

**ARTICLE I
NAME**

The name of the organization shall be “CSA Synchro” an acronym for- Cygnets of San Antonio Synchronized Swimming Club known herein as the “Club”. The organization shall be a nonprofit, unincorporated association, unless state laws require otherwise.

**ARTICLE II
PURPOSE**

The purpose of the organization is to provide athletes the opportunity to learn, participate and compete in synchronized swimming. This opportunity will enable each athlete to learn team spirit, dedication, commitment, discipline, self-esteem, good sportsmanship, time management and goal setting.

To this end the Club will:

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- Foster goodwill and esprit de corps among the swimmers.
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- Promote and encourage attendance at all synchronized swimming activities.
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- Develop the instructional program and competitiveness of the Club, and the amateur sport of synchronized swimming.
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- Promote fundraising for equipment, coach development, swimmer development, rental requirements, travel and other expenses supporting the Club’s purpose as determined by the Board of Directors.
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- Endeavor to keep the burden of expenses to participate in the Club at a level so as not to be a barrier to entry; promoting and utilizing volunteer services as able to this end.
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- Maintain a Club membership in United States Synchronized Swimming, Inc. (USSSI)

**ARTICLE III
MEMBERSHIP**

Open to all individuals interested in furthering the purpose of the Club. The Club reserves the right to deny membership if they deem anyone’s membership inconsistent with the purpose of the Club. Denial or revocation of membership will be determined by a two-thirds majority vote of the board members.

ARTICLE IV
THE OFFICERS AND THEIR ELECTION

The Officers shall consist of the President, Vice President, Secretary, Treasurer, Treasurer-Elect, Club Representative and Members-At-Large. Past President(s) will hold honorary status as advisory members to the currently elected Board of Directors, but will hold no voting authority.

The office of the President will not normally be elected as it will be succeeded by the Vice President as long as the individual holding the Vice President position continues affiliation with the Club and chooses to continue to serve. The Vice President and Treasurer-Elect will be elected for a term of one (1) year at a meeting of the general membership no later than August of each year. As described above, the Vice President will succeed the President in the year following election. The Treasurer-Elect will succeed the Treasurer in the year following election.

One Member-at-Large will be elected for each age group corresponding to the swim competition age groups. They will be elected by the parents of the age group they are to represent.

The terms of office for all Officers shall begin on September 1 and end on August 31 to coincide with the fiscal year, which runs for the same time period. Officers wishing not to complete their terms of office should submit a letter of resignation to the Board of Directors. The current President with the approval of the Board shall identify a Club member in good standing to complete the term.

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- The President shall:
 - Manage the business and activities of the organization as directed by the Board of Directors.
 - Oversee the Head Coach's activities as the contact person for USSSI with regard to the official functions of USSSI such as the yearly USSSI National Convention.
 - Establish the date and time of the regular and special meetings of the organization as necessary or desirable.
 - Identify Chairs for the standing business areas and organize ad hoc committees as needed.
 - Oversee the activities of all business areas and committees.
- The Vice President shall:
 - Assist the President in the performance of the President's duties and perform those duties in the absence of the President.

- Chair the monthly meeting if and when the President is unable to participate.
- Advise the President in identifying Chairpersons and members for the standing business areas.
- Coordinate with the President to set the meeting agenda for the board meeting and the general meeting. Notify the members of the date and time of all meetings and meeting agenda.
- Manage meets/competitions hosted by the Club.
- The Secretary shall:
 - Prepare and archive minutes of meetings of the Board of Directors and general members.
 - Distribute meeting minutes to all members within one week after the meeting.
 - Keep and make available to the members of the organization, all correspondence and records of the organization.
 - Keep and maintain Bylaws of the organization.
 - Disseminate information regarding activities of the organization to its members.
 - Track volunteer hours and submit to Treasurer when needed.
- The Treasurer shall:
 1. Receive all monies and pay all bills as approved by the Board of Directors.
- Oversee the following bookkeeper responsibilities:
 - Prepare a yearly budget proposal for consideration and approval by the Board of Directors.
 - Maintain detailed and current records of the transactions enacted during the particular term of office and shall provide these to the Treasurer who will report these transactions at each meeting.
 - Make available to Treasurer information regarding the finances of the organization as directed by the President, or requested by member(s) in good standing.
 - Prepare an annual audit of the financial condition of the organization not later than 45 days after the end of each fiscal year of the organization.

