

Lakewood Recreation Swim Team Club

By-Laws



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Article I

Name / Establishment

The name of this group shall be the Lakewood Recreation Swim Team (L.R.S.T.) Club. The Club is established by the Lakewood Board of Education, and shall be subject at all times to the direction and control of the Lakewood Board of Education. All activities of the Club must be consistent with the policies and regulations adopted by the Lakewood Board of Education.

Article II

Purpose

The purposes of this group are to:

- Section 1 Build and maintain a group, which, in cooperation with the Lakewood Community Recreation and Education Department, will help promote the activities and further the goals of L.R.S.T.

- Section 2 Sponsor, both financially and through volunteers, the annual swim meet(s). The Executive Board, in cooperation with the Lakewood Community Recreation and Education Department, may appoint members and volunteers to serve in various positions, such as, Meet Manager, Safety Director, Meet Entry Chairman, etc., to operate each swim meet as may be required by Lake Erie Swimming, Inc in accordance with U.S.A. Swimming.

- Section 3 Support fundraising activities, encourage high moral standards, excellence, sportsmanship, and spirit within L.R.S.T.

- Section 4 Arouse and maintain an enthusiastic interest by parents in the various activities of L.R.S.T.

and lend moral support to the Commissioner of the Lakewood Community Recreation and Education Department, the Aquatic Manager, and all coaches of L.R.S.T.

Article III

Membership

Section 1 Anyone wishing to join the Club is welcome to do so. There shall be two classes of membership in the Club: Active members and Associate members.

a. Active membership is the only voting membership category. Active members are those families that have one or more children registered with all fees and dues current. Active membership families, regardless of how many children they have registered, are entitled to one (1) vote.

b. Associate membership is open to any individual who is interested in supporting the activities of the Club and has a genuine interest in the promotion of the group. Associate members are ineligible to vote as a member or to hold any office in the Club. Associate members may be designated to serve on appropriate committees.

Section 2 The Commissioner of the Lakewood Community Recreation and Education Department, the Aquatic Manager, and all coaches of L.R.S.T. will be considered honorary members, with voting privileges, of this group. The Aquatic Manager will act as a liaison between the Club and the Lakewood Community Recreation and Education Department.

Section 3 The Club, in order to conduct official business, must have a minimum of five (5) members present. Of these five, two (2) must be officers or one (1) officer and the Commissioner of the Lakewood Recreation and Education Department, the Aquatic Manager, or an L.R.S.T. coach.

Article IV

Officers - Election of Officers

Section 1 Officers of this group shall be the President, Vice-President(s) (as many as deemed appropriate), Secretary and Treasurer.

Officers shall be elected annually in the month of February and shall assume their duties immediately.

A person shall not be eligible to serve more than two consecutive terms in any one office.

Section 2 There shall be a nominating committee appointed by the Executive Board consisting of five members; two officers and three active members. The Recreation Commissioner or his or her designee shall serve as an advisor and the President shall serve as an ex-officio member of the nominating committee.

The nominating committee shall report candidate(s) for each office to be filled at the regular February meeting of the Club.

Nominations may be submitted from the floor.

The consent of each candidate must be obtained before his or her name is placed in nomination either by the nominating committee or from the floor.

Article V

Duties of the Officers

Section 1 President:

The President shall be the executive head and shall preside at all meetings of this group and of the Executive Board. The President shall have the power to enforce the By-laws. The President is subject at all times to the direction and control of the Commissioner of the Lakewood Recreation and Education Department or his or her designee.

Section 2 Vice-President(s):

The Vice-President(s) shall assist the President in administering the activities of the group and shall assume the duties of the President in the President's absence. The Vice-President-Finance shall be responsible for collecting and accounting for all funds of the Club. The Vice-President-Finance shall approve all disbursements, subject to the approval of the Treasurer. The Vice President-Committees shall form and advise all committees charged with planning and operating LRST activities. The Vice President - Communications shall promote LRST within the current team and to the community and area at large. The Vice President - Safety serves as the Safety Director at all LRST home meets.

Section 3 Secretary:

The Secretary shall be responsible for all general correspondence as directed by the Executive Board. The Secretary shall keep an accurate record of the proceedings of all Club meetings and Executive Board meetings. The Secretary shall keep an accurate record of all members of the Club. The Secretary shall keep an accurate record of all members present at Club meetings.

Section 4 Treasurer:

The Lakewood Recreation and Education Department shall receive all funds and shall maintain and manage financial accounting for the Club under the direction and control of the Treasurer and in conformance with the annual budget. The Lakewood Recreation and Education Department shall keep an accurate record of all deposits and disbursements. A monthly financial report shall be provided from the Lakewood Recreation and Education Department to the Treasurer. The Vice-President-Finance shall recap the financial status at each semi-annual Club meeting. The Treasurer shall approve all disbursements. Any disbursement outside of the budget and in excess of \$200 will need to be approved in advance by the Commissioner of the Lakewood Community Recreation and Education Department. The Treasurer shall assist officers of the Club with development of the annual budget. The budget shall be approved annually at an official Executive Board meeting. The Treasurer of the Lakewood City School District shall serve as the Treasurer of the Club.

Article VI

Committees

The President, with the approval of the Executive Board, shall appoint standing and special committees, and their chairperson(s), as required. There shall be a special committee and chairperson appointed for all swim meets.

Article VII

Executive Board

- Section 1 The Executive Board shall have supervision, control, and direction of the affairs of the Club, shall determine its policies and changes therein within the limit of these By-laws, and shall actively pursue the purposes of the group as set forth in Article II.
- Section 2 The Executive Board shall transact necessary business in the intervals between regular meetings.
- Section 3 The Executive Board shall be composed of the elected officers of the Club, all L.R.S.T. coaches, and the Commissioner of the Lakewood Community Recreation and Education Department or his or her designee.
- Section 4 Regular meetings of the Executive Board shall be held bi-annually, in February and September, or as may be otherwise called by the President. Meeting times will be determined by the Executive Board at its first meeting of the year.

Article VIII

Parliamentary Authority

Roberts Rules of Order, Revised, shall govern this group in all cases in which they are not in conflict with these By-laws.

Article IX

Amendments

- Section 1 These By-laws may be amended by a 2/3 vote of the active members present at any Club meeting, in which attendance at the meeting satisfies the requirements specified in Article III, Section 3 for the conduct of official business of the LRST, provided the proposed amendment has been submitted in writing at the previous Club meeting. All amendments must be approved by the Commissioner of the Lakewood Recreation and Education Department.
- Section 2 A committee may be appointed to submit a revised set of By-laws as a substitute for the existing By-laws. The requirement for adoption of a revised set of By-laws shall be the same as in the case of an amendment.

Article X

Disbanding

The Club may be disbanded at any time by the Lakewood Board of Education. In the event this group is disbanded, the Lakewood Board of Education shall designate the disbursement of all funds of the Club in accordance with applicable laws.