

Willits Otters Constitution

Article I – NAME

This organization shall be known as the “Willits Otters”, a non-profit organization

Article II – OBJECTIVES

The objective of the Willits Otters shall be:

1. To promote amateur competitive aquatic sports.
2. To provide facilities, training and encouragement for increased proficiency in competitive amateur aquatic sports.
3. To encourage and develop good sportsmanship, individual integrity and team play.
4. To maintain membership in the US Swimming, abiding by its rules and regulations for competitive aquatic sports.

Article III – MEMBERSHIP

1. Voting members of the Willits Otters shall be parents or guardians of athletes training or competing as the Willits Otters.
2. Participating members in the Willits Otters may range through a maximum age of 18.
3. The Board of Directors may award honorary membership.
4. Participating members must be registered with US Swimming.

Article IV – OFFICERS

The officers of the Willits Otters shall be President, Vice President, Secretary, Treasurer, and Assistant Secretary Treasurer.

Article V – BOARD OF DIRECTORS

Section 1. The Board of Directors shall conduct the affairs of the Willits Otters, except as otherwise provided in the constitution and By-Laws

Section 2. The Board of Directors shall be comprised of voting members appointed or elected in accordance with Article IV.

Section 3. The Head Coach of the swim team shall be an ex-officio member of the Board of Directors, but shall have no vote.

Section 4. A majority of the Board shall constitute a quorum to conduct the business of the Willits Otters.

Article VI – ELECTIONS-TERMS OF OFFICE OF OFFICERS AND BOARD

Section 1. Representation on the Board shall consist of not less than eight (8) nor more than eleven (11) members. The composition of the Board shall be no less than three-quarters (3/4) members nor more than one-fourth (1/4) community members and shall include all officers, and one swimmer selected by the swim team athletes.

Section 2. Vacancies occurring during term of office of the Board of Directors by an office other than President shall be filled by appointment by the President after consultation with the Board. A vacancy occurring in the office of President shall be filled by the Vice President for the remainder of the term.

Section 3. The term of office of the Board of Directors shall be for one (1) year, beginning October 15th or upon installation following their election at the annual election meeting to be held within fifteen (15) days before or after that date, with the exception of the immediate Past-President who will, upon completion of his/her term of office automatically become a member of the Board of Directors for one (1) year following his/her term. No officer may succeed himself/herself in office for more than three (3) years.

Section 4. Prior to the annual election, the Board of Directors or a nominating committee appointed by the Board, shall nominate a slate of officers and board members in the number required in Section I of this article. The slate shall be presented at the annual election meeting in accordance with Section 3 of this article. Additional nominations for any office may be made from the floor and is properly seconded, shall be added to the slate of nominations prior to voting.

Section 5. The affairs of this non-profit organization shall be managed by the Board of Directors within the limits of this constitution. No other persons may collect funds, make contact, incur expenses, or initiate any actions in the name of this Organization without prior approval of the Board of Directors.

Article VII – MEETINGS

Section 1. The Board of Directors shall meet monthly, meeting to be set as to time and

place by the President. A monthly meeting may be cancelled, and special meetings may be called when necessary by the President, or in his/her absence, the vice-president. To appear before the Board, a member must call or write the President at least twenty-four (24) hours in advance in order to be placed on the agenda.

Section 2. The annual meeting of the membership shall be held at the beginning of October for the purpose of electing directors, reading the financial reports, and for the transaction of such other business as may come before the membership.

Section 3. Special membership meetings may be called at any time by: A. The President, B. The Board of Directors, C. One-third of the members in good standing by written request of the Board of Directors.

Section 4. Written notice of membership meetings, whether annual or special, will be mailed to the membership indicating purpose, time and place at least five (5) days prior to the meeting. The quorum for all membership meetings shall be those members present.

Section 5. Voting members in good standing as listed on the Treasurer's current membership roster will be eligible to vote. A majority of votes cast will decide the issue.

Section 6. Conduct of the meeting will be under the direction of the President, or in his/her absence, the Vice President. Complete minutes will be kept by the Secretary, and all meetings of this organization will be conducted under Robert's Rules of Order.

Article VIII – DUES

Section 1. Dues shall be set by the Board of Directors as needed to meet the basic operational expenses of the Willits Otters.

Section 2. Dues as approved by the Board of Directors will be due by the first and delinquent by the tenth of the month, or may be paid annually.

Section 3. The Board of Directors may waive, cancel, or reduce payment of dues or any other fees for any member for any period of time, for any reason it deems appropriate, such as to provide special recognition, or to reduce financial hardship.

Article IX – AMENDMENTS

Section 1. Amendments to the constitution may be proposed by the Board of Directors or the general membership. A request for amendments to the

constitution by the membership must be submitted to the Board of Directors in writing accompanied by the petition signed by a minimum of one-third (1/3) of the active membership.

Section 2. Voting on amendments. Amendments to the constitution shall be made by a two-thirds (2/3) majority of those present casting an affirmative vote at a general membership meeting. A quorum for all membership meetings regularly called shall be those members present provided a written notice has been given to the members five (5) days prior to such a meeting. Amendments, if adopted, become effective immediately

Article X – BY-LAWS

The Board of Directors may establish such By-Laws as it may deem necessary for the administration of the Willits Otters, provided such By-Laws shall not be in violation of any of the articles of this constitution.

A-Property

Section 1. Responsibility for the acquisition, management, and care of Willits Otters equipment shall be vested in the Head Coach, under the supervision and approval of the Board of Directors

Section 2. A current, accurate inventory shall be maintained and updated at regular intervals by the Purchasing Committee.