- Prepare necessary state and federal tax documentation and assist in maintaining the Clubs 501(c) (3) exempt status.
- Maintain signature authority for disbursement and withdrawal checks.
- The financial state of all members will be appropriately protected and provided only to the member in question or Club leadership as necessary to responsibly run the Club.
- Maintain a current list of all members in good standing of the organization.
- Collaborate with Bingo Chairperson to receive and record bingo proceeds & spent bingo allocations.
- The Treasurer-Elect shall:
- Assist the Treasurer in the performance of his/her duties.
- Perform other financial duties as requested by the Board of Directors.
- Members-At-Large shall:
- Be a liaison between parents and the Board; keeping parents appropriately apprised of the Club's activities.
- Assist other board members as specifically requested by the President.
- Bingo Chairperson shall:
- Maintain appropriate certifications to conduct bingo games in the state of Texas on behalf of the Club.
- Act as the primary contact person for correspondence with the state bingo sanctioning authorities.
- Ensure the club's activities conducting or related to bingo games are conducting in accordance with state laws and policies and that such activities remain consistent with the goals and values of the club.
- Maintain relations and correspondence with the bingo "unit" as assigned.
- Collaborate with Treasurer & bookkeeper to obtain updated bingo specific allocations for quarterly IRS reporting.
- Club Representative shall:
- Act as a contact person for correspondence with synchronized swimming governing and sanctioning bodies. The Club Representative will act in close coordination with the President and Head Coach.
- To expedite timely decisions for reserving lodging and transportation, the Club Rep will coordinate and organize all transportation, lodging, and other travel arrangements necessary for all meets in which the Club is scheduled to participate.

ARTICLE V
BOARD OF DIRECTORS

- The Board of Directors shall consist of the elected Officers described in ARTICLE IV, the Club's Head Coach, and the chairpersons for the following business areas listed in ARTICLE VI.
- The Board of Directors shall be responsible for:
 - Conducting the business of the Club on behalf of its members,
 - Determining the direction and focus of the organization,
 - Executing the fiscal expenditures of the organization, and auditing the financial report
 - Acting as an arbitration board to mediate issues that arise.
- The Board of Directors shall not be monetarily compensated for their duties. The members of the Board of Directors shall receive credit for volunteer hours equal to the required number of volunteer hours, if such a requirement exists, for their respective family.
- Election of The Board shall take place no later than August 31 by the members in good standing of the organization. They shall be elected by secret ballot when there are multiple candidates, by voice when uncontested with a simple majority.

ARTICLE VI
STANDING BUSINESS AREA RESPONSIBILITIES

- Fundraising/Marketing/PR
- Maintain Public Relations with local businesses, new members and social media outreach on behalf of the Club.
- Assist members in approaching sponsors and coordinating fundraisers.
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- Technology/Website
- Keep website up to date, including: posting upcoming events, displaying current sponsors, updating the photos and videos, adding links to important information and sign-up sheets, and posting meet results.
- Creates and maintains a current e-mail list for the Club.
- Uniform
- Work with head coach to determine uniform changes in design for the year.
- Communicate to parents' mandatory and optional team uniform requirements.
- Collect and organize needed items for ordering from various vendors. Order uniforms, and distribute to parents when they arrive.
- Collect monies or provide billing to accounts manager.
- Organize yearly team t-shirt competition.
- Perform and maintain Storage Closet inventory of suits and headdresses.

