

Bainbridge Aquatic Masters Booster Club
By Laws
Version 4, May 2024

Article 1. Name

This organization shall be called BAM Booster Club. BAM Booster Club is a local US Masters Swim club.

Article 2. Duration

The duration of BAM Booster Club shall be perpetual.

Article 3. Purpose

BAM Booster Club is organized for non-profit purposes and exists to accomplish its exempt purpose. Secondly, BAM Booster Club engages in activities that promote team cohesiveness and sportsmanship.

Article 4. Members

General membership in BAM Booster Club shall consist of adults aged 18 and over who are actively participating in Bainbridge Aquatic Masters (BAM) and are registered with BAM Boosters. Active status is defined by being current on all association dues and fees for the team and the booster organization. BAM is a swim team program associated with the Pacific Northwest Association of Masters Swimmers (PNA), and through PNA its members belong to United States Masters Swimming (USMS). BAM is a program offered through the Bainbridge Island Metro Park and Recreation District (BIMPRD). No person shall be excluded from BAM activities by reason of race, creed, or gender.

The BAM Booster membership group shall provide supplemental financial support for BAM and shall elect officers, as set forth in these By Laws, to govern the activities of BAM Booster Club. It is the responsibility of BAM Booster Club to raise and manage funds for supplemental support of the BAM program. It shall be the purpose and duty of the BAM Booster Board to act as an advisor to BIMPRD and to provide assistance as appropriate in the following:

- Further the stated goals of the US Masters Swimming Organization (USMS):
 - (1) to provide organized workouts, and
 - (2) to offer competitions, clinics, and workshops for adults aged 18 and over.
- Ensure programs will be open to all adult swimmers (fitness, triathlete, competitive, noncompetitive) who are dedicated to improving their fitness through swimming.
- Give input related to annual swim budget items.
- Select a new head coach whenever necessary.
- Manage home swim meets by:
 - (1) Owning and operating special swim meet equipment necessary to conduct home swim meets,
 - (2) Conducting home swim meets one or more times a year,
 - (3) Assisting the Meet Director in record keeping, preparation of meet entries, and other meet support activities.

Article 5. Board of Directors.

There shall be seven (7) members of the board, all elected by secret ballot in May for specific positions for a term of two years for each position. Terms begin June 1 of the election year.

The terms for specific positions shall be staggered, with one Vice President/President Elect elected in odd years, along with the Secretary, Treasurer, and one Member-at-Large. The other Vice President/President Elect shall be elected in even years, along with the Communications Director and one Member-at-Large. Members may run for reelection.

The Team Coach and the Meet Director shall be ex officio members of the Board. That is, they are members of the Board by virtue of the other positions they hold (as Team Coach and Meet Director). They are not elected Board members, nor do they vote on matters before the Board. There are no defined terms for Team Coach and Meet Director; they may serve indefinitely.

Every member of the Board is expected to volunteer for at least one BAM-supported meet per year and to attend at least one of the two BAM Booster-sponsored social events of the year.

5.1 Vice President/President Elect.

There will be one person elected to this position each year. The first year the person serves in this position they shall serve as Vice President. The second year they shall serve as President.

The President shall:

1. Set the agenda for meetings and run them.
2. Work with Treasurer to prepare the annual budget.
3. Assist other officers in carrying out their duties and general activities.
4. Stay in contact with the Park District and the representatives of other user groups.
5. Ensure that members are aware of the activities of the organization and how its funds are being spent.

The Vice President shall:

1. Assist in the President's duties or fill in for the President as necessary.
2. Complete the term of the President if the President is unable to fill out their term.
3. Appoint another in their place if they have assumed the role of President to complete a term.

5.2 Secretary.

They shall:

1. Keep a record of Board members' names, positions, terms, and status of appointment or election.
2. Record Board minutes, including votes and actions taken and specific responsibilities for follow-up action, and post these minutes to the website in a timely fashion.
3. Keep written records, including past and current By Laws, Board minutes, and a single unified list of important account information, including login identification and password for financial and social media accounts and bank account numbers and signatories. The Secretary shall keep this latter information secure and confidential.
4. Work with the Treasurer on any paperwork needed to maintain non-profit status.
5. Facilitate the writing and sending of social correspondence, including thank you notes, condolence messages, and other similar correspondence as requested by the Board.

