Any monies received after the due date will be assessed a \$20 late registration fee.
  3. Termination of a member. If the conduct of a member is found to be detrimental to the best interest of the Stingrays, the Board may after due investigation and process, suspend or terminate his/her status as a Stingray by a majority vote.
    - a. A member(ship) may be terminated or suspended by:
      - submitting written resignation to the Board
      - failure to comply with membership dues and fees
      - Non-compliance with VBSL rules and Indian Lakes By-lawsThe member shall be placed on a probationary period for one year during which time they may not participate in any official capacity or volunteered positions at the discretion of the Board.
  4. Reinstatements. A member(ship) that has been terminated or suspended may be reinstated per written request by the Board by majority vote.
  5. Eligibility to vote. Each Membership in good standing is entitled to one vote (per family) during any general meeting. The member must be physically present to vote.

## Article V – Meetings

- A. General meetings. A minimum of seven (7) days notice shall be given to all members. Such notice shall include purpose, day, time, and location.
- B. Board meetings. Board meetings will comprise of the Board members for the purpose of conducting administrative duties.
- C. Parliamentary Procedure.  
Robert’s Rules of Order
  1. Call to order.
  2. Roll call of members present.
  3. Reading of minutes of last meeting.

4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

## Article VI – Governing Board

- A. Selection of Board. The Board of Directors shall be selected by a majority vote of those present at the annual membership meeting. The number and scope of directors can be changed at any official Board of Directors meeting. Each director shall hold office until the next annual meeting of members and until his/her successor shall have been elected and qualified. An official member may serve more than one term consecutively.
- B. Removal. Any director/official may be removed from their respective position, by a majority vote of all members in good standing.
- C. Compensation. The Board shall receive no regular compensation from the Indian Lakes Stingrays. The directors may be reimbursed, if any, out of pocket expenses related to the Stingrays.

## Article VII – Officers/Officials and their Duties

- A. Team Representative. The Team Rep is the primary point of contact and is the overall authority for ensuring the meet requirements are met i.e., submitting/receiving meet entries. The Team Rep is the liaison between the swim team parents and the coach. The Team Rep is also the liaison between the swim team and the VBSL.
- B. Co-Rep. The Co-Rep will protégé the Team Rep. In the absence of the Team Rep all responsibilities will be delegated to the Co-Rep. The Co-Rep may assist the Team-Rep to help alleviate workload.
- C. President/Foundation Liaison. The President shall preside at all meetings of the Board, see that all orders and resolutions of the Board are carried out, shall be an ex-officio member of any committees and act as liaison between the Indian Lakes Stingrays and Indian Lakes Foundation.
- D. Secretary. The Secretary shall record the minutes at Board meetings, maintain a copy of the by-laws, shall maintain all non-financial records and perform other duties as required by the Board.
- E. Treasurer. The Treasurer shall receive and disburse funds as directed by the Board, remits such funds for deposit in the regular account maintained in the name of the team, keeps records of such transactions, prepares annual tax filings, prepares the years budgets, oversees fundraising activities, furnishes the Board with updates on financial status at each meeting.
- F. By-laws Committee Chair. The By-laws Committee Chair shall be responsible for the preparation and revisions of the By-laws, shall maintain a copy of the By-laws, shall perform other duties as required by the Board.
- G. Swimsuit/Apparel Coordinator. The Coordinator will be responsible for the acquisition of swimsuits, clothing and other team apparel working in conjunction with the Treasurer, maintaining records of such transactions.
- H. Volunteer Coordinator. The volunteer coordinator shall be responsible for the recruitment of individuals necessary to fulfill obligatory positions for a meet, perform team activities, fundraising, and perform other duties required by the Board.
- I. Recognitions/Party Coordinator. The Coordinator shall be responsible for the acquisition and preparation of awards, shall coordinate all preparations necessary for team gatherings and the year-end party.
- J. Buddy Pairing Coordinator. The Coordinator will solicit and comprise a list of participating individuals and place more advanced swimmers with younger swimmers.
- K. Webmaster. The Webmaster shall be responsible for website management and support, and update the Board of any changes.

## Article VIII – Coaches

- A. Head Coach. The Head Coach is a non-voting member of the Board. Except for general supervision from the Board, the Head Coach shall have full direction of the swimming program. This authority will extend to all swim practice and meet activities.
- B. Assistant Coach. The scope of the Assistant Coach shall be the same of the Head Coach in his/her absence. The Assistant Coach will help maintain order and swimming disciplines.
- C. Volunteer Coaches. Volunteer Coaches shall assist at the direction of the Head Coach and under the supervision of the Board. No formal compensation shall be awarded for services rendered.
- D. Parent Assistants. As deemed necessary to facilitate the swimming program, at times it may be necessary to utilize parents in a temporary capacity. No formal compensation shall be awarded for services rendered.

## Article VIII – Committees

- A. Special Committees. Committees may be formed as deemed necessary by the Board of Directors.

## Article X – Finances

- A. Expenditures. Expenses will be determined by a majority vote of the Directors.
  1. Primary Concern. The Indian Lakes Stingrays shall provide the necessary facilities, equipment and manpower to carry out its swimming program.
  2. Authorization. Expenses will be under the approval at a minimum of the President, Treasurer, and one other Director. The Treasurer will then disburse any monies.

## Article XI – Amendments

- A. Amendments of the By-laws. Changes to the By-laws may be recommended by the Board of Directors. The membership may petition the Board for changes. Any amendments shall be presented to the membership three (3) weeks prior to any general meeting. Changes in the By-laws shall be presented at a general meeting and be approved by a two-thirds (2/3) majority vote of members (in good standing) present.

## Article XII - Rules

- A. Ruling. In the event of conflict between these By-laws and Virginia Beach Swim League rules and regulations, VBSL shall prevail.

## Article XIII – Miscellaneous

- A. Guppies Swim Team

Our guppy program is designed for young swimmers who may not be ready to commit to the big swim team. No skills required other than water readiness; children will attend without the aid of their parents. They will develop safe pool behavior, adjust to the water and develop independent movement in the water. This team is designed for new swimmers, teaching basic swim skills, pool safety, and comfort in the water but not intended as a replacement for swim lessons.

The guppy team is a sub group of the Indian Lakes Stingrays. Each child will be registered with the Indian Lakes Stingrays and VBSL as an official participant but is not eligible to participate in official swim meets till they have:

1. Passed swimming 25 meters unaided
2. Swam 25 meters within a 4 minute period
3. Coach's approval

Once a Guppy has proven they are able to participate in official swim meets, they will be moved up to practice during the regular schedule team practices.

Each child will be given equal rights to participate and given the chance to move up. Also all code of conduct, and additional Indian Lakes Stingrays rules and regulations are expected to be followed for both child and parent.

Four practices a week will be offered: Tuesday and Thursday during the 10 and under practice. Each session will last 30-45 minutes. It is encouraged that your child swims two practices a week, but it is not required. Please let the team know at time of registration, which practice you are most likely to attend to ensure we have the appropriate number of Volunteer coaches in the water. Parents and other team members over the age of 13 are encouraged to become a Volunteer Coach. Basic swim knowledge and or previous teaching experience are welcomed, life saving skills a plus. Those wishing to help will need to sign up with the Head Coach. Student volunteers will be able to have their volunteer hours count as community service in accordance with their programs guidelines.