

**GREENBELT MUNICIPAL SWIM TEAM, INC.
BYLAWS**

Section I: Overview

- A. The mission of the Greenbelt Municipal Swim Team, Inc. (GMST) is to promote swimming as a lifelong activity, to help each swimmer achieve her or his "personal best" as an athlete and as a person, and to advocate swimming as a family participation sport.
- B. GMST is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of GMST, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- D. GMST is an inclusive community that follows the City of Greenbelt's ADA/Non-Discrimination policy. We do not discriminate against any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veterans status, physical or mental disability or perceived disability, or other criteria protected by law.
- E. GMST, including its Board, shall comply fully with the "Statement of Interest Policy" included as Appendix I.

Section II: Meetings

- A. There shall be two regular meetings of the membership each year, one in May and one in September.
- B. The September meeting shall be known as the annual meeting and shall be for the purpose of electing Board members, receiving reports of Board members and other committees, reporting all plans for the fall and winter activities, and for any other business that may arise.
- C. The May meeting will be for the purpose of receiving reports of Board members and other committees, reporting on plans for the summer activities, initiating plans for the fall and winter activities, and any other business that may arise.
- D. Special membership meetings may be held for specific reasons by the call of the President or by written petition to the President of at least five members. The President shall publicize the date and reason of the meeting, giving at least ten days written notice to the membership. A meeting requested by the membership shall be held within 30 days of the request.
- E. Board meetings shall be held at least 10 days prior to and no earlier than 30 days prior to the September and May membership meetings. There may be a meeting in December and in March, if needed. Special Committee meetings may be held for specific reasons by the call of the President or by written petition to the President of at least three Board members. The

President shall notify the Committee members of the special meeting at least two days prior to the meeting. A meeting requested by the Committee members shall be held within 15 days of the request.

- F. Notice of date, time, place and object of all membership meetings will be given to the club membership at least ten days prior to such meetings.
- G. Notice of date, time, place and object of all Board meetings will be given to the Committee members at least ten days prior to such meetings, except special Board meetings which require only two days prior notification.
- H. The Greenbelt Swim Team coach shall be invited to all Board meetings and shall be encouraged to participate as a non-voting member. An exception to this rule can be made if the Board is discussing personnel issues relating to the coach.
- I. A quorum, five or more Board members, shall be necessary for a Board meeting to convene

Section III: Order of Business

The order of business at all meetings shall be as follows (unless a motion to skip part or parts of the order is agreed upon by the majority of members present):

1. Taking of roll.
2. Reading and approval of minutes of the previous meeting.
3. Board reports.
4. Coach's report.
5. Special committee reports.
6. Unfinished business.
7. New business.
8. Miscellaneous.

Section IV: Voting Procedures

- A. Voter eligibility. Only members of the Greenbelt Aquatic Booster Club are eligible to vote. Membership is comprised of all parents or legal guardians of registered swimmers.
- B. All Board members shall be selected annually by a majority vote of the club membership present at the annual meeting. The term of office shall be one calendar year beginning at the close of the annual meeting.
- C. The election of Board members and all proposals for amendment to the Charter or Bylaws shall be determined by a secret ballot vote. All other matters may be resolved by a simple voice vote, unless a secret ballot is deemed appropriate by the presiding officer.

Section V: Nominations

Candidates may be nominated in two ways:

- 1) From the floor during the Annual Meeting,
- 2) or by self-nomination or nomination from a member of the Greenbelt Aquatic Booster Club. Nominations should be submitted to the Board via e-mail. At the annual meeting, the President or presiding officers shall ask for nominations from the floor for each office.