5.3 Treasurer.

They shall:

1. Prepare a draft annual budget to be officially approved by the Board for the upcoming fiscal year.
2. Assist the coach in preparing regular periodic requests for funding to meet the goals of the BAM program, including those for equipment, coach training, and transportation and accommodation for meets and trainings.
3. Maintain financial relationships, keeping signatories up to date, and serve as the account holder for PayPal and similar accounts.
4. Keep hard and electronic copies of financially related documents for six years, including receipts and requests for payment.
5. Collect and disburse funds.
6. Retrieve correspondence from the BAM message box and distribute appropriately.
7. Provide financial reports to the Board at least quarterly.
8. Ensure that annual registration with the Washington State Secretary of State and Department of Revenue are completed and filed; pay any required fees.
9. Ensure the annual federal tax return is filled.
10. Work with the Secretary on any necessary to paperwork needed to maintain non-profit status. Supply official Board copies of final documents to the Secretary.

5.4 Communications Director.

They shall:

1. Maintain and periodically update the BAM team member lists, including team member name, phone, and email.
2. Communicate news in a timely manner.
3. Provide information on activities and events of interest, as deemed appropriate by the Board.
4. Work with the Member-at-Large support person to keep the website up to date.
5. Oversee BAM presence on other social media as necessary.

5.5 Member at Large.

There will be two Members-at-Large.

Position 1 shall:

1. Periodically take on individual projects or assignments as needed and/or assigned.
2. Act as event-coordinator for Board-sponsored social events.
3. Document required activities for Board-sponsored events.
4. Vote on Board matters.

Position 2 shall:

1. Provide technical, content, and advisory support for the BAM website.
2. Provide backup to the Communications Director as needed.
3. Vote on Board matters.

5.6 Vacancies and Absences.

If a Board member has resigned, or has, in the opinion of a majority of Board members been absent from a significant number of meetings or been otherwise unable to carry out their duties, the President shall, in consultation with other Board members, appoint a replacement for the balance of the term.

5.7 Limits on Liability.

To the full extent of the Washington Non-Profit Corporations Act (RCW 23A.08.025), as it exists on the date hereof or may hereafter be amended, permits the limitations or elimination of the liability of Trustees or Directors, a member of the Board of Directors shall not be liable to this organization or its members for monetary damages for his or her acts or omissions as a Director. Any amendment to or repeal of this Article shall not adversely affect any right or protection of a Director of the Corporation for or with respect to any acts or omissions of such Director occurring prior to such Amendment or repeal. This shall not eliminate or limit the liability of a Director for acts or omissions that involve intentional misconduct or a knowing violation of the law, for illegal distributions or loans, or for any transaction, conflict of interest, or act from which a Director will directly receive benefit in money, property or services to which a Director is not legally entitled.

Article 6. Meetings

General membership meetings can be called by the President by giving at least two weeks written notice to the general members of BAM Booster Club, which notice shall also include an agenda of items to be discussed at the meeting. Any member may bring up any other agenda items at the meeting for discussion. However, no officer may be elected, no By Laws changes may be voted upon, and no special assessments may be levied unless those items are included in the written agenda sent out to the general membership.

No proxy votes will be authorized for any BAM Booster Club meetings. Only active BAM Booster Club members may be allowed to vote in any meeting.

Article 7. Parliamentary Rule

BAM Booster Club shall follow *Robert's Rules of Order* to conduct all Board and general membership meetings. The simple majority of members present at a meeting with two-week notice shall be necessary to pass a motion.

Article 8. Amendment of By Laws

These By Laws can be amended by Board approval by a sixty percent (60%) majority vote of the BAM Booster Club Board of Directors.

Article 9. Fiscal Year

The fiscal year of the BAM Booster Club shall be from September 1 to August 30.

Article 10. Dissolution

Upon the dissolution of BAM Booster Club, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of BAM Booster Club, dispose of all the assets of BAM Booster Club exclusively for the purposes of BAM Booster Club or to such organization or organizations organized and operated exclusively for charitable, educational, religious, literary, or scientific purposes as shall qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, as it may be amended.