Section 3. Dissolution. In the event of the Willits Otters dissolution, all Club records and property shall be held in custody by the Board of Directors to be turned over to a suitable successor. To qualify as a suitable successor, an organization must be operated exclusively for non-profit charitable or educational purposes. The net assets of the Willits Otters shall not inure to the benefit of any private shareholders, individual, or corporation, and shall be distributed to the USA Swimming to be used exclusively for non-profit educational or charitable purposes if a suitable successor as noted above cannot be found.

B-DUTIES OF OFFICERS

Section 1. The officers of the Willits Otters shall be the President, Vice President, Secretary, Treasurer, and Assistant Secretary-Treasurer, and any other officers the Board of Directors may establish. These officers are members of the Board of Directors, and shall be elected at the annual meeting by a majority of votes cast.

Section 2. Duties of the officers of this non-profit organization are as follows:

- a. President – the President shall preside over the meetings of the members of the Board of Directors; shall in general supervise and control the business affairs of the Willits Otters, and may take such steps as are authorized. Appointment of individuals or committees are subject to his/her discretion and approval.
- b. Vice President – The Vice President shall act as President in case of absence of the President or his/her inability to serve, and perform other duties as may be assigned by the President.
- c. Secretary – The Secretary shall keep a full and complete record of the minutes of the Board of Directors and meetings of the membership, conduct Willits Otters correspondence, serve notice to the membership

of all meetings or revisions to the constitution as specified herein, and maintain a complete set of records of these activities as well as perform other duties as may be assigned by the President, Board of Directors, or this constitution.

- d. Treasurer – The Treasurer shall have custody of and be responsible for all funds in whatever place of deposit as designated by the Board of Directors. He/She shall maintain a regular set of books and enter all financial transactions. He/She shall make disbursements as approved by the Board of Directors. The Treasurer shall be responsible for the submission of financial statements to the members and Board of Directors at the regular meetings, or when requested by the President, and for filing tax reports as required. His/Her records shall be subject to an annual audit. A current inventory list shall be maintained as part of the financial statement. The Treasurer shall be responsible for issuing timely billings to the membership, and for collecting and depositing all fees and monies due to the Willits Otters. He/She shall maintain a current paid membership roster, and shall inform the Head Coach and Board of Directors when members become delinquent for more than ten days. A monthly financial report shall be submitted to the Board of Directors.
- e. Assistant Secretary-Treasurer – The Assistant Secretary-Treasurer shall assist with the duties of the Secretary and Treasurer as they deem necessary, and shall perform their duties in their absence. He/She shall also direct and assist the Purchasing Committee.

C-STANDING COMMITTEES

Section 1. Membership Committee is responsible for reporting new memberships to the Treasurer and keeping an up-to-date membership list, including U.S.A. Swimming numbers. This committee will also be responsible for the registration of all swimmers with U.S.A. Swimming. The Membership Committee should conduct orientation as needed for new members and shall monitor parent participation

Section 2. Swim Meet Committee will be responsible for organizing the set-up, operation, and clean-up of all Willits Otters sponsored competitive swim meets.

Section 3. Travel Committee will co-ordinate transportation of swimmers to meets out of town. The committee will also be responsible for arranging group motel accommodations out of town. They will arrange team trips, housing accommodations, etc., as needed.

Section 4. Fund Raising Committee will be responsible for any fund-raising activity, its co-ordination and conduct, and the collecting of the proceeds and seeing that such proceeds are turned into the treasurer.

Section 5. Calling Committee is responsible for notifying all swimmers and parents of information which cannot be communicated through the newsletter or on the bulletin board effectively.

Section 6. Purchasing Committee shall assist in determining best sources, prices, delivery, quality, etc. for merchandise to be purchased. This committee will maintain an inventory of all equipment, location of storage area, and make such area available to committee chairpersons as needed.

Section 7. Public Relations Committee will be responsible for reporting Willits Otters accomplishments and events to local newspapers and news media. They shall also be responsible for putting out a monthly newsletter to the membership.

Section 8. Swimmer Time Records Committee will be responsible for the recording and upkeep of all membership swimmers times obtained in dual meets, U.S.A. Swimming meets, and special time trials and competitive activities organized by the Willits Otters. They will also be responsible for making this information available to the coaching staff, or any other interested party.

Section 9. Historian will be responsible for the creation and upkeep of a Willits Otters scrapbook with newspaper clippings, photographs, and other memorabilia of Willits Otters accomplishments.

Section 10. Liaison Committee will be responsible for attending City Council meetings, School Board meetings, and reporting back to the Board of Directors any pertinent information. They shall be the Willits Otters representative to all other organizations.

Section 11. Budget Committee comprised of the Head Coach, Treasurer, and other members appointed by the President shall present a proposed budget at the January Board meeting. The budget shall contain:

- a. Anticipated sources of income
- b. Estimated expenditures

D. APPLICATION OF FUNDS

All checks paid from the Treasury by the Treasurer must be countersigned by any one of the designated members of the Board of Directors.

E – COACHES

Section 1. The Board of Directors shall make all decisions concerning the appointment or termination of the coaching staff.

Section 2. The Head Coach shall have full authority and responsibility to direct the

practice and workouts of aquatic activities, and to take reasonable disciplinary action against team members, including suspension from practice and cancellation of participation in competitive activities. Termination of team membership shall be subject to the approval of the Board of Directors.

This Constitution and Bylaws were adopted at a meeting of the Board of Directors of the Willits Otters on January 6, 1982.