ARTICLE VII
BOARD OF DIRECTORS MEETING

The Board shall meet monthly. The date and site for the next meeting shall be determined during each monthly meeting. In the event that a meeting is requested outside of the normal monthly meeting, the President shall arrange for a meeting site and notify all board members of the reason, date, time and location of the meeting. Board meetings will normally be open to all members of CSA Synchro. Elected officers and the Head Coach shall have voting rights. However, other members may be allowed to speak when recognized by the chair of the meeting. When the Board finds need to discuss matters of a sensitive nature, such as the financial situation of a specific member or matters of conduct or disciplinary action, the President may convene a “closed meeting” that would be open only to the elected Board members or other members specifically interested in the topic at hand as determined by the President.

Each elected officer shall be entitled to one vote on each issue. A quorum shall be defined as 51% of the currently serving elected officers. A simple majority of the quorum shall decide the action on an issue with the exception of revocation of membership of either membership or a board office which will be decided by a two-thirds majority. In case of a tie, the issue shall be considered defeated and the matter will continue, status quo.

ARTICLE VIII **GENERAL MEETINGS**

- Dates and times of all meetings of the organization shall be established by the President.
- All regular meetings of the organization shall be held at the meeting room of Alamo Heights High School Pool, or at such location as The Board may approve.
- Special meetings of the Club may be called by the President or by 30 percent of members in good standing of the organization upon at least 48 hours telephone notice to all members of the organization. Notice of the special meeting shall specify the purpose for which the meeting is being called.
- Except as otherwise provided in these Bylaws, decisions at meetings of the members of the organization may be made by a majority of the members in good standing who are present at a properly called meeting.
- Only members in good standing may vote at meetings of the members of the organization. Members in good standing who are eligible to vote shall be those participating members whose monthly dues are current; and those nonparticipating members (members without athletes in their family) whose monthly dues and non-participating assessment are current.
- Payment of monthly dues by a participating member and payment of monthly dues and an annual assessment by a nonparticipating member shall entitle that member to one vote per family represented.
- Business at meetings of the members of the organization shall be conducted in accordance with Roberts Rules of Order.

ARTICLE IX
FINANCIAL MATTERS

- The fiscal year of the organization shall be from September 1 to August 31.
- Budgets are to be established at the beginning of each season. The Head Coach will submit a list of needs to The Board. The Board will then establish the budget and present it to the members in the general meeting held in September for approval by a 2/3 majority vote of the general attendance.
- All disbursements and withdrawal checks shall be signed by the Treasurer, or the President, or the Vice President.
- No member of the organization shall have, individually, any rights in or title to any funds or property of the organization, or be liable individually, for any liabilities of the organization.
- Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining 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 tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE X
AMENDMENTS

These Bylaws shall be approved in the first general parent meeting at the beginning of a season generally held in September, by a majority vote of those members eligible to vote and actually casting their vote at said meeting. The Bylaws may be amended by a two-thirds vote of the members present at any regularly called meetings. Such amendments may only be recommended by The Board, and shall be presented in writing and read at the regular meeting prior to the time of voting.

The Bylaws of an association or organization serve as a contract among its members and provide specific rules that govern the Club. Bylaws may not be suspended even by a unanimous vote unless their suspension is specifically provided for within the document. Every officer, chairperson, and member should be familiar with the Bylaws of the Club and abide by them. "Standing Rules" can be an addendum to the Bylaws and are more easily amended changed or added to.

ARTICLE XI
ARBITRATION

The members, officers and directors of this organization agree to indemnify and hold each other harmless for any cause of action arising out of the operation of this organization. Unless in violation of Texas law, it is the intent of the members to settle any disputes among themselves through arbitration.

Bylaws Amended August 2016 by member vote.

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of CSA Synchro, a non-profit organization, and that foregoing Bylaws, comprising eight (8) pages (including this page), constitute the Bylaws of said organization duly adopted at a meeting of the organization held on _____TBD_____.

Secretary, CSA Synchro