Section VI: GMST Board

- A. President. The President shall serve as Chairperson of the Board and shall preside at all meetings of the membership and the Board except as provided in paragraph (B) below. He/she shall execute all agreements in the name of the Club when authorized to do so by the Board, keep the Greenbelt Recreation Department Director informed of the Club, and perform all the duties incidental to his/her office.
- B. Vice-President. The Vice-President shall, in the absence, incapacity, or by direction of the President, perform the duties of the President.
- C. Treasurer. The Treasurer shall have the care and custody of all of the funds and securities of the Club associated with the summer swim program, and deposit the same in the name of the Club in a Local State or Federal Chartered bank. He/she shall sign checks and pay out and dispose of the same under the direction of the president. He/she shall once a year exhibit his/her books and accounts to an At-Large member of the Board. The Treasurer shall also make team books and accounts available for inspection by a member of the Greenbelt Aquatic Booster Club, or by the Recreation Director, or by a duly appointed auditor. He/she shall ensure that all records required by the Recreation Department are maintained, and he/she shall also take an annual inventory of team equipment, or appointment someone to do the same. For the purposes of signing checks and other papers that the Treasurer is authorized to sign, the President shall act as the alternate to the Treasurer. The treasurer is appointed by a majority vote of the Board after vetting and can be removed for malfeasance by a majority vote of the Board.
- D. Secretary. The Secretary shall keep the minutes of all meetings. He/she shall attend to the giving and serving of all notices of the Club and shall have charge of all books and papers as the Board may direct. He/she shall attend to such correspondence as may be assigned. He/she shall also coordinate and carry out annual elections to the Executive Committee.
- E. Greenbelt Prince-Mont Swim League Representative. The Greenbelt PMSL Representative shall represent the Greenbelt Municipal Pool and the Club at all League meetings. He/she shall be responsible for attending all League meetings, or if he/she is unable to attend, to arrange for an alternate to be present. He/she will keep the Club informed of league activities, and he/she shall make every effort prior to voting to obtain a Club consensus on proposed League changes.
- F. Fundraising and Events Chairperson. The Fundraising and Events Chairperson shall be in charge of all programs for the purpose of raising funds to enhance swim activities and to raise funds for special activities approved by the Board. He/she shall be responsible for all funds and securities associated with fund-raising activities and shall maintain books/accounts of all such activities. Appropriate working capital for a fund raising activity will be provided to the Fundraising Chairperson upon approval of the Board.
- G. Members-at-Large. Three Members-at Large shall serve on the Board. One Member-at-Large may be selected by the President to serve as the second alternate to the Prince-Mont Swim League Representative. A

- Member-at-Large will be responsible for carrying out an annual audit of the team treasury.
- H. Order of Succession. Except where otherwise provided for in the Charter, these by-laws, or Greenbelt Recreation Department regulations, the hierarchy of the Club shall be as follows: President, Vice-President, Treasurer and Secretary. The duties of the President will be assumed by the highest officer available in the hierarchy should the President not be able to perform them.
 - I. Unexpired Terms. Vacancies occurring among the elected Board members shall be filled for unexpired terms by a majority vote of the remaining Board members at any Special Meeting called for the purpose.
 - J. The Board members shall hold specific office for no longer than three consecutive years following first election to specific office. Member may remain on Board only by rotating to different position. After one year, member may again be eligible for office previously held.

Section VII: Additional appointed Positions

- A. The Board shall appoint a Meet Manager and a Quartermaster to serve concurrent with their term of office. They shall be invited to all Board Meetings.
 - 1. Meet Manager. Duties of the Meet Manager are those described in the Prince-Mont League Handbook.
 - 2. Registrar. The Registrar oversees registration. He/she shall be responsible for collecting the swim team fees from each swim team member, and maintaining a complete roster containing the names (alphabetically arranged) of all persons who are members of the Club and perform all other duties incidental to the office.

Section VIII: Committee

- A. The President may appoint Ad Hoc and Standing Committees. These committees serve at the discretion of the President and concurrent with his or her term of office.

Section IX: Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the special rules of order of this Club.

Section X: Rules and Regulations

The Board may adopt such rules and regulations for the conduct of their meetings and management of Club affairs, as they may deem proper, consistent with the Club Charter and these by-laws. Rules and regulations shall be adopted by a majority vote of the members present. Rules and regulations shall be in effect and binding on the membership following their having been read into the minutes of a Club meeting. It shall be the right of any Club member to examine any approved minutes.